

Torino, 12th December 2017
Prot. 591/LEG

Object: Request for quotation

BUSINESS DEVELOPMENT IN IRAN

for Piedmontese companies involved in the following sectors: agribusiness, aerospace, automotive, mechatronics, textile, clothing, design and luxury, cleantech and green chemistry including environment, green building, energy and renewables and related infrastructure, health & wellness, ICT applications

CEIPIEMONTE invites you to tender for the provision of the service and activities listed below in the following country: **IRAN** (hereinafter referred to as "*the Country/ies*"). Since it is not possible for CEIPIEMONTE to provide for the services that will be required, this procedure is launched by the framework contract system, in order to be able to obtain offers from the successful tenderers also for services other than the ones mentioned below.

This request for quotation is regulated by the article 36, of the D.Lgs. 50/2016.

Foreword

Centro Estero per l'Internazionalizzazione S.c.p.a. (Piemonte Agency for Investments, Export and Tourism, hereinafter "CEIPIEMONTE") was established under Regional Law No. 13/2006 in order to rationalize and coordinate the measures aimed to support the internationalisation of Piemonte SMEs and regional economy. Regione Piemonte (Piemonte Regional Authority), in agreement with the Chambers of Commerce, Industry, Trade, Handicraft and Agriculture of Piemonte, promoted a unification process of the entities previously responsible for these functions and set up CEIPIEMONTE, which since 2007 has been operating, as mandated body of its Members. CEIPIEMONTE is one-stop-shop "Help Office" specialized in: (i) providing customised assistance to SMEs active in a wide range of sectors for their market access and business development operations; (ii) developing investment Promotion activities

CEIPIEMONTE is the implementing agency of Regione Piemonte for internationalisation; most activities are developed under the framework of the so-called "PIF" – Progetti Integrati di Filiera (Integrated Sector Projects) financed by Regione Piemonte through the ERDF – European Regional Development Fund POR FESR 2014-2020.

Target sectors (hereinafter referred to as "the Sectors") include:

- Agribusiness
- Aerospace
- Automotive
- Mechatronics
- Textile
- Clothing, Design and Luxury
- Cleantech and Green chemistry including environment, green building, energy and renewables and related infrastructures
- Health & Wellness
- ICT applications and innovative solutions for the above mentioned Sectors

1. Object of the service and related technical features
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This procedure is aimed, by the framework contract system, at selecting up to 5 (five) international qualified senior experts or specialized organizations, highly experienced in the Sectors, that will undertake market access support and business promotion actions in **IRAN**. The promotion actions are due to encourage



Piedmontese companies, hereinafter referred to as “*the beneficiary company/ies*”, to find new opportunities and access/strengthen business on foreign markets.

Multiple framework contract in cascade will be concluded separately, but in identical terms (as regards duration, subject and implement conditions), in the form of an open contract, which does not commit CEIPIEMONTE to the maximum total amount within which CEIPIEMONTE will establish, according to a discretionary assessment of its requirements, the amount of benefits due.

For this reason, nothing will have to be claimed by the successful tenderer beyond the payment of the services provided at the agreed prices and conditions.

The framework contract themselves are not an order for services and do not constitute a financial commitment. The framework set the basis for the services which CEIPIEMONTE may request. CEIPIEMONTE may order specific services under the framework and consequently sign the order forms.

Signature of the framework does not commit CEIPIEMONTE to order specific services and does not give the contractors any exclusive rights to the services covered by the framework contracts.

Experts will be selected on the basis of the most economically advantageous offer. A ranking will then be drawn up resulting from technical and economic evaluations.

The maximum number of contractors with whom CEIPIEMONTE shall conclude framework contract is set out to five (5) contractors in descending order and who achieved the highest scores during the award of the framework contract.

Each bidder may submit bids for one or more Lots. The bidder interested in multiple Lots must submit the technical bid required for each batch and also indicate the economic offer for each. Any bid submitted for a particular Lot must cover all the work required for that Lot.

The services will be commissioned to the first in the list, except for Lot 2 “Identification and Incoming of foreign player”, for which the request will be sent to all 5 awardees.

CEIPIEMONTE undertakes no obligation on the minimum requests for which the contractor(s) might be requested to perform the activities.

Following the present procurement procedure, CEIPIEMONTE will sign the framework with the selected contractors. The framework sets the legal, financial, technical and administrative terms governing relations between the contracting parties during the contract duration.

