



ITALIAN TRADE AGENCY

ICE - Italian Trade Commission

Trade Promotion Section of the Italian Embassy

سفارت ایتالیا - بخش توسعه بازرگانی

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APPLICATION FOR INCLUSION IN THE ITALIAN TRADE AGENCY – TEHRAN OFFICE SUPPLIERS LIST (Exhibition/Trade Fair Booth Set up Contractor Companies)

Basic Information:

Company Name :	Type of Company:
VAT Code:	Share Capital (IRR):
Registration Number:	National Code:
Website:	
Telephone:	E-Mail:
Registered Office:	
Address:	ZIP Code:
Region/Province:	City:
Legal Representative:	
Name & Surname:	
Telephone:	E-Mail:
Persons Authorized to Sign Bids, Offers & Contracts:	
1. Name & Surname:	
Position:	National ID Number:
Telephone:	E-Mail:
2. Name & Surname:	
Position:	National ID Number:
Telephone:	E-Mail:
Turnover (last three years):	
Year:	Amount (IRR):
Year:	Amount (IRR):
Year:	Amount (IRR):

Bank Details:

Bank:	
City:	Region/Province:
Branch n.:	
Bank Account Holder	Bank Account Number::

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Certificate N. 38152/19/S
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ISO 9001



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Employees:

No. of employees		out of which:	Managers:	
			Officers:	
			Technicians:	
			Others:	

Quality Certification:

Yes NO

If Yes, provide the related license name:

Category (Macro Sectors): *kindly check the Agenda

<input type="checkbox"/>	Macro Sector A – Exhibition, fairs and related services
<input type="checkbox"/>	Macro Sector B – Supply of office equipment/consumables
<input type="checkbox"/>	Macro Sector C – Furniture and electronic machinery
<input type="checkbox"/>	Macro Sector D - Works and maintenance
<input type="checkbox"/>	Macro Sector E – Services and consultancy

Sectors:

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Other Information:

Have you previously worked with ITA or other Italian public administrations?

If the answer is YES, on which projects

Notes:

Supporting Documents:

Valid Business License/Business Registration Certificate

Company Profile

Relevant professional certificate

specific license, permissions, authorizations, consents and permits needed to provide the goods and/or services

References from two previous customers and/or clients of the applicant in the last three years or as an alternative to the references, a copy of the original of the contracts, all of them dated not earlier than three years from the date of the application for the registration

Valid ID documents, such as national ID card and Identity certificate(شناسنامه)/passport, of the legal representative

Other relevant documents:

*Sector's Agenda

A. Exhibition, fairs and related services

1. Exhibition organizers
2. Exhibition set up (rental): furniture, equipment, flooring, electrical, etc.
3. Miscellaneous material for promotional events, gadgets and etc.
4. Audiovisual and other equipment (rental)
5. Audiovisual, web content and web design production
6. Transport, removal and storage
7. Carrier and shipping
8. Other

B. Supply of office equipment/consumables

1. Magazine and newspaper subscription, books, etc.
2. Office consumables, stationary products, toner, etc.
3. Printing
4. Other

C. Furniture and electronic machinery

1. Office furniture and accessories
2. Office equipment and machinery
3. PC and accessories (hardware and software)
4. Office furniture, equipment, machinery, pc, IT (hardware, software, etc.) assistance and maintenance
5. Other

D. Works and maintenance

1. Cleaning services
2. Construction and renovation works
3. Electrical, telephone, hydraulic, security system, etc., works and assistance.
4. Other

E. Services and consultancy

1. PR, communication, advertising, marketing, Website and social media
2. Travel agency
3. Insurance, financial and banking
4. Administration, legal, tax and safety and security in the workplace
5. Medical surveillance
6. Architectural and engineering, projecting
7. Training and education
8. Market research and survey, data base, etc.
9. Hostess, interpreter and translation
10. Graphic and design
11. Event organization
12. Photography and video
13. Security
14. Car rental
15. Catering and restaurant
16. recruiting and temporary employment agency
17. Other



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Company Structure:

Factory (Surface in sq. m):	Offices (area in sq. m):
Warehouse (area in sq. m):	
Does your company have its own design studio?	Yes <input type="checkbox"/> NO <input type="checkbox"/>

For construction work, your company use:

Your own staff: Yes <input type="checkbox"/> NO <input type="checkbox"/>	Sub-contractor: Yes <input type="checkbox"/> NO <input type="checkbox"/>	Both: Yes <input type="checkbox"/> NO <input type="checkbox"/>
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For transportation of construction materials you use:

Your own transportation: Yes <input type="checkbox"/> NO <input type="checkbox"/>	Within distance (in Km):
Trusted forwarder: Yes <input type="checkbox"/> NO <input type="checkbox"/>	If yes, name of forwarder:

Type of processing:

How do you operate?

Rental: Yes <input type="checkbox"/> NO <input type="checkbox"/>	Sale: Yes <input type="checkbox"/> NO <input type="checkbox"/>	Both: Yes <input type="checkbox"/> NO <input type="checkbox"/>
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List of materials used for setups and layouts:

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List of structures mainly used:

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List of available ready-to-use structures:

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Sufficient for area in sq. m:

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List of other works besides fairground works:

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Experiences in the last 3 (three) years:

List of geographic areas where you have been operating:

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List of geographical areas where your company would like to operate in the future:

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Largest construction/setup/layout area done so far:

Trade Fair/Exhibition:
Area in sq. m:
Customer:

List of foreign partners you collaborate with (if any):

Partner Name:
Geographical Area:

List of most important works done in the last 3 (three) years:

Trade Fair/Exhibition:
Area in sq. m:
Details of work:
Customer:
Country:
Type of structure:

Supporting Documents:

Attached to this form are the following additional documents:

- Details of abovementioned exhibition/trade fair booths setup by the applicant, including references, technical specifications, photographs and materials used
- Other relevant documents:

Please note that you are required to provide the documents listed above in order to be considered for the inclusion in ITA-Tehran suppliers list.

Declaration:

The undersigned, by signing this form declares:

- to have reviewed and accepted the "Regulation for registration in the ITA-Tehran suppliers list"
- to comply with the "Regulation for registration in the ITA-Tehran suppliers list"
- to provide, true and correct information to the best of her/his knowledge, including that on any attached pages and documents.

Date and Place: _____

Name and Surname of Legal Representative: _____

Signature & stamp: _____