



ITALIAN TRADE AGENCY

Amman Office

Date: 09/07/2019**REQUEST FOR QUOTATION****Reference N.: Prot. N.****INVITATION LETTER N.****SUBJECT: INIZIATIVA: MISSIONE OPERATORI IN GIORDANIA ENERGIE RINNOVABILI****EVENT TITLE: ITALIAN GREEN SOLUTIONS****AUT. DEL C.A. N. A136P19 DEL 27/2/2019 – PROT. N. 27231 DEL 13/03/2019****COAN: A187Z016C4**

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: Italian Green solution****Venue: Landmark Hotel****Date: 22nd and 23rd July 2019**

Description of Service: In the framework of implementation of Italian Green Solution's Event, organized by the Italian Trade Agency – Amman Office, the "ITA" entrusts the Service Provider with providing the following event management services to the Italian Green solution's event:

VENUE: BALLROOM – LANDMARK HOTEL – OPENING SESSION

ITEMS	DESCRIPTION	QTY	PRICE
PLANTS	FICUS ELASTICA OR BENJAMIN/	2	
BIG FLAGS WITH FLAGSTAFFS (Light)	ITALIAN/JORDANIAN AND EUROPEAN	3	
TECHNICIAN	AUDIOVISIVAL	1	
LAPTOP		2	

VENUE: BALLROOM B2B MEETING – LANDMARK HOTEL

ITEMS	DESCRIPTION	QTY	PRICE
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LEASING SERVICE			
PLANTS	ANTHIRIUM PLANTS OR SIMILAR BETWEEN THE TABLES OR FICUS ELASTICA, BENJAMIN OR SCHEFFLERA	18	
CATALOGUES HOLDER	CATALOGUES HOLDER - FILLING DEPTH PER SHELF: STANDARD	2	
MONITOR WITH SUPPORT (SEE PHOTO ATTACHED)	LED SCREED 32" INCH	18	
FLIP CHART		2	
MONITOR WITH SUPPORT	LED SCREEN 42"	1	
LAPTOP		28	
PRINTER	COLOR LASER JET PRINTER	1	
OTHER SERVICES			
CONSECUTIVE INTERPRETER	ARABIC – ITALIAN – ARABIC	5	
USHERS/ HOSTESSES - STAFF	ARABIC- ENGLISH – OR ARABIC/ITALIAN	6	
HANDYMAN	TRANSPORTATION, SUPERVISING AND PROBLEM-SOLVING SKILLS	1	
HOLDERS	SIZE: A4 - DOUBLE SIDE PAPER INSERT,	25	
USB	RIBBON (OR OTHER MATERIAL) USB FLASH DRIVE WITH PRINTED OUR LOGOS (3 OPTION)	300	

BRANDINGS:

PRINTING AND STATIONERY DELIVARABLES

ITEMS	DESCRIPTION	QTY	PRICE
ROLL-UP	SIZE: 0,85 X 2.00M (OUR DESIGN)	4	
POSTER (OFFSET):	A2 OUR DESIGN	300	
DIRECTIONAL SIGN	SIZE: UNI A3 (420x297 mm). (OUR DESIGN)	2	
FOLDERS WITH GRAPHICS LAYOUT* See example attached	OUR DESIGN: A4 + SIZE CLOSED: 230x320 mm MATT PAPER, 230/300 g/m2, 4 COLOR, 1 SIDE, SULLIVAN MATT	300	
BADGES* See example attached	SIZE: 100x140 mm. (OUR DESIGN) 4 COLOR, 1 SIDE, PRINTED ON CARD BOARD) MATT PAPER 230/300 g/m2	300	

[Type here]

BADGES LACES (of less than 2 cm in width) See example attached	OUR LOGO PRINTED	300	
CATALOGUE WITH GRAPHICS LAYOUT SERVICE: See example attached	OUR DESIGN SIZE: A5 – 2 COVER PAGES: 32 Cover: 170/250 g/m2 INTERNAL PAGES: 90/150 g/m2 4 COLOR, 1 SIDE, SULLIVAN MATT	300	
NOTE PAD RECYCLING PAPER WITH OUR LOGOSO PRINTED See example attached	50 SHEETS NOTE PAD RECYCLING PAPER WITH 30 STICKY NOTES (7,3 X 7,5 CM) – 75 STICKY NOTES 1.5 X 5 CM AND RECYCLED CARD BORDED PEN INCLUDED	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.

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

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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 11/7/2019

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**

A handwritten signature in blue ink that reads 'Filippo Covino'.

**For vision and acceptance of request for quotation regulation
The Company**

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