

## APPLICATION FOR INCLUSION ON ITALIAN TRADE AGENCY –LONDON OFFICE'S LIST CONTRACTORS/SUPPLIERS

Notes for completing this application form:

- This form consists of three parts: **Part A (Applicant Information)** and **Part C (Declaration)** should be completed by all applicants. **Part B (Additional Information)** should be completed by exhibition/trade fair booth contractors/suppliers only.
- Tick as appropriate.
- \* Delete whichever is inapplicable.
- Please attach annex(es) if space provided in this form is insufficient.
- The properly completed and signed form, together with the required supporting documents, should be submitted to the Italian Trade Agency – London Office by e-mail to [londra@ice.it](mailto:londra@ice.it)

### Part A – Applicant Information

#### Particulars of Applicant:

Applicant's name: \_\_\_\_\_

Type of entity: \_\_\_\_\_ Share Capital: \_\_\_\_\_

Place of incorporation: \_\_\_\_\_ Date of incorporation: \_\_\_\_\_

Business Registration No.: \_\_\_\_\_

Registered office address: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone no.: \_\_\_\_\_ Fax no.: \_\_\_\_\_

Website: \_\_\_\_\_

#### Details for delivery of request for quotation/tender documents (if different from registered office):

Delivery address: \_\_\_\_\_

Zip code (if applicable): \_\_\_\_\_ Email address: \_\_\_\_\_

Telephone no.: \_\_\_\_\_ Fax no.: \_\_\_\_\_

#### Applicant's representative:

Surname: \_\_\_\_\_ Given name: \_\_\_\_\_

Telephone no.: \_\_\_\_\_ Email address: \_\_\_\_\_

Position: \_\_\_\_\_

**Goods and/or services provided:**

Please select at least one category:

- Category A: Organization of exhibition and trade fairs
  - Category B: Supply of office equipment
  - Category C: Furniture and tools/machineries for office
  - Category D: Contractors services and renovation
  - Category E: Consultancy services and advisory (please specify type) \_\_\_\_\_
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**Turnover in the last three years:**

Year: \_\_\_\_\_ Turnover (currency): \_\_\_\_\_

Year: \_\_\_\_\_ Turnover (currency): \_\_\_\_\_

Year: \_\_\_\_\_ Turnover (currency): \_\_\_\_\_

**Employees:**

No. of employees: \_\_\_\_\_, of which, Managers: \_\_\_\_\_

Officers: \_\_\_\_\_

Technicians: \_\_\_\_\_

Other employees: \_\_\_\_\_

**Other information:**

Have you been working with ITA London or other Italian Government entities? \*YES / NO

If yes, on which projects: \_\_\_\_\_

Other relevant information: \_\_\_\_\_

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**Supporting documents:**

Attached to this form is a copy of the following documents:

- Valid Business Licence / Business Registration Certificate
- C.V. (in case of an individual applicant)
- Relevant professional certificates
- Specific licences, permissions, authorisations, consents and permits needed to provide the goods and/or services
- References from two previous customers and/or clients of the applicant in the last three years
- Valid ID document, such as ID Card or passport, of the director of the applicant and/or individual applicant signing this form
- Other relevant documents: \_\_\_\_\_

Please note that you are required to provide the documents listed above in order to be considered for inclusion on ITA London's list of approved contractors/suppliers.

**IF APPLICABLE**

**Part B – Additional Information (to be completed by exhibition/trade fair booth contractors/suppliers only)**

**Company Structure**

<i>Factory (area in sq m):</i>	<i>Office (area in sq m):</i>	<i>Warehouse (area in sq m):</i>
<i>Does your company have its own Design Dept?</i>		
<b>YES</b>	<input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>

*For construction work, your company will have :*

<i>Own staff</i>	<input type="checkbox"/>	<i>Sub-contractor</i>	<input type="checkbox"/>
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*For transportation of construction materials :*

<i>Own transportation :</i>
<i>Employ trusted forwarder :</i>
<i>Name of Forwarder :</i>

**Type of Processing**

*With what kind of format you operate?*

<i>Rental (in %):</i>	<i>Sale (in %):</i>
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*List of materials used for fittings:*