2. Duration, termination and total value of the service

The procedure will be carried out from the date of award of the service, until December 31st 2018. Exception is made in case both parties withdraw with a fifteen-day-written notice or even without notice in case of Projects’ interruption or suspension for any cause.

The estimated maximum total value of this procedure is **€ 39.700,00** (EUR thirty nine thousand seven hundred/00) + VAT - if applicable - for the duration of the contract according to the deadlines stated at Point #1. This procedure admits the selection of more than one contractor. Each Action/Lot may be awarded to one or more of the awardees.

Please note: this amount is not to be intended per awardee. The contractor(s) will be entitled to invoice only the amounts relevant to the activities performed in the framework of the awarded Action/Lot(s).



3. Detail of the activities in each Action/lot

3.1 Detail of the activities the contractor(s) will perform in each Action/Lot

N.B.: The payment of the performed activities is intended as “pay-as-you-go”.

ACTION/LOT 1

Monitoring of market opportunities, market intelligence and information support on market and sector trends, key events and players, follow-up of initiatives.

Activities included in Action/Lot 1:

- a) To analyze and provide economic and statistical data on market and sector trends, Foreign Direct Investments from and in the Country and provide country facts and industry short reports to CEIPIEMONTE.
- b) To provide information on key events taking place in the Country which are significant for CEIPIEMONTE and the Sectors indicated in this request for quotation.
- c) To provide Information on local incentives for business and/or investment operations, project financing opportunities deriving from projects in pipeline financed by public entities, namely national and/or international donors, as well as private financiers, local legislation on such technical subjects as: corporate law, fiscal and customs procedures.
- d) To provide information on national and international tenders launched by local and international donors and assist in local partner identification when needed for the tender.

Estimated enquiries: from 0 to 8 enquiries/year

ACTION/LOT 2

Identification and incoming of foreign players.

The Action consists in identifying and inviting to Torino-Piemonte qualified buyers, developers, contractors, clients from the Country in order to meet beneficiary companies which potentially match their needs.

The Action can be performed upon request for identification of foreign players that will participate in scheduled events taking place in Piemonte activities involved in Action/Lot 2:

- a) To analyze products and services of the beneficiary companies involved in the event.
- b) To perform preliminary evaluation to assess the market potential and elaborate a pre-feasibility report on the basis of the results.
- c) To identify local players, including buyers, contractors, developers, clients, analyze their needs/demands, share profiles with CEIPIEMONTE in order to matchmake with offers from the beneficiary companies involved in the event.
- d) On the basis of the potential matching opportunities, to invite the buyers approved by CEIPIEMONTE to Torino-Piemonte for b2b schedules at the venue of the event and/or at the premises of the involved beneficiary companies.

N.B. CEIPIEMONTE will pay, upon receipt of the related invoice from the contractor(s), only the amounts relevant the approved profiles (buyers, contractors, developers, clients) that will take part in the event organized in Piemonte. No amount will be payed to the contractor(s) for unselected profiles.

Estimated No. of foreign players to be invited in Piemonte: from 0 to 8 players

ACTION/LOT 3

Market Access and Business Development Support.

The Action consists in developing pre-feasibility study, individual market research, positioning strategies, partner search, scheduling b2bs with potential counterparts located in the Country/ies (mission), follow-up



actions. This Action can be performed on an individual basis for a beneficiary company asking for this assistance as well as on the occasion of a business mission involving a certain number of companies. In case of business delegation including more than 4 companies, the contractor(s) is requested to estimate a special condition offer evaluating a percentage of reduction on global costs on the basis of the following parameters:

From 5 to 8 participating companies: reduction of 15% for each company

More than 8 participating companies: reduction of 20% for each company

Activities involved in Action/Lot 3:

Phase 1 :- Feasibility assessment and Partner Search

- To assess products/service portfolio of beneficiary companies interested in having access to the market of and develop business operations in the Country.
- To perform a feasibility assessment to identify the market potential for the beneficiary company product/service portfolio.
- To identify potential local counterparts – Partner search - which can match the company's cooperation request/offer. This activity represents the first outcome that has to be shared with CEIPIEMONTE and the beneficiary company. In case the result of the evaluation of this first outcome is not favourable as the identified counterparts are considered "not fully suitable" to the beneficiary company request, the Partner Search will be integrated and/or revised to provide a Second Outcome.
- To promote the beneficiary company's portfolio to the selected prospects located in the Country on the basis of the above mentioned shared evaluation. The contractor(s) will contact prospects in the Country and prepare a detailed report of the contacts made with related feedback. A list of local counterparts that have confirmed their interest will be prepared and submitted to CEIPIEMONTE – Final Outcome. The final list will be supplied by CEIPIEMONTE to the beneficiary companies for evaluation.

