

Amman Office

## MARKET SURVEY NOTICE INTRODUCTION

### Request for Proposals (RfP) Exhibition Services

**Subject: Consultation of economic operators aimed at direct assignment pursuant to art. 7 paragraph 2 letter. a) of the D.M. 192/2017 for supply and service of Italian Trade Agency – Amman, exhibition stand at the Sulaymaniyah Construction Industry and Domestic Investment Fair – 4-7/8/2021**

PLEASE READ THIS REQUEST OF QUOTATION CAREFULLY AND VERIFY THE REQUIREMENTS IN ADVANCE. INCOMPLETE SUBMISSION WILL NOT BE ACCEPTED. ONCE A COMPLETE SUBMISSION IS RECEIVED, YOU ARE DEEMED TO HAVE UNDERSTOOD AND AGREED TO THE TERMS AND CONDITIONS OF THIS PROPOSAL. SHOULD YOU HAVE ANY QUESTIONS BEFORE SUBMISSION, FEEL FREE TO CONTACT ITA AMMAN AT THE EMAIL INDICATED BELOW.

### 1. AWARDING ENTITY

The Italian Trade Agency (“ITA”) – Amman Office, Al Shmeisani – Abdel Hamid Shuman Street No. 10 - Matalqa Center – 2nd Floor – Jordan – [www.ice.gov.it](http://www.ice.gov.it)- Mr. Filippo Covino, Trade Commissioner of The Italian Trade Agency in Amman - E-mail: [amman@ice.it](mailto:amman@ice.it) Tel: 6 5622751/2 - Fax: 6 5622750

### 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](http://www.ice.gov.it) (Italian/English).

### 3. INVITATION FOR PROPOSAL

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Proposals are hereby invited for the supply/dismantling of the furniture and service at Italian Trade Agency exhibition stand at Sulaymaniyah Construction Industry and Domestic Investment Fair – from 4 till 7/8/2021

#### **4. CONTENT OF THE REQUESTED SERVICE:**

The service object of the agreement consists in:

##### **A) supply of:**

- 1 Cabinet with 2 lockable doors 80cm h x 120cm w;
- 1 small fridge;
- 1 Front/Reception desk 120cm h x 100cm w
- 1 cart/trolley
- 1 espresso Coffee Machine
- 4 ornamental plants (Ficus or Palm)

##### **B) service:**

- 1 Steward
- 1 Interpreter (Arabic/Kurdish/English language)
- Small catering for 4 days: sweets and pastry, fruit juice, cold drinks, bottled water
- 150 espresso coffee capsules compatible with machine
- print 2 Roll up 185cm height \* 90cm width (4 units) according to our graphics design which will be sent later
- Poster print 120cm high \* 90cm wide (2 units) according to our graphics design
- Poster print 120cm high \* 90cm wide (1 unit) Italy map according to our graphics design
- ICE Logo Poster print 49cm high \* 90cm wide (2 units) according to our graphics design
- Print Poster Logo MAECI 49cm height \* 90cm width (1 unit) according to our graphics design
- Band print with central writing "ITALIA", band size, 30cm height \* 300cm width (1 unit) according to our graphics design
- Band print with 2 central writing "ITALIA", band size, 30cm height \* 600cm width (1 unit) according to our graphics design

#### **5. PREPARATION OF QUOTATION**

The company is requested to quote for items and service mentioned in above point 4) by completing, signing, and returning:

- a) The quotation letters in Attachment A) with its annex for Proposal Declaration form. (Attachment B)
- b) the list of goods and service Price schedule (attached C)
- c) registration in the Erbil or Sulaymaniyah Chamber of Commerce or equivalent title
- d) Company Registration Form (attachment D)

The company is advised to carefully read the complete request for sealed quotations documents, before preparing the quotation.

#### **5. DURATION OF SERVICES**

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The duration of the agreement is valid only for the period from 1 to 8 August 2021, after verified the participation requirements.

## **6. 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 quotation that will be carried out and therefore does not imply any obligation for the ITA towards the interested parties.

## **7. 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 cities of Erbil or Sulaymaniyah

## **8. 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.

## **9. LANGUAGE OF THE PROPOSAL**

The Proposal prepared by the company and all correspondence and documents relating to the Proposal exchanged by the Company and ICE – Italian Trade Agency shall be written in the English language.

