



ITALIAN TRADE AGENCY

Amman Office

11/07/2023

ZE63BDA697

COAN: U183T116T1

REQUEST FOR PROPOSAL (RFP)

Selection of economic operators aimed at direct assignment pursuant to art. 7 paragraph 2 letter. a) of the D.M. 192/2017 of the Supply: Stationery and Ink Cartridges. ITA is hereby asking for proposals (RFP) for the acquisition of the supply in question from economic operators, based in Jordan, interested in providing the supply. The applicants must submit a price quotation for the supplies described in this Notice. The applicants will be carefully checked and vetted by ITA. The present RFP does not engage ITA in any type of contract or negotiation with the applicants. ITA reserves its right to contact only the applicants the Agency deems fully qualified.

REQUIRED CONDITIONS FOR PARTICIPATION

ITA will accept proposals from Stationery Suppliers based in Jordan for the supply below.

The supplies covered by the assignment are detailed in the specifications attached to this request.

The documentation attached to this request for a quote is listed below:

a) Technical specifications:

The supply requested "Stationery and Ink Cartridges" as follow:

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ITA – Italian Trade Promotion Section of the Italian Embassy
Matalqa Center 5th floor
Shmeisani - Abdul Hamid Shuman St. No 10
T +962 6 5622751/2
amman@ice.it www.ice.it

Certificate N. 38152/19/S
ISO 9001 / UNI EN ISO 9001:2015

Member of CISQ Federation





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| Item | Quantity |
|--|----------------------|
| Ink Cartridges for "HP Color LaserJet Pro MFP M283fdw Printer", as follow: | |
| 1- Ink cartridge black | 5 |
| 2- Ink cartridge yellow | 5 |
| 3- Ink cartridge blue | 5 |
| 4- Black Ink Cartridges for "Multi Xpress K2200ND Printer", "HP Laser Jet P1102 Printer", "HP Laser Jet P2035 Printer" and "Laser Jet Pro M404n Printer": black – 5 Black Ink Cartridges for each Printer. | 20 |
| 5- Scissors | 3 pieces |
| 6- Stapler | 3 pieces |
| 7- Highlighter Marker 12 Pack; Yellow, Pink, and Orange. | 3 packets |
| 8- UHU twist & glue renature & UHU stick | 1 box for each |
| 9- Super Glue | 1 box |
| 10- Two-Sided Tape; 36mm | 8 pieces |
| 11- General tape, 60mm x 20Y, and 48mm x 20Y; 4 for each size. | 8 pieces |
| 12- Packaging Tape – Clear; 2x120m | 1 box |
| 13- Cello Tape Small; Size1.5inch x 7mtr | 1 box |
| 14- Paper cutter | 2 pieces |
| 15- Horse endorsing ink refill for stamp pad; Blue and Red | 1 box for each color |

b) Duration of the contract: within 5 days from the date of the purchase order.

c) The maximum amount available for the supply in question amounts to a maximum of 650 JOD.

The selection criteria for this proposal will be the offer from a qualified Stationery and Ink Cartridges Suppliers with the lowest price that includes all the above and below requirements. We will assign the contract even if we receive just one suitable proposal. The RG interested in submitting a proposal must e-mail it at amman@ice.it no later than 12:00 pm of July 16th, 2023.

CONTENT OF THE REQUESTED SUPPLIES

Proposals received after the above deadline will not be considered. ITA is not responsible for proposals that do not arrive within the deadline or do not cover all the objectives stated in this RFP.

The proposal must include:

1. Cost estimate.
2. Technical specifications.

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Any additional documents deemed necessary such as:

- Technical data sheet of the product offered.
- Declaration Form

CONTRACT STIPULATION

We inform you that ITA, pursuant to art. 11 of Ministerial Decree 192/2017 will proceed to direct assignment in favor of the company that will have presented the lowest price. The signing of the contract will be subject to the verification of the general requirements.

We inform you that in the event of serious non-fulfillment, the Administration may decide to forfeit the deposit, furthermore, after a formal injunction which has remained unsuccessful, it may order the execution of all or part of the supply in question at the expense of the defaulting person or company (except for the exercise of action for compensation for any damage). Finally, the Administration may order the termination of the contract, without prejudice, in any case, to compensation for damages suffered. ITA may terminate the contract following serious and continuing violations of the rules on supply, giving 30 days written and justified notice.

The contract will be stipulated, after the award, by the legal representative of ITA or his delegate.

Any possibility of tacit renewal is expressly excluded. The transfer, even partial, of the contract is not permitted.

VALUE OF THE CONTRACT AND PRESENTATION OF APPLICATIONS

The payment will be made, if there are no grounds for complaint after the return of the operators and after 30 days from the date of receipt of the same through bank transfer to the bank account of the Contractor. The currency will be made in JOD.

ALSO, FOR ACCOUNTING PURPOSES:

1. Being a foreign government agency, we are tax-exempt. Please DO NOT insert the taxes in your quotation.
2. Please provide your payment policy.
3. We will pay via Bank Transfer.

GUARANTEES TO GIVE

The contractor company may be required to pay a definitive surety guarantee equal to 10% of the credit line amount, net of _____ (mention any local taxes on consumption similar to VAT). The surety can be, at the choice of the

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assignee, banking, or insurance, with express waiver of the benefit of the prior enforcement of the principal debtor and with operation within 15 days, upon simple written request from the contracting authority.

The guarantee is progressively released according to the progress of the execution, up to a maximum of 80% of the guaranteed amount, the residual amount is released following verification of regular execution.

RULES OF CONDUCT FOR COLLABORATORS AND / OR EMPLOYEES OF THE CONTRACTING COMPANY

In carrying out the assignment, the economic operator undertakes to comply with the disciplinary and conduct code adopted by the ICE-Agency in accordance with the provisions of Presidential Decree 62/2013 and approved by the Board of Directors with resolution 402 of 24 January 2017. The Disciplinary and Behavior Code of the ICE-Agency is available on the website www.ice.gov.it - section "Transparent Administration" - "General provisions" - "General Acts".

The violation of the obligations referred to in the code will result in the ICE-Agency having the right to terminate the contract if it is deemed serious.

PROTECTION OF CONFIDENTIALITY AND RIGHT OF ACCESS

The data provided by the applicants will be processed in accordance with Regulation (EU) 679/2016 exclusively for the purposes related to the completion of the procedure in question. Your personal data are processed by automated means for institutional, administrative, and accounting purposes. The writing Agency is the data controller. For further information regarding your personal data processing, please visit the following page on ITA website: <https://www.ice.it/en/privacy>

REPORTING OF OFFENSES

Pursuant to art. 54-bis, paragraph 2 of Legislative Decree 165/2001 (amended by Law no. 179/2017) "Provisions for the protection of the authors of reports of crimes or irregularities of which they have become aware in the context of a public or private employment relationship", companies providing goods or services that operate in favor of the ICE Agency may report any "illegal conduct" of which they become aware in the context of the contractual relationship. The reports are managed through an IT application, in total confidentiality, by accessing the website www.ice.it - "Whistleblowing" section, available at the following link: <https://ice.whistleblowing.it/#/>.

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The only subject in charge of the proceeding [Chief Procurement Officer (CPO)/
Responsabile Unico del Procedimento (RUP)] is Mrs. Elisa Caterina Maria Salazar- The
Italian Trade Agency - Amman, Italian Trade Commissioner.

ITA Amman Office
Italian Trade Commissioner
Elisa Caterina Maria Salazar

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