



Amman Office

Date: 15/05/2023

REQUEST FOR QUOTATION

Reference N.:

**SUBJECT: WORKSHOP B2B NUTRACEUTICA IN MEDIO ORIENTE / STARTUP -
INNOVAZIONE IN GIORDANIA**

COAN: U221T040L1

CIG: Z6E3B1F345

Consultation of economic operators aimed at direct awarding in accordance with Article 7 paragraph 2 letter a) of Italian DM 192/2017 of the Service for rental cars for our event in Amman: "Nutraceutical workshop in Middle east" for the duration of 5 days – CIG: Z6E3B1F345.

This Agency intends to award the service in question by means of a market survey aimed at direct awarding, to be carried out in accordance with Article 7 paragraph 2 letter a) of Italian DM 192/2017.

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

1. AWARDING ENTITY

The Italian Trade Agency ("ITA") – Amman Office, Al Shmeisani – Abdel Hamid Shuman Street No.10 - Matalqa Center – 5th Floor – Amman – Jordan – www.ice.it - Ms. Elisa Caterina Maria Salazar, Trade Commissioner of The Italian Trade Agency in Amman e-mail: amman@ice.it, Tel: +962 (0)6 5622751/2/0

2. BACKGROUND

The Italian Trade Agency is the government entity which promotes the internationalization of Italian companies along with the policies of the Italian Department for Economic Development. ITA provides support to Italian and foreign companies. ITA is headquartered in Rome and operates with a net of offices worldwide linked to Italian embassies and consulates and works closely with local authorities and businesses.

ITA provides a wide range of services among which:

- The selection of business partners.
- Bilateral trade meetings with Italian companies.
- Trade visits to Italy.
- Participation to local fairs.

- Seminars conducted by Italian advisers.

The Amman Office is responsible for Jordan, Palestine, and Iraq.
For more information on the Italian Trade Agency and its presence in Italy and the world, please visit our website www.ice.gov.it (Italian/English).

3. TECHNICAL SPECIFICATION for Quotation

The objective of the RFP is to rent cars with driver for our guests from Queen Alia Airport in Amman and back as follow:

- 29/05/2023: Rental 3 mini van (6 seat) with driver from Airport Queen Alia to Hotel in Amman
- 29/05/2023: Rental 3 cars with driver from Airport Queen Alia to Hotel in Amman
- 31/05/2023: Rental 3 mini van (6 seat) with driver from Hotel inside Amman to Queen Alia Airport
- 31/05/2023: Rental 3 car with driver from Hotel inside Amman to Queen Alia Airport

The quotation must be delivered by mail at amman@ice.it **no later than 18/05/2023 at 15:00 hours Amman time.**

Your submission will be considered upon the provision with this Invitation for request of quotation the following, failure in providing the requested documents may serve as a ground for disqualification of the bidder.

- a. Company Profile with description of similar experience.
- b. Reference List- with details of previous contracts in the same business field with description and amounts.
- c. Financial Details and information - to demonstrate a sound financial standing.
- d. Bidders must have a valid trade license and a well-defined business address.
- e. Signed ICE – Italian Trade Agency administrative documents which will be sent to you along with this RFQ.

This letter is not to be construed in any way as an offer of contract. Your quotation could, however, form the basis for a contract between your company and ICE – Italian Trade Agency. Companies are encouraged to acknowledge receipt of this RQ by E-mail to ICE – Italian Trade Agency's specified contact person(s). The recipients of this RQ are requested to acknowledge receipt of this solicitation document and any amendments thereto to ICE – Italian Trade Agency Amman Office by completing the Section 2 acknowledgement letter. The acknowledgement letter must be signed, stamped, and should be sent via email to amman@ice.it within **2 days** after receipt of this Request for quotation. Failure to submit the acknowledgement letter may result in the quotation being rejected.

4. SERVICE PROVIDER ELIGIBILITY CRITERIA:

To be eligible, applicants must:

- be legally registered under the current Jordanian legislation;
- have the right to perform the activities, mentioned in the application, in accordance with the applicant's statutory documents;
- have sufficient financial and operational capacities to operate under a contract with the Italian trade Agency – Amman Office.

All criteria should be proven documentarily.

5. SERVICE PROVIDER EXCLUSION CRITERIA

Service Provider should:

Have not been sentenced by final judgment on one or more of the following charges: participation in a criminal organization, corruption, fraud, money laundering.

- Are not in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or is not subject to a procedure of the same kind.
- Have not received a judgment with res judicata force, finding an offence that affects its professional integrity or constitutes a serious professional misconduct.
- Do comply with its obligations as regards payment of social security contributions, taxes, and dues, according to the statutory provisions of the country where it is established.

By signing the application form, all bidders declare under their own responsibility that they are not in any of the situations described above. In this regard, the Italian Trade Agency reserves the right to request additional documents from selected candidates.

6. SERVICE PROVIDER AWARD CRITERIA

Service Provider will be assessed against the following criteria:

LOWEST PRICE

Note: This letter is not to be construed in any way as an offer of contract. Your quotation could, however, form the basis for a contract between your company and ICE – Italian Trade Agency. Companies are encouraged to acknowledge receipt of this Request for quotation by E-mail to ICE – Italian Trade Agency's specified contact person(s).

7. LANGUAGE OF THE QUOTATION:



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The quotation prepared by the Companies and all correspondence and documents relating to the Request for quotation exchanged by the Companies and ICE – Italian Trade Agency shall be written in English language.

8. VALUE OF THE CONTRACT AND PRESENTATION OF APPLICATIONS FOR PARTICIPATION

This notice will be published on the website of Italian Trade Agency – Amman Office. This notice constitutes exclusively a request for a quotation that will be carried out and therefore does not imply any obligation for the ITA towards the interested parties.

