



ITALIAN TRADE AGENCY

Los Angeles Office

April 3rd, 2024

Prot. No. 0038797/24

RUP: Alessandra Rainaldi (CdC: 3CB2)

COAN: U23EC037D1 - U239C041N1

COGE: 650902004

CIG: B11727F029

INVITATION FOR BID (IFB)

**LEASING OF DISPLAY STRUCTURES - FURNITURE, GRAPHICS, AND OTHER RELATED SERVICES
ITALIAN PAVILION AT BIO 2024,
3-6 JUNE 2024 - SAN DIEGO (CA)
SAN DIEGO CONVENTION CENTER - EXHIBIT HALL**

The Italian Trade Agency (ITA) - Los Angeles Office will be organizing the Italian Pavilion, at the **BIO International Convention 2024, June 3-6, San Diego Convention Center (San Diego - CA)**.

The Italian Pavilion covers a total exhibit of **2,000 sq ft (50' x 40')**, **Booth #3623**.

ITA is therefore selecting a contractor for the leasing of display structures and services.

The bid is open to all companies that meet the qualifying criteria as specified in point 4 below. Your proposal should conform with the terms, conditions and specifications set hereafter and, in the documentation, available at this [LINK](#), which is an integral part of the bid.

The budget for the bid is USD 170,000.00 (to be considered valid, quotations must be equal or inferior to the total available budget). The bid will be awarded to the lowest price, if all conditions are met.

Your proposal should be received by ITA - via mail or courier - **not later than April 19th, 2024 at 12:00 pm (noon) PST - to:**

**ITA - ITALIAN TRADE AGENCY
Att.: Alessandra Rainaldi, Trade Commissioner
12424 Wilshire Blvd., Suite 1400, Los Angeles 90025 (CA)**

If you have any questions, please contact our office via email at losangeles@ice.it.

Kind regards,

Alessandra Rainaldi
Trade Commissioner

ITA - Trade Promotion Section of the Consulate General of Italy
12424 Wilshire Blvd, Suite 1400
Los Angeles, CA, 90025
T (323) 879 0950 F (310) 2038335
E-mail: losangeles@ice.it
www.ice.it/en

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CERTIFIED MANAGEMENT SYSTEM
ISO 9001



ITALIAN TRADE AGENCY

1. BACKGROUND

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. 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. In the US, ITA is present in the following cities: New York, Chicago, Los Angeles, Houston and Miami.

For more information on the Italian Trade Agency and its presence in Italy and the world, please visit our website <https://www.ice.it/en> (Italian/English).

2. AWARDING ENTITY

The Italian Trade Agency ("ITA") – Los Angeles Office
12424 Wilshire Blvd., Suite 1400, 90025, Los Angeles, CALIFORNIA, USA

Website: <https://www.ice.it/en/markets/usa/los-angeles>

Ms. Alessandra Rainaldi, Trade Commissioner of The Italian Trade Agency of Los Angeles Office

E-mail: losangeles@ice.it, Tel (323) 879.0950- Fax (310) 203.8335

The ITA Los Angeles Chief Procurement Officer (CPO)/ *Responsabile Unico del Procedimento* (the acronym is RUP in Italian) is Alessandra Rainaldi, the ITA Los Angeles Trade Commissioner.

3. DESCRIPTION OF SERVICES REQUESTED (Envelope B)

Leasing of display structures-furniture and other related services for the Italian Pavilion at BIO 2024, as specified in the Technical Description (Annex 1) and in the Project (Annex 3) and including:

- Design and leasing of display project;
- On-site supply and set up of all display, furnishing and decorating structures.
- All transportation, costs (inbound and outbound), insurance;
- All the necessary custom duty procedures;
- Electrical hook up and usage;
- Maintenance during the show;
- Dismantling of the display after the show;
- All other related labor and material.
- Wi-Fi services (for each company and ITA Area and Arena)
- Drayage fees

4. ESTIMATED BUDGET

The overall estimated budget, all included, is **USD 170,000.00 (one hundred seventy thousand dollars)**, equal to **Euro 157,655.56** (at the official exchange rate of \$/Euro 1.0783, published on April 3rd 2024, by Banca d'Italia).