## **10. PRICE AND CURRENCY OF PAYMENT**

Price shall be fixed in USD dollar

## **11. SUBMISSION DEADLINE & REQUIREMENTS**

The mail containing the offers must be received by ITA, under penalty of exclusion from the tender, **no later than July, 8 2021 12:00 pm.**

The quotation, in English, drawn up pursuant to the rules of the Call for Request quotation and the specifications herein, must include all the documentation indicated above point 5 and, under **penalty of exclusion**, must be received **no later than July, 8 2021 12:00 pm.**

The quotation must be delivered by mail at the following e-mail address: [amman@ice.it](mailto:amman@ice.it)

Application 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.

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

## **12. APPLICABLE PROCEDURE AND AWARD CRITERIA**

The direct negotiation procedure to be carried out pursuant to art. 7 paragraph 2 letter. a) of Ministerial Decree 192/2017 addressed to qualified suppliers on the expiry date of the deadline for submitting offers, under the call for " **supply/dismantling of the furniture and service at Italian Trade Agency exhibition stand at Sulaymaniyah Construction Industry and Domestic Investment Fair – from 4 till 7/8/2021**", also in possession of the requisites required by this specification.

### **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. AMOUNT OF THE CONTRACT**

**The total amount of the contract was estimated at 8000 USD (eight thousand USD)**

The quotation, in English, drawn up pursuant to the rules of the Call for Request quotation and the specifications herein, must include all the documentation indicated above point 5 and, under **penalty of exclusion**, must be received **no later than July, 8 2021 12:00 pm**.

The quotation must be delivered by mail at the following e-mail address: [amman@ice.it](mailto:amman@ice.it)

The award will also take place in the presence of only one offer, because it is considered valid and deserving of acceptance.

For further information and / or clarifications, you can contact by e-mail: the ITA Agency Office in Amman e-mail box: [amman@ice.it](mailto:amman@ice.it)

The sole person in charge of the procedure is Filippo Covino, head of the ITA Agency Office in Amman.

**Incorrect, incomplete, or irregular contents attached in the mail can be remedied, pursuant to Art. 83, Par. 9 of Legislative Decree No. 57/2017.**

**The procedure for the realization of the service in question will be awarded with the criterion of the lowest price** offer on the agency fee pursuant to art. 95, c2 of Legislative Decree 50/2016 and s.m.i. The detailed procedure for evaluating offers will be indicated in letter of invitation.

The agency fee must be expressed in USD for **this service** and must be the same, regardless of the type of flight, service cost or number of services purchased.

## **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:

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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.

10. The contract will be stipulated, after the award, by the Director / Sole Responsible for the procedure of the Ice-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-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. TERMS OF PAYMENT**

The settlement of the amounts due will be made by bank transfer, upon presentation of an invoice, within 30 days of the invoice date.

## **16. TRACEABILITY OF FINANCIAL FLOWS**

The company assumes, under penalty of absolute nullity of this contract, the obligations provided for by art. 3 of the Italian Law n. 136/2010 and subsequent amendments on the traceability of financial flows and Jordanian Law No. (18) for the Year 2017- The Securities Law.

All financial movements relating to this contract must be recorded on the dedicated current account, the identification details of which have been communicated to the ITA Office in Amman and will be carried out exclusively through the bank transfer instrument or with other suitable instruments to allow full traceability of the operations.

2. The company undertakes to immediately notify the ICE of Amman and the competent territorial office for the news of the fulfillment of its possible subcontractors / subcontractors to the obligations of financial traceability.

## **17. RULES OF CONDUCT FOR COLLABORATORS AND / OR EMPLOYEES OF THE CONTRACTING COMPANY**

The economic operator undertakes, in carrying out the assignment, 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.

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The Disciplinary and Code of Conduct of the ICE-Agency is available on the website [www.ice.gov.it](http://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.

## **18. REFERENCE RULES**

For all other conditions and terms not regulated herein, please refer to the provisions of Italian Ministerial Decree 192/2017 and Jordanian Law; the civil law governing the stipulation of the contract and the execution phase is determined according to the applicable rules of private international law.

## **19. DEFINITION OF DISPUTES**

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

## **20. PROTECTION OF CONFIDENTIALITY AND RIGHT OF ACCESS**

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

## **21. 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](http://www.ice.it) - "Whistleblowing" section, available at the following link: <https://ice.whistleblowing.it/#/>.

## **22. 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 6 5622751/2 Mrs. Rosarita Catani or Ms. Afnan Hammad or via email at [amman@ice.it](mailto:amman@ice.it).

Thank you for your interest and we look forward to receiving your quotation

Sincerely,

Filippo Covino

Italian Trade Commissioner – Amman Office



ITALIAN TRADE AGENCY  
ICE - Italian Trade Commission  
Trade Promotion Section of the Italian Embassy

Amman Office

*Giuseppe Clovis*