

**Dated 2018**

## **Italian Trade Agency General Terms for Supplier Registration**

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### **1. BACKGROUND**

In order to comply with Italian Trade Agency regulations relating to the registration and management of suppliers, your attention is drawn to the following general terms applicable for supplier registration.

## 2. DEFINITIONS

2.1 “**Data Protection Legislation**”: means all applicable data protection and privacy legislation in force from time to time in the UK including the General Data Protection Regulation ((EU) 2016/679); the Data Protection Act 2018; the Privacy and Electronic Communications Directive 2002/58/EC (as updated by Directive 2009/136/EC) and the Privacy and Electronic Communications Regulations 2003 (SI 2003/2426) as amended.

2.2 “**ITA**” means the Italian Trade Agency of Fourth Floor Sackville House, 40 Piccadilly London W1J 0DR (“ICE London”);

2.3 “**Supplier**” means: a supplier who has applied for registration as a supplier to ITA 3.

## PROCEDURE FOR SUPPLIER REGISTRATION

3.1 When applying to be registered the Supplier will register on-line at [www.ice.gov.it] and provide the following information and documentation:

- (a) A completed Suppliers Registration Application Form.
- (b) Written confirmation of the following category or categories which the supply relates to:

(i) Organization of events, exhibitions and fairs.

(ii) Office supplies.

(iii) Office furniture and equipment.

(iv) Construction work and maintenance.

(v) Services and consultancy.

- (c) Written confirmation of whether the value of the supply it is for an amount less than [€40,000.00] or an amount between [€40,000.00 and €220,999.00].

3.2 The Supplier is required to give written notice within 30 days of any changes in the Supplier Registration information and documentation registered pursuant to the requirements under clause 3.1 above.

3.3 ITA will process applications for Supplier Registration within [30] days of receipt of the application and give written notice of confirmation of acceptance of registration and any additional information or documentation which is required to complete registration procedure.

## 4. VERIFICATION OF INFORMATION AND DOCUMENTATION

4.1 ITA reserves the right to verify the Supplier’s information and documentation registered pursuant to Clause 3.1 above and by written notice request, if necessary, clarification of the documentation registered or request further additional information and documentation.

4.2 ITA reserves the right in its absolute discretion to cancel or suspend a Supplier if the information and documentation supplied under Clause 3.1 is in its reasonable opinion, false, misleading or materially inaccurate.

## **5. REVIEW OF SUPPLIER REGISTRATION**

5.1 ITA shall review the Supplier Registration information and documentation annually and may require the Supplier by written notice to update and/or confirm the information and documentation registered pursuant to Clause 3.1.

5.2 If the Supplier shall fail to reply within 60 days to a written notice issued pursuant to Clause 5.1, ITA may suspend and/or cancel the Supplier from the Supplier Registration.

## **6. EVALUATION OF SUPPLY**

6.1 In order to ensure highest quality standards, ITA will conduct a general assessment of performance for each type of supply made by a Supplier.

6.2 If the assessment of performance is deemed to be below ITA's required standard, the Supplier will be notified by written notice of suspension for a period of time to be determined by ITA and/or cancellation from the Supplier Registration.

## **7. CANCELLATION**

7.1 ITA reserves the right to cancel a Supplier from Supplier Registration in following circumstances

(a) pursuant to Clauses 4 (Verification of Information and Documentation) and 5 (Review of Supplier Registration) where the Supplier has failed to reply to a written notice under Clause 4.1 for a period of two years;

(b) where the supply is deemed to have fallen below ITA required standards on more than one occasion pursuant to Clause 6 (Evaluation of Supply);

(c) if the Supplier has been suspended from Supplier Registration on 3 or more occasions within a period of 3 years; and

(d) if the Supplier is in repeated breach of its contract of supply.

## **8. ROTATION OF SUPPLIERS**

8.1 For the purposes ensuring impartiality in the selection of Suppliers, ITA operates a policy of Supplier rotation based on criteria including but not limited to, the number of Supplier Registration for each category of supply, the evaluation assessments of previous supplies; the contracts currently being performed; the technical, economic, financial and professional capability and the previous history of supply tenders.

## **9. DATA PROTECTION**

9.1 ITA will comply with all applicable requirements of the Data Protection Legislation.

9.2 Any data of a personal nature to which ITA has access shall be exclusively be personal data which is necessary to carry out in respect of ITA's Supplier Registration procedure.