



**Embassy of Italy  
Abuja**

**PUBLIC NOTICE**

**EXPLORATORY NOTICE FOR THE ACQUISITION OF DISPLAYS OF INTEREST IN PARTICIPATING TO THE SELECTION PROCEDURE ACCORDING TO MINISTERIAL DECREE N.192/2017 FOR THE APPOINTMENT OF SERVICES FOR THE ORGANISATION OF EVENTS FOR THE PROMOTION OF ITALY.**

In the framework of its institutional activities, the Embassy of Italy in Abuja intends to hold economic, cultural, and scientific events to promote Italy in the Federal Republic of Nigeria during the year 2023.

Therefore the Embassy invites expressions of interest from public or private organizations which intend to implement the organization of the abovementioned events, which are scheduled to include, among others, events on the occasion of the celebrations of the Italian National Day (2<sup>nd</sup> June) and the VIII edition of the Week of the Italian Cuisine in the World.

This call for expressions of interest is aimed at subjects with the expertise and the technical and managerial resources to enter into such an agreement and provide such services.

**ASSIGNMENT OF THE CONTRACT**

The contract will be assigned according to the criterion of lowest price, in accordance with art.95, par.6, of the Legislative Decree n.50/2016.

**PARTICIPATION PROCEDURE**

The purpose of this invitation is to receive expressions of potential interest in participating in the tender procedure. At this stage, proposals submitted will not be considered as binding. Candidates who submit expressions of interest will not gain an advantage in the Embassy's decision-making process.

**Applicants must submit the following documentation sent in a single pack within the below mentioned deadline:**

**A – SEALED ENVELOPE CONTAINING THE REQUISITES FOR APPLICATION**

- 1) Evidence of registration with professional body or official register and qualifications issued by the competent local authorities.
- 2) Recent financial statements to demonstrate economic and financial capacity.
- 3) Declaration that the company has never been declared bankrupt, gone into liquidation, gone into controlled administration, gone into debt, or been in any similar situation.
- 4) Declaration that the company is up to date with taxes in the country of residence.
- 5) Declaration that the company is up to date with payments of social security payments for employees in the country of residence.
- 6) Declaration that the company has not received any sanctions for safety issues, according to the criteria of the competent authorities, and that it is able provide the service in accordance with the legislation.
- 7) Declaration that the company has not previously withdrawn from contracts of its own accord.
- 8) Evidence of at least five years' experience in the relevant sector to demonstrate technical and professional ability.

- 9) Participation form (Annex A) signed by the legal representative.
- 10) Data protection document (Annex B).
- 11) Copy of ID of the person signing.

#### **B – SEALED ENVELOPE CONTAINING PROPOSAL**

The all-inclusive offer must detail, on a flat-rate basis, the sum requested for the organization of the events indicated at point 1, in consideration of the following:

- 1.the organization will have to provide the possibility to hold the events in various locations in the Country in order to include a wider range of people and to enhance the storytelling of Italy;
- 2.the organization will have to pay particular attention to communication elements and to the opportunities offered provided by digital media in order to make the events accessible over time;
- 3.the events have to be suitable to spark processes/collaborations in short and midterm between Italian and Nigerian partners.

Subcontracting is strictly prohibited.

#### **SENDING THE DOCUMENTS**

The two envelopes, closed and sealed, containing all the required documentation, must arrive together in a single pack marked with the logo of the company and the text “EXPRESSION OF INTEREST –SERVICES FOR THE ORGANIZATION OF EVENTS – EMBASSY OF ITALY IN ABUJA”. They may be sent by post, courier or similar means, to: **Embassy of Italy, Europe House, European Union Crescent, Off Constitution Avenue, Central Business District, P.M.B. 447, Garki, Abuja**, or delivered by hand to the Embassy of Italy.

**No email submissions may be accepted.**

#### **DEADLINE FOR SUBMITTING EXPRESSION OF INTEREST**

Expressions of interest must be received by 12:00 noon, 20 January 2023.

#### **SELECTION OF CONTRACTOR**

In consideration of the requested level of quality and the specific nature of the service the contract will be assigned according to the criterion of the best quality – price ratio, in accordance with art. 11 of Ministerial Decree 192/2017.

As this is a preliminary investigation prior to the possible subsequent contract, the Embassy reserves the right to suspend, modify or cancel the procedure.

#### **CONTACT**

For further information, please contact [segreteria.abuja@esteri.it](mailto:segreteria.abuja@esteri.it)

Abuja, 3<sup>rd</sup> January 2023