



ITALIAN TRADE AGENCY

Istanbul Office

SUBJECT: REQUEST OF QUOTATION FOR PROFESSIONAL ASSISTANCE AGREEMENT CONCERNING THE ITALIAN TRADE AGENCY DESK TURKMENISTAN ACTIVITY
SMART CIG - Z8E3772DC7

ITA - Italian Trade Agency is the Governmental agency that supports the business development of Italian companies abroad and promotes the attraction of foreign investment in Italy.

Pursuant to Ministerial Decree 192 of 21 November 2017 (Regulation of the Italian Ministry of Foreign Affairs and International Cooperation which rules Italian public procurements to be executed abroad) Italian Trade Agency Istanbul (ITA) intends to receive an offer from your good company for the supply of "Professional Assistance concerning the ITA Desk Turkmenistan Activity" (for a period of 24 months). The ITA Desk will operate also in collaboration with the Italian Embassy in Turkmenistan.

Since the Desk activities will be managed by a specific professional, whose characteristics and skills will be described later in this document, the offer must contain the indication of the professional who will perform all the activities of the above-mentioned ITA Desk in Turkmenistan.

The main functions and duties of the professional shall consist of the followings:

- a) to actively focus on, screen and monitor the potentiality of Turkmenistan market by reporting to ITA Istanbul on a monthly base;
- b) to draw reports on request about general outlook or any other aspect – duly instructed by ITA Istanbul- of Turkmenistan and on specific fields/sectors of interest for the Italian industry;
- c) under the coordination of ITA Istanbul, to support Italian companies/persons/institutions in finding out market opportunities and local customers/partners;
- d) under the coordination of ITA Istanbul to assist with the building of relations with public or private institutions in Turkmenistan;
- e) under the coordination of ITA Istanbul to assist missions of Italian companies participating to events and meetings in Turkmenistan and missions of Turkmen delegations to Italy for attending trade fairs and/or workshop and B2B meetings;
- f) to periodically keep informed ITA Istanbul with a monthly report related to the activities performed during the previous period.

ICE – Italian Trade Commission
Trade Promotion Office of the Italian Consulate
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Certificate N. 38152/19/S
ISO 9001 / UNI ISO 9001:2015

Member of CISO Federation



For this purpose, ITA Istanbul intends to acquire the offers from companies legally registered in Turkmenistan and specialized in assistance and promotion for internationalization.

The company must:

- be based and registered in Turkmenistan;
- have extensive and consolidated experience in the field of assistance and promotion for the internationalization of companies;

The professional who will be appointed by the company to carry out the assignment must:

- have relevant educational qualifications or equivalent professional experience/qualification;
- have deep knowledge of Turkmenistan's economic and industrial context;
- have in-depth knowledge of the Italian industrial context;
- have very high communication skills and work ethic with attention to the details;
- have an advanced level of knowledge of Turkmen, Russian, English and Turkish languages. Knowledge of Italian and previous job experiences with Italian Institutions or Organizations will be an advantage;

Interested economic operators who meet all the requirements at the date of this request of quotation must send their proposals by e-mail to the following address: m.dinapoli@ice.it, r.landi@ice.it, n.ciantra@ice.it

The proposal must be signed by the legal representative of the company or by a delegate with the power of signature and must indicate the following information:

- company name and legal denomination;
- address of the registered office (full address);
- telephone, e-mail address;
- name of the legal representative or delegate, if any;

Requests for information must be addressed to: m.dinapoli@ice.it, r.landi@ice.it, n.ciantra@ice.it

This request for quotation has been published on the website www.ice.it in the section "Tender notices" at the address: <https://www.ice.it/en/markets/turkmenistan/ashgabat> and on the website of the Italian Embassy in Ashgabat at the address: https://ambashgabat.esteri.it/ambasciata_ashgabat/it/

Method of submitting the offer

The offer must be submitted in €, VAT excluded (ITA has VAT exemption) to m.dinapoli@ice.it, r.landi@ice.it, n.ciantra@ice.it by the deadline of 25/08/2022 at 12:00.