5. REQUIREMENTS FOR PARTICIPATION

To participate in this IFB, the Company shall meet the following eligibility requirements (referred to in art. 9 of the Ministerial Decree 192/2017):

- a) It shall be eligible and possess all the necessary qualifications, in full compliance with local laws.
- b) It shall be located, authorized, and licensed to do business in the United States.
- c) It shall be of sound economic and financial status.

The awarding of the contract will be subject to the verification of these general requirements. The possession of general requirements must be maintained for the duration of the contract.

IMPORTANT: in case your company is chosen to provide the service, it will be required to register in the ITA's Vendor list (see more details at the following link [Business Vendor Registration](#)).

6. SUBMISSION PROCEDURE

According to the applicable Italian law, and under penalty of exclusion, the offer should include the following two parts in two different envelopes:

- Envelope A – Administrative documentation
- Envelope B – Economic Offer

6.1 ENVELOPE A

Mark it as **ADMINISTRATIVE DOCUMENTATION + Company's name and BID's object** and includes:

a) **A proof of Economic and Financial Solvency:**

- Financial solvency (for example, a letter from your bank);
- Turnover for each of the past 3 years (2021-2022-2023) for display services realized in the US. A minimum annual turnover of 200,000 USD is required.

b) **A proof of Technical Qualification:**

For example, a description of completed similar projects in the last 3 years (2021-2022-2023), inclusive of prices and customer's names. To be considered as "technically qualifying", the amount of the above-mentioned 'similar completed projects' must not be lower than 70,000 USD each.

c) **The letter of acceptance of the tender (Annex 4)**, dated and signed by your company representative.

d) **Requirements for Procurement Procedures under the European Union Threshold (Annex 6)** to be **duly filled** in, dated, signed and notarized along with a **photocopy of the signer's valid ID** (State issued driver's license or ID or Passport).

e) **Executive Project and a description of the materials applied.** Please note that the Executive Project must respect the dimensions, materials, and specifications provided in the Technical Description (Annex 1).

We are leasing, not purchasing, all displays and materials required for this project. All designs, layout, film, printed copies and electronic images designed for the ITA will remain exclusive property of the ITA. Full transfer of ownership will take place upon completion of contracted designs and final payment issued by ITA.

Incorrect, incomplete or irregular contents in envelope 1 for documentation can be remedied, pursuant to Art. 101, c. 1, Par. 9 of Legislative Decree No. 36/2023. The results will be put on record.

Do not make any reference to costs in Envelope A.

6.2 ENVELOPE B

Mark it as **ECONOMIC OFFER + Company's Name and Bid's tender and includes:**

The Economic Offer (Annex 5) indicating your **best quotation**, expressed clearly in numbers and letters, and signed by the Company Representative. The quotation must be itemized and quoted separately and include all applicable taxes, charges and fees. Failure to comply will exclude the contractor from the bid.

Please consider that:

- The quotation must be **equal to or inferior to the total available budget (\$170,000.00)**.
- If a discrepancy is found between the proposal indicated in numbers and the one indicated in letters, the lower amount will be taken into consideration.
- The quotation must include transportation inbound and outbound, assembling, disassembling and maintenance of the proposed structure for the duration of the contract. The drayage for the structures is included in the bid.
- The itemized quotation must be included in all points of your proposal.
- Multiple option proposals cannot be taken into consideration.
- For Rules and Regulations, please refer to the Exhibitor Manual of Show Organizers.

6.3 MAIN ENVELOPE

Place the above two envelopes A and B - closed and sealed separately - in a single main envelope, marked outside as follows:

- **CONFIDENTIAL - DO NOT OPEN – BID DOCUMENTS – BIO 2024, San Diego (CA) - CIG B11727F029**
- **ITALIAN TRADE AGENCY – LOS ANGELES OFFICE, Attention: Alessandra Rainaldi, Italian Trade Commissioner, 12424 Wilshire Blvd., Suite 1400, Los Angeles, CA 90025 - USA**
- **THE ECONOMIC OPERATOR INFORMATION (Company name, TAX ID number, and complete address, including telephone and email, where all subsequent notices shall be sent).**

Please note that failure to seal envelopes "A" and "B" inserted in the Main envelope, as well as their lack of integrity such as to compromise confidentiality, are causes of exclusion from the tender.

