

Dear Sirs,

REQUEST FOR QUOTATION (RFQ) LEGAL SERVICES WITH DIRECT ASSIGNMENT PURSUANT TO ART. 7, POINT 2 LETTER A) OF THE ITALIAN MINISTERIAL DECREE 192/2017 UPDATED BY ITALIAN MINISTERIAL DECREE 32/2024.

1. BACKGROUND

The Italian Trade Agency (ITA) operates globally, including through its office in Amman, Jordan, and requires legal support to ensure compliance with local laws and regulations. This RFQ seeks proposals from qualified legal firms to provide comprehensive legal services as outlined below.

2. SCOPE OF SERVICES

The selected firm will be required to provide legal services as follows:

- A. Examine draft service supply contracts and lease agreements to ensure compliance with Jordanian Law.
- B. Control and assist in drafting contracts between ITA - Agency Amman Office and local suppliers, ensuring compliance with Italian and local legislation.
- C. Provide advice on individual labor and employment contracts in accordance with local laws.
- D. Provide advice on human resources hiring policies and procedures, including through temporary agencies.
- E. Assist in arbitration proceedings between Italian and Jordanian companies, if required.
- F. Inform ITA about new laws, amendments in civil, commercial, energy, social security, and labor fields affecting operations.
- G. Provide legal services related to business/commercial regulations in Jordan, Iraq, and Palestine impacting Italian companies investing in the region.
- H. Provide advice on Privacy Law in Jordan.
- I. Editorial document: Preparation of a document on "Aspects of Regulating Commercial Distribution Contracts in Jordanian Law."

3. REQUIREMENTS

The legal firm must have experience in international law and Jordanian laws.
Demonstrated expertise in the areas specified (contract review, labor law, commercial arbitration, etc.).
Capacity to provide timely and accurate legal advice and services remotely and on-site if necessary.
Ability to communicate effectively in English; Italian language is a plus.
Provide CVs of key personnel who will be assigned to this project.
Proposed fee structure and payment terms.

4. SUBMISSION REQUIREMENTS

Interested legal firms are requested to submit the following:

- ✚ Detailed proposal addressing each scope item (A to I) with methodologies and timelines.
- ✚ Relevant experience and qualifications of the firm and proposed team members.
- ✚ Proposed budget and fee structure.
- ✚ Any additional relevant information.

G3

ITA – Italian Trade Agency
Trade Promotion Section of the Italian Embassy
Matalqa Center 5th floor
Shmeisani-Abdul Hamid Shuman St. No 10, Amman,
Jordan
T +962 6 5622751/2
E-mail: amman@ice.it www.ice.it

Certificate N. 38152/19/S
ISO 9001 / UNI EN ISO 9001:2015



- ✚ Any additional documents
- ✚ Declaration Form

5. EVALUATION CRITERIA

Proposals will be evaluated based on: lowest price

6. TIMELINE

All documentation must be digitally signed by the legal representative of the company and submitted to amman@ice.it **by 3:30 pm on 14/07/2024**, attaching a valid identity document of the subscriber.

7. DURATION OF THE CONTRACT

The contract duration is 12 months, extendable by ITA as necessary for contractor identification procedures, including the signing deadline.

8. CONTRACT VALUE AND COST

Estimated annual value of the contract is JOD 2000 (approximately 3400 Euros).

9. PROCEDURE, CONDITIONS OF PARTICIPATION, TERMS

- ❖ Award criterion: Lowest price pursuant to art. 11 of Ministerial Decree 192/2017, updated by Italian Ministerial Decree 32/2024.
- ❖ Eligible participants: Economic operators as per art. 7, point 2, letter a) of Italian D.M. 192/2017 updated by Italian Ministerial Decree 32/2024.
- ❖ Participation requirements include compliance with legal obligations and registration in the Amman Chamber of Commerce Company Register.

10. LANGUAGE IN WHICH OFFERS MUST BE DRAWN UP

Offers must be drawn up in English.

11. OFFICIAL SECRECY AND CONFIDENTIALITY DUTY

The awarded agency must maintain confidentiality per Legislative Decree no. 196/2003.

12. CHECKS - PENALTIES - CAUSES FOR TERMINATION OF THE CONTRACT - WITHDRAWAL - FORCE MAJEURE

ITA reserves the right to conduct checks and apply penalties for non-compliance. Termination and withdrawal rights are governed by the contract.

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

Contractors must adhere to ICE-Agency's Code of Conduct. The ICE-Agency Code of Conduct is available on the website www.ice.it – "Transparent Administration" - "General Provisions" - "General Acts" section. Violation of the obligations set out in the code will give ICE-Agency the right to terminate the contract, if it is deemed serious.

14. TRACEABILITY OF FINANCIAL FLOWS

CS

The payment of the amounts due to the assignee will be made using traceable methods exclusively on the dedicated bank account. To this end, the successful tenderer will be required to fill in the relevant declaration in lieu of the deed of notoriety, the model of which will be forwarded together with the stipulation document.

15. ANTI-MONEY LAUNDERING

The "Legal Firm" declares to observe the general principles set out in the Jordanian Anti-Money Laundering and Counter Terrorist Financing Law No. (20) of 2021 ("AML/CFT Law") and International Standards on Combating Money Laundering and the Financing of Terrorism & Proliferation sharing the obligation of active collaboration (by way of example, the reporting of suspicious transactions, document retention and internal control), aimed at preventing and stopping the implementation of money laundering or terrorist financing operations.

16. PRIVACY PROTECTION AND RIGHT OF ACCESS

This Legal Firm 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 the ICE-Agency at <https://www.ice.it/it/privacy>.

17. REFERRAL RULES

For all other conditions and terms not regulated herein, please refer to the provisions of Ministerial Decree 192/2017 UPDATED BY ITALIAN MINISTERIAL DECREE 32/2024; the civil law that regulates the stipulation of the contract and the execution phase which is determined according to the applicable rules of private international law and Jordanian civil law and its amendments n. 24 of 1988 and the Jordanian Commercial Law n. 12 for the year 1966

18. REPORTING OF OFFENSES

Pursuant to art. 54-bis, paragraph 2 of the 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", the companies supplying goods or services that operate in favor of the ICE Agency can report any "illicit conduct" of which they become aware within the contractual relationship. Reports are managed using an IT application, in complete confidentiality, by accessing the website www.ice.it – "Whistleblowing" section, available at the following link: <https://ice.whistleblowing.it/#/>.

19. PENALTIES

Violations may result in penalties up to 10% of the total contract value.

For further information, contact amman@ice.it.

Sole Head of the Procedure: Elisa Caterina Maria Salazar, Head of ITA Office in Amman.

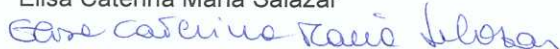
Best regards

Amman 04/07/2024

Italian Trade Agency – Amman Office

Italian Trade Commissioner

Elisa Caterina Maria Salazar



For acceptance: The Legal Firm