



ITALIAN TRADE AGENCY

Amman Office

Date: 13/10/2019

REQUEST FOR QUOTATION

Reference N.: Prot. N.

INVITATION LETTER N.

INITIATIVE: PROGETTO COMUNICAZIONE

AUT. DEL C.A. N. A086/19 DEL 10/04/2019 – PROT. N. 0039600/19 DEL 11/04/2019

COAN: A187T016F1

Pursuant to art. 36, paragraph 2, lett. b) 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, the Italian Trade Agency – Amman office (hereinafter referred to as "ITA") intends to initiate a direct procedure for the acquisition of the services in question, therefore, invites prospective Event Management companies to submit their quotation towards the provision of Event Management services for an our event which will hold in Amman – Landmark Hotel, on 22nd and 23rd July 2019

1) TECHNICAL SPECIFICATION for Quotation

Event: PROGETTO COMUNICAZIONE

Description of Service: In the framework of implementation of Progetto Comunicazione Event, organized by the Italian Trade Agency – Amman Office, the "ITA" entrusts the Service Provider with providing the following event management services for our event:

PRINTING

ITEMS	DESCRIPTION	QTY	PRICE
POSTER (OFFSET): Poster: Italian cheeses design	A2 OUR DESIGN	300	
Poster: Italian pastas design	A2 OUR DESIGN	300	
Poster: Italian sweets design	A2 OUR DESIGN	300	

2) SERVICE PROVIDER ELIGIBILITY CRITERIA:

To be eligible, applicants must:

- be legally registered under the current legislation;
- have the right to perform the activities, mentioned in the application, in accordance with the applicant's statutory documents;
- have sufficient financial and operational capacities to operate under a contract with the Italian trade Agency – Amman Office.



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All criteria should be proven documentarily!

10) Service Provider Exclusion Criteria

Service Provider should:

Have not been sentenced by final judgment on one or more of the following charges: participation in a criminal organization, corruption, fraud, money laundering;

- Are not in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or is not subject to a procedure of the same kind;

- Have not received a judgment with res judicata force, finding an offence that affects its professional integrity or constitutes a serious professional misconduct;

- Do comply with its obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of the country where it is established.

By signing the application form, all bidders declare under their own responsibility that they are not in any of the situations described above. In this regard, the Italian Trade Agency reserves the right to request additional documents from selected candidates.

3) SERVICE PROVIDER AWARD CRITERIA

Service Provider will be assessed against the following criteria:

LOWEST PRICE

Note: This letter is not to be construed in any way as an offer of contract. Your quotation could, however, form the basis for a contract between your company and ICE – Italian Trade Agency. Companies are encouraged to acknowledge receipt of this Request for quotation by E-mail to ICE – Italian Trade Agency's specified contact person(s).

4) LANGUAGE OF THE QUOTATION:

The quotation prepared by the Companies and all correspondence and documents relating to the Request for quotation exchanged by the Bidder and ICE – Italian Trade Agency shall be written in English language.

5) DEADLINE:

The quotation must be delivered by mail at: amman@ice.it not later on 15/10/2019

The deadline is compulsory.

6) PAYMENT:

NOTE.: Being a governmental agency, the Italian Trade Agency operates according to specific budgets received from Italy for each Exhibition/Event, therefore it cannot under any circumstances perform advance payments. Consequently, the total amount of the contract will be paid after, 30 days completion of the assigned works, upon receipt by company final original invoices duly signed and stamped.

**The Commissioner
Filippo Covino**

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