

Amman Office

MARKET SURVEY NOTICE INTRODUCTION

Dear Company

Subject: Consultation of economic operators aimed at direct assignment pursuant art. 7, point 2, letter a) of the Italian D.M. 192/2017 (update of the Italian D.M. 32/2024) of the Personal Accident Insurance policy for our employee at our office in Ramallah

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

The procedure for the realization of the service in question will be awarded with the criterion of the most economically advantageous offer on the agency fee pursuant to art. 108 (D.Lgs. 36/2023) and s.m.i. The detailed procedure for evaluating offers will be indicated in letter of invitation.

Content of the requested service:

Personal Accident Insurance policy for our employee at our office in Ramallah

Duration: 1 year

Employee: 1

The insurance guarantees requested must be valid for every initiative and / or activity organized and / or managed and / or carried out and / or authorized and / or approved by the Italian Trade Agency, in relation to both work and other activities, including (by way of example, but not limited to) participation in the Fair on the national territory, workshops organized by the Italian Trade Agency etc., both on and off-site.

LIST OF GUARANTEES – ACCIDENTS	POLICY CEILINGS
Reimbursement of Medical Expenses for Accident	
<u>Case of death</u> <ul style="list-style-type: none"> • 100 per cent of the sum insured on accidental death of the insured person • Transportation cost for carriage of dead • Body to Home including funeral charges. 	
<u>Permanent Total Disability</u> <ul style="list-style-type: none"> • 100 per cent payment of sum insured on permanent total disablement • 100 per cent payment of sum insured in the event of loss of two limbs/ two eyes or one limb and one eye • 50 per cent payment of sum insured in the event of loss of one limb or one eye <u>Permanent Partial Disability</u> <ul style="list-style-type: none"> • Specified percentage of the sum insured will be paid in case of permanent partial disability <u>Temporary Total Disability</u> <ul style="list-style-type: none"> • One per cent of capital sum insured will be paid per week in case of total disability (sum not exceeding Rs. 5,000 per week, for a maximum of 100 weeks) 	
Ambulance charges for transportation of Insured person to Hospital following Accident	

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Medical Expenses Extension:	
Hospital Confinement Allowance	
Reimbursement of medical expenses from injury at first absolute risk	
Dental expenses (up to 3 years from the accident)	
Ophthalmology expenses including lenses and frames (purchase e repair)	
Wheelchair rental / purchase	
Hospitalization per day (for 365 days)	
Day-hospital per diem (for 365 days)	
Aesthetic damage, disfigurement or scarring of the face	
Daily plaster / immobilization even without fracture or radiological report	

THE FOLLOWING GUARANTEES MUST ALSO BE INCLUDED:

- Acts of terrorism, sabotage, and the likes.

THE WARRANTY WILL ALSO OPERATE FOR:

- 1) The journey from home to work and vice versa for the time necessary to complete the journey before and after working hours (9 a.m. - 4 p.m.).
- 2) the way to go to fairs and events organized by the Italian Trade Agency and / or any activity to be carried out outside the office.

DURATION

The duration of the service is from 03.06.2024 till 02.06.2025. (1 year)

This Administration has the right to withdraw from the contract at any time under the conditions set out in Article 1, paragraph 13, of the decree-law. 6 July 2012, n. 95, converted with amendments by law 7 August 2012, n. 135.7.

APPLICABLE PROCEDURE AND AWARD CRITERIA

The direct negotiation procedure to be carried out pursuant to art. update of the Italian D.M. 32/2024 addressed to qualified suppliers on the expiry date of the deadline for submitting offers, under the call for "Courier service", also in possession of the requisites required by this specification.

The total amount of the contract was estimated at 180 Euro max, VAT exempt.

The offers from the economic operators interested in the selection procedure in question must be sent, under penalty of exclusion, to the ITA Agency - Amman Office, **no later than 3:00 pm on 29.05.2024** to the email address : n.akra@ice.it and amman@ice.it, together with the documentation listed below, digitally signed by the legal representative of the company, or with a holographic signature attaching a valid identity document of the subscriber:

1. Cost estimate.
2. Declaration Form
3. Offers will not be considered that:

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- are received after the mandatory deadline indicated;
- are conditioned or do not clearly accept the required conditions, create misunderstandings about the intention of the contractor to fully adhere to the conditions or indications of the cost;
- do not contain one or more elements required in this letter of invitation.

Increasing bids or multiple bids will not be accepted. Each competitor must participate by submitting a single offer.

The award will also take place in the presence of only one offer, because it is considered valid and deserving of acceptance.

For further information and / or clarifications, you can contact by e-mail: the ITA- Agency – Amman Office e-mail box: n.akra@ice.it – amman@ice.it.

