



**Istanbul, 22.05.2024**

### **PRIOR INFORMATION NOTICE**

**Notice for selection of companies interested in participating in tender procedure to appoint provider of “Administrative assistance services”.**

Italian Trade Agency – Istanbul Office intends to launch a tender procedure pursuant to art. 7 of D.M. 192/2017 as updated by D.M. 32/2024 (Italian Ministerial Decree) to appoint a specialised accountancy company for the supply of the services listed below for a period of 36 months:

- Preparing employee files.
- Preparing payroll information on a monthly basis.
- Preparing the payroll list on individual basis.
- Preparing and accruing of monthly social security declarations (preparation and submission of monthly premium data and service certificates, en declaration to The Social Security Institution SGK).
- Preparing employee registering forms.
- Preparing employee de-registering forms.
- Employee termination, retirement benefits and other related calculations.
- Preparing the documents related employee termination, retirement.
- Transactions of workplace opening, closure and transfer.
- Maintaining and notification of legal declarations to İŞKUR) review and responding to transactions and notices from the Ministry of Labor and İSKUR.
- Notification of amendments in Labor Law and Social Security Legislation).
- The person in charge of the activity should be fluent in English.

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ICE – Italian Trade Commission  
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Certificate N. 38152/19/S  
ISO 9001 / UNI EN ISO 9001:2015



For this purpose, the Italian Trade Agency in Istanbul aims to receive candidacies from companies legally registered in Istanbul (Turkey) specializing in the field of administrative assistance that are interested in participating in the mentioned selection according to art. 7 of D.M. 192/2017 as updated by D.M. 32/2024.

After all the applications have been collected, a quotation for all the above services will be requested through an "invitation letter" by the Commissioner of the ITA Istanbul.

The maximum total amount for the service will be **TRY 307.750,00** for a period of 36 months, including all fees, taxes, and duties.

The awarding process will be based upon both the economic offer and the professional experience of the company.

in order for them to be invited by ITA to the tender procedure, interested companies meeting all the above-mentioned requirements at the date of this notice should send their candidacy to the following e-mail addresses: [m.pintus@ice.it](mailto:m.pintus@ice.it), [a.tacchini@ice.it](mailto:a.tacchini@ice.it), [b.gonul@ice.it](mailto:b.gonul@ice.it). The deadline for sending such expression of interest is **Thursday 5th of June 2024 at 12.00 a.m.**

The request to participate in the tender procedure must be signed by the company's legal representative, or by an attorney having signing authority, and should indicate the following information:

- Name of the companies and legal status;
- Legal address (complete address);
- Telephone, fax, e-mail address;
- Name of the legal representative or delegate, if any;
- Mail address to which should be sent the invitation letter for participating to the negotiated procedure;
- Copy of the certificate of registration to the Chamber of Commerce for activities related to this procedure, with a date not earlier than 3 months with respect to the expiry date of this procedure.

**NO QUOTATION IS REQUESTED AT THIS STAGE**

The Italian Trade Agency will deem sufficient to proceed even one expression of interest alone, provided that the company having expressed its interest in the tender procedure meets all the requirements listed in this Priority Information Notice.

The Italian Trade Agency reserves the right, at its full discretion, to interrupt and/or cancel this tender procedure at any moment and for any reason, without so generating any moral or legal commitment towards the candidates, including those that fully meet the requirements.

This notice is being published on the website <https://www.ice.it> in the section Tender Notices on the following page: <https://www.ice.it/it/mercati/turchia/istanbul/avvisi-pubblici-bandi-di-gara>

Requests for more information or clarification should be sent to the following e-mail addresses: [m.pintus@ice.it](mailto:m.pintus@ice.it) , [a.tacchini@ice.it](mailto:a.tacchini@ice.it) , [b.gonul@ice.it](mailto:b.gonul@ice.it)

Istanbul Office

Director  
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