9. MINIMUM REQUIREMENTS FOR PARTICIPATION

In order to participate in this call, your company shall meet the following requirements:

- a) It shall be eligible and possess the necessary qualifications, in full compliance with local laws.
- b) It shall be authorized and licensed to do business in the company's state of residence.
- c) the company must have a registered office or branch in the city of Amman or other cities in Jordan.

10. TECHNICAL COMPLIANCE

The company shall submit along with their quotation documents, catalogues, and any other literature to substantiate compliance with the required specifications and to qualify deviations, if any, with respect to Public Entity's requirements.

11. PRICE AND CURRENCY OF PAYMENT

Price shall be fixed in JOD.

The maximum tender price cannot exceed the amount of 2000 JOD.

CONDITIONS OF PAYMENT

The issuance of the invoice is subject to the issuance of the verification of regular execution to be carried out within a period not exceeding 7 days from the conclusion of the service by the Single

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Procedure Manager who will forward a copy to the contracting company. Once regular execution has taken place, the provider of the good/service may proceed with the issuance of the invoice. The invoice will be paid within 30 days of its receipt.

In order to facilitate the accounting and payment of invoices addressed to ICE-Agency- Amman Office, it is recommended that the invoice / Purchase Order/ Data the following elements:

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12. SUBMISSION DEADLINE & REQUIREMENTS

The mail containing the offers must be received by ITA, under penalty of exclusion from the tender. The quotation must be delivered by mail to amman@ice.it no later than 18/05/2023 at 15:00 hours Amman time.

Applications for participation received after the above deadline will not be considered. The delivery of the e-mail remains at the sole risk of the sender, and ITA Agency doesn't assume any responsibility where it did not arrive within the terms.

The request for participation does not lead to the Administration having any specific obligation regarding the continuation of the negotiation.

AWARD CRITERION

Pursuant to art. 11 of Ministerial Decree 192/2017, direct assignment will be made in favor of the company that presented the lowest price. The Italian trade Agency - Amman Office will proceed with the award of this request for proposal even in the presence of only one valid offer, as long as it is deemed appropriate and convenient. Incomplete offers, not digitally signed by the legal representative, will be excluded.

13. DURATION OF SERVICES

The duration of the agreement is valid only for the period from 28th till the 31st May 2023, after verification of the participation requirements.

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14. SUBJECTS ADMITTED PARTICIPATING

The subjects referred to in Article 45 of Italian Legislative Decree 50/2016, in possession of the following requirements, are eligible to participate in the procedure:

- a) inexistence of the causes of exclusion provided for by article 80 of Legislative Decree 50/2016 and subsequent amendments;
- b) registration in the Register of Companies of the Chamber of Commerce and Industry;
- c) coverage of the service on the national and international territory;
- d) perform the service and anything else requested according to the instructions given in this request for quotation, accepting all its contents, without any conditions or reservations.

The contract will be stipulated, after the award, by the Director / Sole Responsible for the procedure of the ICE/ITA-Agency Office in Amman.

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

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 service in question at the expense of the defaulting party or company (except 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. The ICE/IA-Agency may terminate the contract following serious and continuing violations of the rules on supply, by giving written and motivated notice of 30 days.

15. ALSO BE AWARE 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.

16. 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].

Surety can be provided, at the choice of the assignee, by banking or insurance, with an 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.

17. TRACEABILITY OF FINANCIAL FLOWS

Payment of the amounts due to the contractor will be made exclusively through traceable methods to the dedicated bank account.

In this regard, please note that this procedure is identified by the following C.I.G. code: _____ which must be reported in the reason for payment.

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

The economic operator also undertakes, in the execution of the assignment, to comply with the Code of Conduct adopted by the ICE-Agency due to the provisions of Presidential Decree 62/2013, approved by the Board of Directors by Resolution No. 547/21 of 23-02-2021. The Code of Conduct of the ICE-Agency is available on the website www.ice.it - section "Transparent Administration" - "General Provisions" - "General Acts". Violation of the obligations under the code will result in ICE-Agency's right to terminate the contract, if the same is deemed serious.

19. REFERENCE RULES

For all other terms and conditions not regulated herein, please refer to the provisions of M.D. 192/2017; the civil law governing the conclusion of the contract and the execution phase shall be determined in accordance with the applicable rules of private international law and Jordanian Law.

20. DEFINITION OF DISPUTES



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All disputes arising from the contract are referred to the jurisdiction of the Judicial Authority of the Court of Amman, excluding the arbitration jurisdiction.

21. PROTECTION OF CONFIDENTIALITY AND RIGHT OF ACCESS

This company is invited to read the Notice on the Processing of Personal Data pursuant to Regulation (EU) 2016/679 ("RGPD"), available on the institutional website of ICE-Agency at <https://www.ice.it/it/privacy>.

22. 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 supplying 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/#/>.

23. SUPPLIER'S OBLIGATIONS AND RESPONSIBILITIES

The winning company shall execute all services under the conditions set forth in this letter, in the sole interest of the Italian Trade Agency – Amman Office, abiding by the instructions and requests that the Italian Trade Agency Amman Office will provide. The winning company is required to ensure the feasibility of its proposals at every stage. The winning company is not authorized to sign documents that may bind the Italian Trade Agency. The winning company shall observe professional secrecy and show diligence in the execution of services.

For further information concerning this call for bids and the required specifications, kindly contact the Italian Trade Agency – Amman Office at **+962 (0)6 56622751/2 Mr. Nahel Chahin or Ms. Rosarita Catani** or via email at amman@ice.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.

Signed by

Elisa Caterina Maria Salazar

Italian Trade Commissioner

Elisa Caterina Maria Salazar