6.4 DEADLINE

The **MAIN ENVELOPE** must be sealed and sent, **only by Mail or express courier (not hand delivery)** and **must be received by ITA - Los Angeles Office, by April 19th 2024 at 12:00 pm (noon) (PST)**, exclusively at the address indicated above.

The timely delivery of the envelope is at the sole risk of the senders, and ITA assumes no responsibility if they are not received by the deadline or are not intact. No compensation or reimbursement of expenses is due to the economic operators for the presentation of the offer.

It should be noted that "sealing" is to be understood as an airtight seal bearing any sign or imprint, affixed to plastic material such as a glued strip or sealing wax, such as to seal the envelope and envelopes, attest to the authenticity of the original seal coming from the sender, and guarantee the

integrity and non-tampering of the envelope and envelopes.

No offers shall be accepted and therefore will be excluded from the tender process if:

- They are received after the deadline or have been presented in a form other than that indicated above.
- They are conditional or do not clearly accept the conditions required, creating misunderstandings as to the contractor's willingness to adhere fully to the said conditions or the indication of the cost.
- They are incomplete, even if mailed within the stated deadline. An offer is deemed to be incomplete if a bidder does not accept all the terms of this IFB.
- There are multiple offers. Each bidder must participate by submitting a single bid.

Receipt of these bid documents does not imply satisfaction of the bidding requirements.

7. AWARD CRITERIA AND EVALUATION PROCESS

According to art. 11 of the above DM 192/2017, **the bid will be awarded on the basis of the LOWEST PRICE.**

7.1 The Awarding Authority will evaluate all valid proposals and will assess the fairness of the offers pursuant to the provisions of art. 13 c. 1 lett. b) of DM 192/2017. This is without prejudice to the right of the contracting station to verify the fairness of any other offer that, based on specific elements, appears abnormally low pursuant to art. 13 c. 2 of DM 192/17.

7.2 The bid documents will be opened and examined on **April 22nd 2024 at 10:00 am,** at the premises of the ITA Los Angeles Office.

The Contracting Authority has the authority to award the contract even if only one bid has been submitted, provided it is deemed valid and worth accepting. Moreover, ITA has the authority not to award the contract, if it deems it appropriate to exercise the right of self-protection and if it finds that the bids received do not comply with the technical and financial contents set forth herein.

In the event of a tie, the companies with identical scores will be called for a draw in the open session. No compensation or reimbursement of expenses will accrue to the invited bidder because of the submission of the bid.

8. NO SUBCONTRACTS OR TRANSFER OF SERVICES

It is expressly forbidden to resort to subcontracts, in consideration of the particular nature of the services, which need a trustworthy interlocutor.

9. SECURITY DEPOSIT

The winner of the bid **must submit a performance surety bond or a non-transferable cashier's check** that amounts to 10% of the contract value before signing the agreement. The expenses to obtain the performance surety bond shall be the responsibility of the bidder.



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The performance surety bond or a non-transferable cashier's check, whichever you choose, must be issued in favor of: **Italian Trade Agency, Los Angeles Office, 12424 Wilshire Blvd., Suite 1400, Los Angeles, CA, 90025.**

Submitting a security deposit is mandatory.

The down payment Contractor already disbursed (according to the IFB) even if in the form of a security bond shall be returned after conclusion of the contractual obligations and after ITA Office confirmation that the company has duly provided the services in accordance to the contract.

10. SIGNING OF THE CONTRACT

The signing of the contract will take place after the official notification and after receiving the requested security deposit (see point 10) within the maximum time limit of 10 days.

IMPORTANT: in case your company is chosen to provide the service, it will be required to register in the ITA's Vendor list (see more details at the following link [Business Vendor Registration](#)).

