



ITALIAN TRADE AGENCY

Amman Office

Date: 13/10/2022

Ref. N.: 0118436/22 /BIF 2022

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INITIATIVE: PARTECIPAZIONE COLLETTIVA ALLA BAGHDAD INTERNATIONAL FAIR 2022/MECCANICA - INDUSTRIALE E INDUSTRIA LEGGERA/PLURISSETTORIALE

MARKET SURVEY NOTICE

Invitation to Tender for the service of Buildup, dismantling & rental of equipment and Management Service of the Italian Pavilion at Baghdad International Fair 2022

Subject: Participation on Baghdad International Fair 1 – 10 November 2022

Pursuant to Article 36, c.2, letter b) of Legislative Decree 50/2016, as amended, in conjunction with Guidelines no. 4, issued by ANAC in implementation of Legislative Decree no. 50 of 18 April 2016, on "Procedures for the award of public contracts below the Community thresholds, market surveys and the formation and management of lists of economic operators" (Resolution no. 1097 of 26 October 2016), and in relation to Legislative Decree no. 56 of 19 April 2017, the Italian Trade Agency - Amman Office (hereinafter referred to as "ITA") intends to initiate a direct procedure for the acquisition of the services in question, proceeding to the preliminary identification of companies specialized in Tradeshow Booth based in Iraq for Buildup, dismantling, Rental equipment for Stand and Decorating services and Event Management Service for the construction and other services of the Italian Pavilion at the Baghdad International Fair_2022.

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- Mrs. Elisa Caterina Maria Salazar, Trade Commissioner of The Italian Trade Agency in Amman - **E-mail: 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 (Italian/English).

3. INVITATION FOR PROPOSAL

Companies are hereby invited to bid for the supply/dismantling of the furniture and service at Italian Trade Agency exhibition stand at Baghdad International Fair from 1st till 10th November 2022.

4. CONTENT OF THE REQUESTED SERVICE:

The service object of the agreement consists in:

Technical Compliance Sheet (TCS) to be completed by Bidders [please also refer to the attached Technical Specifications]

- Bidders are required to provide all the data as per the following requirements. Failure to provide any or part of the items thereof may result in the Bid being rejected.
- All Prices shall be in JOD or US Dollars.
- Bidders must have a valid trade license and a well-defined business address.

- Technical Compliance for some items will be based on sample submission. Each sample submitted **MUST BE CLEARLY MARKED WITH THE COMPANY NAME** Sample will be scored on a scale of 0 – 2.

- 0 - No Sample, 1- Poor Sample, 2 – Good (accepted)

A total area of 108 sqm must be constructed and organized to host companies' booths, 1 storage and 1 information booth as ICE Office:

Flooring: Red Wood (Pantone Cool Red 10 C) if possible, otherwise please advise on the options. [SAMPLE REQUIRED]

For each booth (7.95 sqm), for a total number of 11 booths:

- 1 Lockable cabinet
- 1 Meeting table
- 3 Chairs
- 1 Brochure rack
- 1 Coat hanger
- 1 Power plug point/socket, close to the table
- 1 Decorative plant
- 1 Waste basket
- Back side company logo and company name
- 1 ITALIA script lighted totem between stands

For the information booth (20.55 sqm):

ICE – Italian Trade Agency Information Booth:

- 1 Reception desk
- 2 Lockable cabinets
- 2 Stools
- 2 Tables
- 10 Chairs
- 4 Shelves for catalogues
- 3 Flags and Flagpoles (Italy, Iraq, European Union)
- 3 ICE logo printing
- 2 Ministry logo printing
- 2 Be IT logo printing
- 1 Italy Map printing & 2 Floormap Printing
- 1 Box banner from the ceiling with ITALIA/إيطاليا script as per graphics supplied

- 3 Decorative plants
- 1 Company name printing
- 5 Power plug point, at the reception area
- 3 Coat hangers
- 4 Waste baskets
- Wi-Fi connection
- 1 Laptop
- 1 All-in-one printer
- 2 Monitor TV at least 48 inch
- 1 storage room 2*1 meters with accordion door

Catering:

- 1 small fridge
- Nos 500 half liter bottles of water and nos. 500 soda and juice
- Coffee machine and nos. 500 coffee capsules

Services:

- 3 Interpreter/translation personnel
- 3 Hostess/helper personnel
- Transport Hotel-Fairground-Hotel for Nos. 20 people for 9 days (1-9 November 2022)
- Transport of graphic material from Amman to Baghdad Fairground

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) with ACKNOWLEDGEMENT LETTER (attached)
- b) the list of goods and service Price schedule (attached C)
- c) registration in the Baghdad or other Iraqi 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.

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 Baghdad or other cities in Iraq near Baghdad.

The estimated annual distribution by type of services, specified purely as an indication based on the last 2 years' data.

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 **18/10/2022** AT 16:00 p.m. Amman Time.

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 **18/10/2022 AT 16:00 p.m. Amman time.**

The quotation must be delivered by mail at the following e-mail address: 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.

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. b) 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 Baghdad International Fair – 1-10 November 2022", 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 max 122000 USD (one hundred and twenty-two thousand dollars only).

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 **18/10/2022 AT 16:00 Amman Time.**

The quotation must be delivered by mail at the following e-mail address: 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 Office in Amman e-mail box: amman@ice.it

The sole person in charge of the procedure is Elisa Caterina Maria Salazar, head of the ICE 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 and Cents for this service and must be the same, regardless of the type of flight, service cost or number of services purchased.

14. DURATION OF SERVICES

The duration of the agreement is valid only for the period from 1st till 11st November 2022, after verified the participation requirements.

15. 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-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.

16. 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.

17. PENALTY

The Italian Trade Agency reserves the right to apply the following penalties:

- 5% of the total value for each hour of delay beyond the agreed delivery time in Section 2: Bid Data Sheet (clause 30) and up until the official opening of the Trade Fair.
- 7% of the total value if the Italian Pavilion is not properly cleaned before the official opening of the Trade Fair.
- 9% of the total value in case of failure to carry-out the dismantling of the Italian pavilion according to the requirements of the Organizer of the Trade Fair.

18. 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.

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 to the obligations of financial traceability.

19. 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. The Disciplinary and Code of Conduct 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.

20. 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.

21. 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.

22. 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>.

23. 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/#/>.

24. 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 **0656622751/2 Mr. Nawras Nidhal or Ms. Rosarita Catani** or via email at amman@ice.it.

25. OTHER IMPORTANT NOTES

- The selected bidder must cover all necessary transportation charges related to the works.
- The selected bidder must provide assistance to ICE – Italian Trade Agency's Staff during the setup of the booth.
- The selected bidder must provide to ICE – Italian Trade Agency the leased structure and furnishings in a ready-to-use state and in conformity with the laws of Iraq. In this regard, all materials must be in accordance with what is required and of good quality. The inflammable materials must conform to the anti-fire regulations in force in Iraq.
- The Italian Trade Agency reserves the right to ask for the removal, at the expense of the selected bidder, of all those materials which are not in accordance with the requirements. In accordance with the requirements of ICE – Italian Trade Agency, the construction must be completed with the necessary electrical installations, in conformity with local regulations.

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

Elisa Caterina Maria Salazar

Italian Trade Commissioner – Amman Office

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