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*List of structures mainly used:*

<i>Patented:</i>
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*List of available ready-to-use structures:*

<i>Sufficient for area in sq m:</i>
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*List of other jobs in addition to trade fair activities:*

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**Experiences in the last 3 years**

*List of geographical locations where your company has operated:*


**List of geographical locations where your company would like to operate in the future:**


**Maximum setup area made:**

<b>In which year:</b>
<b>Name of the fair:</b>
<b>Area in sq m:</b>
<b>Name of client:</b>

**List of sub-contractors that you have worked with:**

<b>Name of company:</b>
<b>Geographical location:</b>

**Lists of major setup projects in the last 3 years:**

<b>Name of event:</b>
<b>Area in sq m:</b>
<b>Details of job:</b>
<b>Name of client:</b>
<b>Location of the job:</b>
<b>Type of structure:</b>

**Supporting documents:**

Attached to this form are the following additional documents:

- Details of the abovementioned exhibition/trade fair booths set up by the applicant, including references, technical specifications, photographs and materials used
- Other relevant documents: \_\_\_\_\_

Please note that you are required to provide the documents listed above in order to be considered for inclusion on ITA LONDON 's list of approved contractors/suppliers as an exhibition/trade fair booth contractor/supplier.

### Part C – Declaration

I, \_\_\_\_\_ (name of director of applicant), \*sole/a  
director of  
\_\_\_\_\_ (“**Applicant**”), hereby declare on behalf of the  
Applicant as follows:

1. The Applicant wishes, and hereby applies, to be included on the list of approved contractors/suppliers of the Italian Trade Agency – LONDON Office.
2. I have read and understood, and the Applicant accepts and agrees to be bound by, ITA London’s Rules and Regulations for Selection of Contractors and Suppliers dated 2018 (“**Guideline**”).
3. I confirm that the Applicant meets the requirements for inclusion on ITA-LONDON’s list of approved contractors/suppliers as specified in the Guideline.
4. All the information provided in this form is true, accurate and complete to the best of my information, knowledge and belief.
5. The Applicant accepts that ITA-LONDON, and any third parties it engages, may make enquiries about the Applicant to verify the information provided in this form, and for such purpose, the Applicant:
  - (a) irrevocably authorize the relevant issuing authority of any document provided with this form to release full details about the Applicant to ITA-LONDON and/or any third party it engages;
  - (b) hereby releases and discharges ITA-LONDON from any and all claims or actions arising out of or in connection with ITA-LONDON’s verification of such information; and
  - (c) agrees to indemnify ITA-LONDON, its members, managers, directors, officers, employees, agents and insurers and hold each of them harmless from any and all actions, claims, demands, liabilities, damages, and expenses arising out of or in connection with ITA-LONDON’s verification of such information.
6. By signing and submitting this form, I acknowledge that I have agreed to, and obtained from each individual whose personal data is provided in this form his or her consent for, the collection and use of personal data in accordance with Data Protection Legislation.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTENTION THIS DOCUMENT MUST BE SIGNED**

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**DECLARATION OF COMPLIANCE WITH ITALIAN TRADE AGENCY  
ANTI- CORRUPTION AND BRIBERY POLICY**

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[TENDERING COMPANY/ COMPANY NAME.....]  
incorporated and registered in England and Wales with company number [.....]  
whose registered office is at [.....]

**1. ITALIAN TRADE AGENCY POLICY STATEMENT**

- 1.1 We conduct all tender procedures in a transparent, honest and ethical manner and are committed to acting fairly and with integrity in all tenders and relationships wherever we operate and implementing and enforcing effective systems to counter bribery and corruption.
- 1.2 We uphold all regulations and codes of conduct relevant to countering bribery and corruption under Italian law and remain bound by UK laws, including the Bribery Act 2010, in respect of our tender procedures.

**2. ABOUT OUR POLICY**

- 2.1 The purpose of this Policy is to:
  - (a) set out our responsibilities, and of those working for us, in observing and upholding our position on bribery and corruption;
  - (b) provide information and guidance on how to recognise and deal with bribery and corruption issues; and
  - (c) to ensure that you and those working for you comply with our Policy as a condition of entering the award tendering process.