Phase 2 (subsequent to Phase 1): - Organization of B2B agenda and Follow-up

- To set up b2b schedules in the Country for the interested beneficiary companies with local potential counterparts identified in Phase 1.
- To provide on-site assistance to the beneficiary companies on logistics preparing their mission – e.g.: hotel accommodation/reservation, information on public transports, flight details and additional useful information.
- To provide onsite assistance to beneficiary companies during the mission and co-attend b2bs.
- To follow up negotiations, contracts or any other kind of business agreements/partnerships started by the parties resulting from the b2bs held.

N.B.(1) Phase 2 can be performed for a beneficiary company only if Phase 1 has been completed for the same company. Phase 2 might be requested by the company later in time, once evaluated results of Phase 1. Beneficiary companies are not obliged to request for Phase 2.

N.B.(2) The contractor(s) might suggest that CEIPIEMONTE organize the B2Bs during existing events scheduled in the Country, if this proves to be functional and advantageous to improve visibility of the involved beneficiary company/ies. CEIPIEMONTE cannot predict the minimum and maximum number of companies willing to take part in the b2bs scheduled in the Country.

N.B.(3) CEIPIEMONTE will pay, upon receipt of the related invoice from the contractor(s), only the amounts for B2Bs scheduled. No amount will be paid to the contractor(s) for unselected prospects in the Country.

Estimated No. of Market Access and Business Development Assistance packages: from 0 to 10 requests



ACTION/LOT 4

On-site Visibility campaign and promotional event management.

The Action consists in providing organizational support for: (i) visibility and promotion activities of Piemonte economy organized by CEIPIEMONTE and/or promoted by its shareholders; (ii) events taking place on site in which participation of beneficiary companies is foreseen.

Activities included in Action 4:

- a) To provide support to CEIPIEMONTE in the organization of on-site events to promote Piemonte economic values, sectors, project, business cooperation and investment opportunities. The contractor will assist CEIPIEMONTE in the promotion of the event, invitation to and recruitment of participants, logistic support for conference venue and related services, relationship with media and promotion through social network.
- b) In case of existing events/fairs where Piedmontese companies take part, provide support to CEIPIEMONTE for assistance to participating companies, including logistic support, visit to companies in their booth or collective space run promotional activities to inform local companies about the presence at the event of Piedmontese companies.

Estimated No. of events: from 0 to 1 event

ACTION/LOT 5

Business Credibility reports.

The Action consists in providing credibility reports concerning the status of a company located in the Country.

On the basis of the request of information issued by CEIPIEMONTE to the contractor of behalf of beneficiary company/ies concerning a company located in the Country, the contractor will provide CEIPIEMONTE with a detailed Business Credibility Report which include: (i) identification data of the company including information on shareholders, managing bodies, branch offices in the Country and abroad (ii) financial information including financial statements details, financial solvency, (iii) existing pending issues if any.

Estimated No. of requests: from 0 to 6 requests

ACTION/LOT 6

Investor/financiers identification.

Involving identification of potential investors and possible organization of meetings with potential investors.

The Action consists in acting as a *Front Desk* to promote Piemonte investment opportunities.

Activities included in Action/Lot 6:

- a) To promote the investment opportunities of Piemonte area and identify potential corporate investors or financial players interested in investing in Piemonte (company/branch start up, research/innovation centre start up; mergers & acquisition).
- b) To assist CEIPIEMONTE in the organization of on-site meetings with institutional players, potential corporate investors and/or financiers.

Estimated No. of investors profiles confirmed by CEIPIEMONTE: from 0 to 2 investors



3.2 How to implement the services in all 6 lots:

Since the terms in the framework agreement are sufficiently precise, requests for such services will be initiated by sending a specific order. Each order will have a number of the procedure CIG and a derived CIG.

CEIPIEMONTE will send by e-mail an order form with task descriptions to the contractor who is ranked first in the cascade.

Within three (3) days the contractor must send:

- a) the order form back to CEIPIEMONTE signed and dated, or
- b) explanation of why it cannot accept the order.

If the contractor does not accept the specific order form or fails to observe the deadline or if it is in a situation of conflicting interest that may negatively affect the performance of the specific service request, CEIPIEMONTE may place the order with the next contractor on the cascade. The same deadlines will apply when requesting services to the next best ranked contractors.