The following documentation must be sent together with the quotation:

1. Company Presentation (specify the relevant experiences in the field of internationalisation and the institutions/organisations with which the company cooperated);
2. Name and CV of the professional appointed;

3. Legal registration with the competent Turkmen authorities;
4. "Documento unico" (form attached).

Criteria of adjudication

The offers received will be evaluated considering the level of satisfaction of the above-mentioned requirements and, subject to an interview with the appointed professionals aimed to ascertain the required language skills and verify the possession of the declared skills and experiences.

The budget for the bid is € 38.000 (for a period of 24 months): the offers will be considered valid only if quotations will be equal or inferior to the above mentioned budget.

ITA also reserves the right not to proceed with the awarding procedure if the offers are not considered satisfactory, at its discretion.

ITA reserves the right to cancel the selection procedure, should any conditions prevent it from occurring or to change the date, if necessary.

Contractual conditions

The assignee of the contract is obliged to guarantee the execution of the service in close relationship with ITA – Istanbul.

The assignee also undertakes to observe any further terms and procedures concerning the regulation of the obligations between the parties for the performance of the service, as well as the obligations deriving from the application of the Turkmen and Italian legislation.

The finalisation of the contract is subject to the signature of the assignee of the self-declared requirements in the attached form (Documento Unico)

Payments and penalty

The payment will be made monthly, upon presentation to ITA Istanbul of regular invoices for the services rendered. Payment will be made by bank transfer within 30 (thirty) days from the date of the invoice, upon certification of regular execution.

In the event of delay in providing the service or non-fulfilment of the obligations assumed with this contract, ITA Istanbul reserves the right to apply a penalty commensurate with the seriousness of the damage to be determined, in any case not exceeding 0,5 % (daily) of the amount of the contract.

Important notice

The selection procedure can be interrupted or cancelled at any time and for any reason by the ITA-Agency at its complete discretion without generating any moral or legal commitment towards candidates, including those who fully meet the requirements.



ITALIAN TRADE AGENCY

Rules of conduct of contractors and/or staff of the contractor

In the execution of the contract/assignment/agreement, the trader/professional/contractor undertakes to fully respect the Code of Conduct adopted by ITA (Italian Trade Agency) with respect to the provisions of Presidential Decree 62/2013 approved by the Board of Directors by resolution no. 547/21 on 23 February 2021. The Code of Conduct and Disciplinary procedure of the ITA is available on the website www.ice.gov.it – at the section "Amministrazione Trasparente" - "Disposizioni generali" - Atti generali:

http://ww2.gazzettaamministrativa.it/opencms/export/sites/default/gazzetta_amministrativa/amministrazione_trasparente/agenzie_enti_stato/agenzia_ICE/010_dis_gen/020_att_gen/2014/Documenti_1389874530679/1620809957804_code_of_conduct_2021.pdf

Protection of confidentiality and right of access

The company will accept, declare and undertake to act always in compliance with the GDPR (EU Regulation no. 2016/679) and the Law on the protection of personal data no. 6698 which was published in the Official Gazette of 07/04/2016 and numbered 29677 ("LPDP"). The company will accept and undertake that all information that may be collected during the execution of the agreement which will be signed, agreement and all information relating to real persons that may be transferred to it are personal data (personal data and / or special personal data must be indicated as "Personal Data" collectively), these Personal Data will be processed in accordance with the LPDP and the conditions of this agreement and / or in accordance with the GDPR (EU Regulation no. 2016/679). ITA Istanbul will have the right to appeal to the company for any payment due to an administrative fine delivered to ITA Istanbul for a reason attributable to the company, reserving the rights of indemnity and any other rights which will be provided for in the agreement.

Whistleblowing

Pursuant to art. 54-bis, paragraph 2 of Legislative Decree no. 165/2001, as amended by Law no. 179/2017 concerning "Provisions for the protection of persons who report unlawful activities or wrongdoing based on information acquired in a public or private work-related context", the suppliers of goods or services to the Italian Trade Agency - ITA are also entitled to report any unlawful conduct or wrongdoing of which they have learnt within the context of the contractual relationship. The reports, which are kept fully confidential, are managed through an IT application available on the Italian Trade Agency - ITA website - "Whistleblowing" section, at <https://www.ice.it/it/en/whistleblowing> .

