



ITALIAN TRADE AGENCY

Los Angeles Office

28 March 2022
RUP: Alessandra Rainaldi
COAN: U216C068A1
CO.GE 650902004
CIG: 9161366662

INVITATION FOR BID (IFB)

**RE: REQUEST FOR PROPOSAL FOR LEASING OF DISPLAY STRUCTURES AND SERVICES
FOR THE ITALIAN PAVILION AT CPHI NORTH AMERICA 2022: 17-19 MAY, 2022
PENNSYLVANIA CONVENTION CENTER, PHILADELPHIA, PA.**

The Italian Trade Agency will be participating with an official Pavilion at the **CPHI NORTH AMERICA 2022 on 17-19 May, 2022, Pennsylvania Convention Center, Philadelphia, PA.**

The Italian Pavilion covers a total **of 1,600 sq. ft. in total (4 islands of 400 sq. ft each: # 1829-1823-1929-1923).**

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

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 91,000.00 USD: 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 must be received by ITA not later **than April 12, 2022 at 12 (noon) PST-** to:

**ITA - ITALIAN TRADE COMMISSION
Att.: Alessandra Rainaldi, Trade Commissioner
1900 Avenue of the Stars, Suite 350, Los Angeles 90067 (CA)**

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

Kind regards.

**Alessandra Rainaldi
Trade Commissioner**

(signed in original)



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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/\(Italian/English\)](https://www.ice.it/en/(Italian/English)).

2. AWARDING ENTITY

The Italian Trade Agency ("ITA") – Los Angeles Office,
1900 Avenue of the Stars, Suite 350, 90067, Los Angeles, CALIFORNIA, USA Website:
<https://www.ice.it/en/markets/usa/los-angeles>

Ms. Alessandra Rainaldi, Trade Commissioner of The Italian Trade Agency in Los Angeles Office Email: 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 A)

Leasing of display structures-furniture and other related services for the Italian Pavilion at CPHI North America 2022, as specified in the Technical Description (Annex 1) and in the Special Conditions (Annex 2) 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, storage, drayage 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)

4. GENERAL REQUIREMENTS FOR PARTICIPATION (Envelope A)

The participating company shall meet the following requirements:

- 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) 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.



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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](#)).

5. ESTIMATED BUDGET (Envelope B)

The overall estimated budget, all included, is **USD 91,000.00 (ninety-one thousand dollars)**, equal to **Euro 82.983,76** (at the official exchange rate of \$/Euro 1.0966, published on March 28, 2022, by Banca d'Italia).

6. REQUIREMENTS FOR SUBMISSION OF PROPOSAL AND DEADLINE

According to Italian law, **and under penalty of exclusion**, the offer should include the following two parts:

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

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**.

6.1 Prepare the ENVELOPE A

Marked as ADMINISTRATIVE DOCUMENTATION + Company's name and BID's object - including:

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 (2017-2018-2019) 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 (2017- 2018-2019), 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) Annex 4 – Letter of acceptance of the tender, dated and signed by your company representative

d) Executive Project according to the Technical description (Annex 1) and including the description of the materials applied in the proposal.

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.

d) Annex 5 – Requirements for Procurement Procedures under the European Union Threshold duly filled in, dated, signed and notarized along



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with a photocopy of the signer's valid ID (State issued driver's license or ID or Passport).

Incorrect, incomplete or irregular contents in envelope 1 for documentation can be remedied, pursuant to Art. 83, Par. 9 of Legislative Decree No. 57/2017. The results will be put on record.

Do not make any reference to costs in the Envelope A.

6.2 Prepare the ENVELOPE B

Marked as ECONOMIC OFFER+ Company's Name and Bid's tender - including your best quotation expressed clearly in numbers and letters and signed by the Company Representative. The quotation must be itemized and include all applicable taxes, charges and fees.

Please consider that:

- The quotation must be **equal or inferior to the total available budget (\$91,000.00).**
- 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, storage, drayage (inbound and outbound), assembling, disassembling and maintenance of the proposed structure for the duration of the contract.
- 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 Prepare a SINGLE MAIN ENVELOPE including all the above two envelopes closed and sealed separately and marked outside as follows:

- the complete information of the competing economic operator (Company name, TAX ID number, and complete address), including telephone and email, where all subsequent notices shall be sent.
- **CONFIDENTIAL - DO NOT OPEN - BID DOCUMENTS - CPHI North America 2022, Philadelphia, PA CIG: 9161366662**
- **Attention: Alessandra Rainaldi - Trade Commissioner**
- **Addressed to: ITALIAN TRADE AGENCY - LOS ANGELES OFFICE, 1900 Avenue of the Stars, Suite 350, Los Angeles, CA 90067- USA**

6.4 DEADLINE - The MAIN ENVELOPE must be sealed and send, only by Mail or express courier (not hand delivery) and must be received by ITA - Los Angeles Office, within April, 12th, 2022 at 12 (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



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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, create 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 12th at 3:00 pm,** at the premises of the ITA Los Angeles Office.

Due to the current restrictions related to the COVID19 pandemic, the public session attendance of the bidding companies will be granted through a video meeting Google Meet link. The link and more details will be communicated, via email to the email address provided for communications.

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.





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In the event of a tie, the companies with identical scores will be called for a draw in 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. TERMS OF PAYMENT

The Italian Trade Agency 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 net surface (1,600 sq. ft.) will not be subject to changes, but the layout may slightly vary. 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.

10. 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.

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, 1900 Avenue of the Stars, Suite 350, Los Angeles, CA, 90067.**

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.

11. SIGNING OF THE CONTRACT





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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.

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. RULES OF CONDUCT OF THE AGENCY AND/OR STAFF OF THE AGENCY

In the execution of the contract, the awarded Agency undertakes to fully respect the Code of Conduct adopted by ITA with respect to the provisions of Presidential Decree 62/2013 approved by the Board of Director by resolution no. 547/21 on 02/23/2021.

The Code of Conduct is available on the website <https://www.ice.it/it> at the section "Amministrazione Trasparente" (Transparent Administration) — "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.

14. 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.

15. 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.





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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.

16. WHISTLEBLOWING

By accessing the website www.ice.it - section "Whistleblowing", available at the following link: <https://ice.whistleblowing.it/#/> is possible to report in complete confidentiality any "unlawful conduct" found within the contractual relationship, pursuant to Article 54-bis, paragraph 2 of Legislative Decree 165/2001 (as amended by Law no. 179/2017).

17. CONTACT REFERENCE

If you have any questions regarding this tender, please send a message to the following email: losangeles@ice.it.

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)