**3. COMPLIANCE THIS POLICY**

- 3.1 This Policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, external consultants, or any other person associated with us, wherever located.
- 3.2 You must comply with this Policy by reporting to the Italian Trade Agency any attempts during the award tendering process, by any persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, external consultants, or any other person associated with us (“**Related Party**”), wherever located to influence the award tendering process or breach our Policy.

**4. WHO IS RESPONSIBLE FOR THE POLICY?**

- 4.1 The Italian Trade Agency has overall responsibility for ensuring this Policy complies with our legal and ethical obligations, and that all those under our control and those that enter the award tendering process comply with it.

**5. WHAT ARE BRIBERY AND CORRUPTION?**

- 5.1 **Bribery** in respect of the award tendering process is offering, promising, giving or accepting any financial or other advantage, to induce the recipient or any other person to act improperly in the performance of their functions, or to reward them for acting

improperly, or where the recipient would act improperly by accepting the advantage.

**5.2 Corruption** is the abuse of entrusted power or position for private gain.

## 6. WHAT YOU MUST NOT DO

**6.1** It is not acceptable for you (or someone on your behalf) in the award tendering process to:

- (a) give, promise to give, or offer, a payment, gift or hospitality to a Related Party with the expectation or hope that a business advantage will be received, or to reward a business advantage already given;
- (b) give a gift or hospitality to a Related Party during the award tendering process, if this could be perceived as intended or likely to influence the outcome;
- (c) to arrange for a payment, gift or hospitality from a third party to a Related Party that you know, or suspect is offered with the expectation that it we will provide you with business; or
- (d) engage in any other activity that might lead to a breach of this policy.

## 7. FACILITATION PAYMENTS AND KICKBACKS

- 7.1 We do not make, and will not make, any facilitation payments or "kickbacks" of any kind in respect of the award tendering process.
- 7.2 **Facilitation payments**, are typically small, unofficial payments made to secure or expedite the award tendering process.
- 7.3 **Kickbacks** are typically payments made in return for a business favour or advantage in award tendering process.
- 7.4 You must avoid any activity that might lead to a facilitation payment or kickback being made or accepted or that might suggest that such a payment will be made or accepted.

## 8. YOUR RESPONSIBILITIES

- 8.1 You must ensure that you read, understand and comply with this Policy.
- 8.2 The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all those working for us or under our control. You are required to avoid any activity that might lead to, or suggest, a breach of this Policy.
- 8.3 You must notify the Italian Trade Agency as soon as possible if you believe or suspect that a conflict with this Policy has occurred or may occur in the future.
- 8.4 You must disclose any request for money, services, benefits or offers made to you by a Related Party or any money, services, benefits or offers made by you to a Related Party.

## 9. HOW TO RAISE A CONCERN

- 9.1 You are encouraged to raise concerns about any issue or suspicion of bribery or corruption at the earliest possible stage.
- 9.2 If you are offered a bribe, or are asked to make one, or if you believe or suspect that any bribery, corruption or other breach of this policy has occurred or may occur, you must immediately notify the Italian Trade Agency.

## 10. BREACHES OF THIS POLICY



**ITALIAN TRADE AGENCY**

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10.1 Any breaches this Policy will result in the exclusion from the award tendering process; termination of our contractual relationship, forfeiting any deposit paid in respect of the award tendering process and exclusion for any further tenders with the Italian Trade Agency for the next 3 years.

**11. DISPUTES**

11.1 This Declaration and any dispute or claim arising out of or in connection with its subject matter shall be governed by and construed in accordance with the law of England and Wales.

**SIGNED as by** [Name of Director] .....

**On behalf of** [Name of the Tendering Company/ Company name]

Date [.....]

**The processing of your personal data is carried out by ITALIAN TRADE AGENCY in full compliance with the regulations on the matter pursuant to the General Data Protection Regulation (EU) 2016/679.**





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l'internazionalizzazione delle imprese italiane