Istanbul Office
Director
Riccardo Landi

**REQUIREMENTS FOR DIRECT NEGOTIATION UNDER THE EUROPEAN UNION
THRESHOLD OF EURO 40,000.00**

Vendor must enter all information operator (unless differently stated)

**PART I
PROCUREMENT PROCEDURE AND BUYER INFORMATION**

Buyer	
Name:	<i>ITALIAN TRADE AGENCY</i>
Title or short procurement description:	<i>PROFESSIONAL ASSISTANCE AGREEMENT CONCERNING THE ITALIAN TRADE AGENCY DESK TURKMENISTAN ACTIVITY</i>
CIG	<i>Z8E3772DC7</i>

PART II: VENDOR INFORMATION

A. Identification data of the economic operator	Answer:
Name:	[.....]
Tax ID	[.....]
Mailing Address:	[.....]
Contact Person:	[.....]
Telephone Number:	[.....]
E-mail:	[.....]
(website) (if any):	[.....]

B. Vendor Agent:	Answer:
Full name:	[.....]
Place and Date of Birth:	[.....]
Working position/ Title:	[.....]
Mailing Address:	[.....]
Telephone Number:	[.....]
E-mail:	[.....]
If necessary, provide details on representation (form, limits, purpose):	[.....]

PART III: REASONS OF EXCLUSION

A: Reasons of exclusion due to criminal convictions

Vendors who have been convicted before a state criminal court (in Italy or in the Turkey) and for the following crimes, will be excluded from participation in the bid selection: (1) criminal conspiracy; (2) bribery; (3) fraud; (4) crimes related to terrorist activities; (5) money laundering or terrorism financing; (6) child labor and other forms of human trafficking; (7) any other crime that carries the sanction to forbid the individual from deal with public (federal, state or local) entities. Relevant reasons of exclusion are those regulated under Italian law, as well as:

- in the EU Member States, the factual circumstances described under Article 57 of Directive 2014/24/EU;

- in non-EU countries, the factual equivalent circumstances regulated under local criminal law.

Vendor or a member of its management or audit board or anyone with agency or authority has not been convicted for one of the above-mentioned crimes with a final judgment in the last five years or after which an exclusion period is still applicable.

B: Reasons of exclusion due to payment of taxes or social security contributions

Vendor has met all obligations related to payment of taxes, fees or social security contributions, in the country where it is operating, in Italy and in the country where the contract is awarded and/or performed.

C: Reasons due to insolvency, conflict of interests or professional offenses

1) Vendor did not breach any of the following laws: health and safety; environmental; employment law

2) Vendor currently is not under:

a) Bankruptcy, insolvency proceedings, liquidation, receivership and any other similar proceedings;

b) Has ceased its business activities

3) Vendor has not been condemned to gross professional misconduct;

4) Vendor has not entered into agreements with other vendors to influence competition;

5) Vendor is not aware of any conflict of interest related to its participation to the procurement procedure;

6) Vendor or any affiliated entity did not provide advice to the Buyer or have otherwise participated in the preparation of the bidding procedure;

7) Vendor has not been terminated in a previous public tender or has not been ordered to pay damages or other penalties in relation to a previous public contract;

8) Vendor declares that:

a) It was not condemned for gross misrepresentation in providing the required information in order to verify the absence of grounds for exclusion or compliance with the bidding criteria,

b) It did not conceal this information,

c) It did promptly transmit the additional documents requested by the Buyer,

d) It did not attempt to influence the decision-making process of the Buyer; it did not attempt to obtain confidential information that may confer unfair advantages in the procurement procedure; it did not provide misleading information that may have a significant influence on the decisions process.

D: Reasons for exclusion provided for by Italian legislation and equivalent situations provided for by the law of the country where the contract is carried out

Vendor is not in one of the following circumstances:

1) Revocation, suspension or prohibition under anti-mafia laws

2) It is not at risk of infiltration by criminal organizations.

3) It has not been banned from its business activity or has been subject to sanction involving prohibition to contract with the public administration;