The sole person in charge of the procedure is Elisa Caterina Maria Salazar, head of the ITA- Agency Amman Office.

SUBJECTS ADMITTED PARTICIPATING

Persons in possession of the following requirements can participate in the procedure:

- a) non-existence of the causes of exclusion provided for by the articles. 94, 95, 96, 97 and 98 and Legislative Decree 36/2023;
- b) registration in the Company Register of the Chamber of Commerce and Industry;
- c) coverage of the service on the national territory;
- d) perform the service and anything else requested according to the instructions given in this quote request, accepting its contents in full, without any conditions or reservations.

The contract will be stipulated, after the award, by the Director/Single Process Manager of the ITA -Agency Amman Office.

Any possibility of tacit renewal is expressly excluded. The assignment, even partial, of the contract is not permitted.

We inform you that in the event of serious breaches the Administration may decide to confiscate the deposit and, furthermore, after a formal injunction which remains unsuccessful, it may order the execution of all or part of the service in question at the expense of the non-compliant person or company (except the exercise of the action for compensation of any damage). Finally, the Administration may order the termination of the contract, without prejudice, in any case, to compensation for damages suffered. The ITA-Agency may terminate the contract following serious and continuous violations of the supply regulations, by giving 30 days written and reasoned notice.

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TERMS OF PAYMENT

The settlement of the amounts due will be made by bank transfer, upon presentation of an invoice, within 30 days of the invoice date.

TRACEABILITY OF FINANCIAL FLOWS

The company assumes, under penalty of absolute nullity of this contract, the obligations provided for by art. 3 of the Italian Law n. 136/2010 and subsequent amendments on the traceability of financial flows and Jordanian Law No. (18) for the Year 2017- The Securities Law.

All financial movements relating to this contract must be recorded on the dedicated current account, the identification details of which have been communicated to the ITA-Agency – Amman Office and will be carried out exclusively through the bank transfer instrument or with other suitable instruments to allow full traceability of the operations.

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2. The company undertakes to immediately notify the ITA-Agency Amman Office and the competent territorial office for the news of the fulfillment of its possible subcontractors / subcontractors to the obligations of financial traceability.

RULES OF CONDUCT FOR COLLABORATORS AND / OR EMPLOYEES OF THE CONTRACTING COMPANY

The economic operator undertakes, in carrying out the assignment, to comply with the disciplinary and conduct code adopted by the ICE-Agency in accordance with the provisions of Presidential Decree 62/2013 and approved by the Board of Directors with resolution 402 of 24 January 2017. The Disciplinary and Code of Conduct of the ICE-Agency is available on the website www.ice.gov.it - section "Transparent Administration" - "General provisions" - "General Acts".

The violation of the obligations referred to in the code will result in the ICE-Agency having the right to terminate the contract if it is deemed serious.

REFERENCE RULES

For all other conditions and terms not regulated herein, please refer to the provisions of Italian Ministerial Decree 36/2023 and Palestinian Labor Law No. 7 of 2000 and its amendments; the civil law governing the stipulation of the contract and the execution phase is determined according to the applicable rules of private international law.

DEFINITION OF DISPUTES

All disputes arising from the contract are referred to the jurisdiction of the Judicial Authority of the Court of Amman, excluding the arbitration jurisdiction.

PROTECTION OF CONFIDENTIALITY AND RIGHT OF ACCESS

This company is invited to read the Information on the processing of personal data pursuant to Regulation (EU) 2016/679 ("RGPD"), available on the ICE-Agency institutional website at <https://www.ice.it/it/privacy>.

REPORTING OF OFFENSES

Pursuant to art. 54-bis, paragraph 2 of Legislative Decree 165/2001 (amended by Law no. 179/2017) "Provisions for the protection of the authors of reports of crimes or irregularities of which they have become aware in the context of a public or private employment relationship"), companies supplying goods or services that operate in favor of the ICE Agency may report any "illegal conduct" of which they become aware in the context of the contractual relationship. The reports are managed through an IT application, in total confidentiality, by accessing the website www.ice.it - "Whistleblowing" section, available at the following link: <https://ice.whistleblowing.it/#/>.

SUPPLIER'S OBLIGATIONS AND RESPONSIBILITIES

The winning company shall execute all services under the conditions set forth in this letter, in the sole interest of the Italian Trade Agency – Amman Office, abiding by the instructions and requests that the Italian Trade Agency Amman Office will provide. The winning company is required to ensure the feasibility of its proposals at every stage. The winning company is not authorized to sign documents that may bind the Italian Trade Agency. The winning company shall observe professional secrecy and show diligence in the execution of services.

Thank you for your interest and we look forward to receiving your quotation.

Sincerely,

Elisa Caterina Maria Salazar
Italian Trade Commissioner – Amman Office

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