11. TERMS OF PAYMENT

ITA - Los Angeles Office will issue payment per the following schedule:

- **20%** of the total amount upon signing the contract and presentation of an original invoice;
- **80% balance** after the conclusion of the trade exhibition and upon presentation of an original invoice, after a successful final inspection of all work and supplies and on receipt of confirmation from the exhibition organizers attesting the removal was completed on time without causing any damage, and the area was returned to pre-exhibition conditions.

Please note: prior to the payment of the final invoice, a "Certificate of Regular Execution" will be issued by ITA, to certify that the service was fully completed in accordance with the terms agreed.

The Italian Trade Agency therefore reserves the right to apply changes in a range of +/- 20%, based on the cost in proportion to the winning bid.

12. COMPETENT JURISDICTION

In case of dispute between the Italian Trade Commission and the Appointed Contractor, the Court of Law of California will be the competent jurisdiction.

13. PAYMENT OF THE CONTRIBUTION TO ANAC

Pursuant to art. 1 of the ANAC Resolution no. 1174 of 19 December 2018, when the contracting Authority is operating abroad; the contracting Authority and the economic operators are exempt from paying the contribution.

14. RULES OF CONDUCT OF THE AGENCY

In the execution of the contract, the Provider undertakes to fully respect the Code of Conduct approved by resolution of the Board of Directors no. 619/23 of 01/27/2023. The Code of Conduct is available on the website <https://www.ice.it/it> at the section "Amministrazione Trasparente" (Transparent Administration) —



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"Disposizioni generali" (General provisions) — "Atti generali" (Acts of general application) "Code of Conduct".

For any breach of obligations under the code, if the same is considered serious, ITA will have the option to terminate the contract.

By signing you agree to the terms outlined in this document and, to the best of your knowledge, affirm that you have not retained or engaged professionally anyone who has ceased his or her employment with the Italian Trade Agency within the last three years and whom had occupied a management role in said organization or had been delegated management powers to execute contracts or other commercial transactions on behalf of the said organization.

15. REFERRAL RULES

For all other terms and conditions not regulated herein, please refer to the provisions of Ministerial Decree 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.

16. PRIVACY

The awarded Company is invited to read the Information on the processing of personal data pursuant to Regulation (EU) 2016/679 ("RGPD"), available on the institutional website of ICE Agenzia at <https://www.ice.it/it/privacy>. Access to tender documents is governed by Law no. 241 of August 7, 1990.

The only subject in charge of the proceeding [Chief Procurement Officer (CPO)/Responsabile Unico del Procedimento (RUP)] is **Ms. Alessandra Rainaldi — The Italian Trade Agency – Los Angeles, Italian Trade Commissioner.**

ITA is an instrumentality of the Government of the Republic of Italy. The interpretation of all of the foregoing terms and conditions shall be made by ITA in its sole discretion. Such interpretation shall be final and binding upon all bidders.

Notwithstanding the above, please note that ITA, as a foreign governmental entity with full diplomatic and immunity status, maintains power to irrevocably withdraw the present invitation to bid and/or therefore annul the awarding procedure for any reason and at any point in time without incurring in any liability under any circumstances.

In submitting an offer to the current bid, you understand and expressly agree to waive any claim, legal action, and/or remedy based in law or equity that you may have at the time ITA decides or is forced to withdraw and therefore annul the awarding procedure.

17. WHISTLEBLOWING

The Italian Trade Agency, in compliance with applicable legislation, is committed to taking all reasonable steps to protect whistleblowers who report or disclose information on breaches of the law observed in the context of their work-related activities. The reports, which are kept fully confidential, are managed through an IT application available on the Homepage of the Italian Trade Agency – ICE website - Whistleblowing section.



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18. CONTACT REFERENCE

If you have any questions regarding the bid documents, please send a written communication to the following email: losangeles@ice.it, by April 12th 2024.

Questions will be answered by written communication.

All queries (FAQ) will be published on [ITA Website](#)

We look forward to receiving your proposal.

Sincerely,
Alessandra Rainaldi
Trade Commissioner

Company representative: (signature)

(printed name)