



**MARKET SURVEY NOTICE FOR CATERING, ROOM RENTAL AND STAFFING SERVICES
(WINE TASTING FOR PRESS AND TRADE ONLY) ON MARCH 12, 2019 – BOSTON (MA)**

Selection of economic operators to be invited to a Request For Proposal (RFP) for amounts below the European Union community threshold (Euro 221,000.00), to be carried out pursuant to:

- art. 36, paragraph 2, lett. a) of Legislative Decree 50/2016 and subsequent amendments and additions;
- art. 10 of Ministerial decree no. 192 of 21 November 2017;

for Wine Tasting Management Services (up to 200-250 people flow) on March 12, 2019 from 1:00 pm to 5:00 pm.

Pursuant to art. 36, paragraph 2, lett. a) of Legislative Decree 50/2016 and subsequent amendments, in conjunction with Guidelines n. 4, issued by the ANAC in implementation of Legislative Decree 18 April 2016, n. 50, containing "Procedures for the awarding of public contracts for amounts below the thresholds of Community relevance, market surveys and training and management of lists of economic operators" (Resolution No. 1097 of 26 October 2016), and as regards D.Lgs. 19 April 2017, n. 56, it is announced that the ITA-New York Agency intends to initiate a negotiated procedure for the acquisition of the services in question, proceeding with the preliminary identification of **Hotels, Restaurants or Venues in possession of the relevant professional qualifications in Boston, MA** interested in participating to the procedure that are in possession of the general requirements and professional competence, as per articles 80 and 83 of Legislative Decree 50/2016.

CONTENT OF THE REQUESTED SERVICES:

The service will consist in the following:

- Time: 1:00 pm - 5:00 pm.
- Number of persons: max. 200 – 250 flow (not all at once).
- Venue Rental
- Light lunch buffet (with cheese, charcuterie, bread, crackers)
- Staff; set up, during and break down
- 35 8ft tables with linens (to fit 2 producers per table)
- 350 all-purpose wine glassware
- 10 high top tables
- 35 spittoons
- Gratuity, service fee, additional charges are all included in the RFP.
- The wines will be delivered through a local distributor with a \$0 balance invoice and the bottle count will be around 900-1000 bottles.
- **ALL items served must be authentic Italian.**

SERVICE DURATION

The Contractor must guarantee the service from 1:00 pm to 5:00 pm on Saturday March 12, 2019.

BUDGET

The expected level of spending for the contract will not exceed **\$ 30,000 total** (net of statutory taxes) and will correspond to the total amount to be paid to the awarded Contractor.

ITA-Agency reserves the right to increase or decrease the contractual amount by 20% as needed, without any further obligation toward the awarded Contractor.

PRESENTATION OF APPLICATIONS FOR PARTICIPATION

This notice will remain published on the website of this office (contracting authority) for a period of 15 days starting from the day following the date of publication.

Requests for participation by economic operators interested in the selection procedure in question must be signed by the legal representative of the company, or his delegate, and sent to the e-mail address newyork@ice.it no later than 12:00 noon (EST) on **December 28, 2018** clearly indicating in the subject of the e-mail the following statement:

Catering, Room Rental and Staffing Services (Wine Tasting For Press and Trade Only) On March 12, 2019 – Boston (MA) from 1:00 pm – 5:00 pm

The following attachments must be included:

- **Enclosed application form “A”;**
- **IRS Form W-9 provided by the company;**
- **Enclosed declaration Form “B” duly completed, dated and signed by the legal representative or its delegate with power of representation accompanied by a valid photocopy of the ID, in compliance with:**
 - **General requirements (pursuant to Article 80 of Legislative Decree 50/2016);**
 - **Requirements for professional competence in the sector of reference for the service requested (pursuant to Article 83, paragraph 1, letter a) of Legislative Decree No. 50/2016);**
 - **Technical and professional skills (pursuant to Article 83, paragraph 1, letter c) of Legislative Decree 50/2016).**

Applications for participation received after the above deadline will not be considered.

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

REQUIREMENTS FOR PARTICIPATION IN THE RFP PROCEDURE

In implementation of the principles of transparency, publicity, impartiality pursuant to art. 4 of Legislative Decree 50/2016, amended by Legislative Decree 56/2017, the ITA will proceed to invite to the RFP procedure a number not less than three operators that have properly applied for participation. If the minimum number of candidates that meet the selection criteria is not reached, ITA will proceed, pursuant to art. 91, c. 2 of Legislative Decree 50/2016 and subsequent amendments and additions, also in the presence of a number of candidates lower than the above-mentioned minimum.

Companies, which will be invited to participate in the negotiated procedure to be carried out, will be required to meet the requirements of the enclosed declaration (form B).

The procedure for the realization of the service in question will be awarded with the criterion of the lowest price offer pursuant to art. 11, of the Ministerial Decree no. 192 of the 21 November 2017.

The detailed procedures for evaluating offers will be indicated in the letter of invitation to the RFP.

The letter of invitation and the documents necessary for the participation in the RFP in question will be sent - to the selected operators - to the email address indicated in the application form A.

DISCLOSURE UNDER THE ART. 13 ET SEQ. OF THE EU REGULATION 679/2016

In compliance with the provisions of art. 13 and under the EU Regulation 679/2016 on the protection of personal data of physical persons, as referred in art. 4 of the aforementioned Regulation, we inform you that your personal data is collected, processed, used and disseminated solely for the institutional purposes of ICE-Agency, as required by art. 14, paragraph 20, D.L.98 / 11 converted into L.111 / 11 as replaced by art. 22 c. 6 D.L. 201/11 converted into L. 214/11 and for this purpose will be included in the Central Data Bank of ICE.

Your personal data, merged into the Central Data Bank of ICE, can be used to send proposals of participation in initiatives organized by ICE, such as fairs, workshops, seminars, training courses, etc., and used to carry out customer satisfaction and other surveys concerning the activity of ICE.

This process will take place by means of paper and / or computerized methods. The data will be ~~communicated and disseminated to other public entities to fulfill specific legal obligations~~.

We also remind you that you may exercise, at any point of time, the rights referred to in articles 17 and the ones EU Regulation 679/2016. For any information it is possible to contact the handling in charge of ICE-Agency, [Via Liszt 21 00144 Rome](#) or the data control in charge at the office.

This notice constitutes exclusively a call for expressions of interest to be invited to the RFP that will be carried out and therefore does not imply any obligation for the ITA towards the interested parties.

The Office of reference for the selection procedure is the ITA-New York Office (email: newyork@ice.it).

The only subject in charge of the proceeding [Chief Procurement Officer (CPO)/Responsabile Unico del Procedimento (RUP)] is **Mr. Maurizio Forte – The Italian Trade Agency - New York, Italian Trade Commissioner.**

Signed by



Dr. Maurizio Forte
Italian Trade Commissioner
Executive Director for the USA