If CEIPIEMONTE needed a service not included in the list of this procedure, CEIPIEMONTE will require the 5 awardees to quote for the provision of the requested service, and this will be the subject of an additional order.

For all Actions/Lots indicated in this Request for Quotation, the contractor(s) will supply CEIPIEMONTE with a detailed report of the activities accomplished, all the contacts made (e.g. copies of business cards), potential critical issues (if any), work in progress and recommended follow-up solutions.

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ADDITIONAL ACTION/LOT - OPTIONAL

Business Accelerator Support.

The request concerning this Action/Lot is exclusively for informational purposes in order to identify the organization/s able to provide this type of service and the related quotation.

This Action/Lot and related financial offer will be taken into consideration exclusively for informational purposes and will not be part of the technical and financial evaluation of this Request for Quotation.

The contractor able to provide these services and interested to submit an estimate of costs is requested to detail costs for each service package described above and mentioned below.

The services related to this additional lot will be commissioned to the bidder who has offered the best quotation. This service will then be the subject of subsequent award to the first ranked bidder.

The Tasks of this additional Action/Lot include 3 different Sub-Actions/Lots:

a) On site specialized support (Temporary Manager)

A yearly continuous one-to-one service for customized business development / market opening activities in favour of the beneficiary company/ies in the Country of this request for Quotation.

The contractor(s) will make available 1 (one) onsite dedicated person – Temporary Manager (TM) for 1 year on behalf of beneficiary company/ies asking for this service to CEIPIEMONTE.

The TM will:

- i) Analyze the positioning of the benefitting beneficiary company/ies, identify the best access channels in the relevant markets
- ii) Make a complete analysis of competitors
- iii) Start market access in the Country/ies and carry out continuous business promotion on behalf the beneficiary company/ies
- iv) Organize events to promote the beneficiary company/ies in the Country/ies



- v) Set up and attend – on behalf of the beneficiary company/ies – b2b schedules with prospects and buyers in the Country/ies
- vi) Write a report (every 15 days) of the activities achieved, meetings held and follow-up actions run.

b) “Your office at...”

The Action consists in providing local space, either as office or desk, with reception and secretarial support included. The service might be put in place for a minimum period of 6 months which can be renewed on six-month or yearly basis.

Services include:

- i) Logistics: Space location (either office space or Desk)
- ii) Use of telephone/fax number of the hosting organization with activation of direct phone line and indication of phone/fax numbers of the hosting organization in catalogues and promotional literature
Use of internet connection
- iii) Use of a common space of the hosting organization (meeting and conference rooms) for meetings.
For this service the beneficiary companies are due to check at least 1 day in advance
- iv) Reception/telephone switchboard service in Italian, English or other local language.

In case the beneficiary company/ies express the interest to have, in addition to the above mentioned service, a specialized support through a TM, CEIPIEMONTE has the right to request a specific offer which can include special conditions in terms of percentage of cost reduction

c) Store/Show Room Start-up

The Action consists in providing assistance for opening a store/show room in the Country/ies.

Services include:

- i) To identify space/location: search and selection of appropriate sites/space to open the new store/showroom and assistance in evaluating the most competitive solutions/offers
- ii) To provide organizational support to accomplish the on-site procedures for opening the store/show room
- iii) To assist in the identification and the recruitment of personnel/staff for the newly opened store/show room on the basis of the beneficiary company/ies selection criteria
- iv) To provide support for the organization of promotional campaign and launching event: marketing, media, management of invitation and logistic assistance.

4. Value of the services

ACTION/LOT 1

Monitoring of market opportunities, Market Intelligence and Information Support on market and sector trends, key events and players, follow-up of initiatives

Tender base: € 250,00 (EUR two hundred and fifty/00) + VAT, if applicable

for each request sent by CEIPIEMONTE and effectively processed by the contractor(s)

max 8 requests

Total amount: € 2.000,00

ACTION/LOT 2

Incoming of foreign players (buyers, developers, contractors, clients) from IRAN.

The foreign players must be previously approved by CEIPIEMONTE. No extra expenses (e.g. travel, accommodation, meals, etc) will be paid to the contractor(s) in case he/she decides to attend the meetings in Torino-Piemonte.

Tender base: € 900,00 (EUR nine hundred/00) + VAT, if applicable

for each foreign player actually travelling to Torino-Piemonte from the Country

max 8 foreign players in total

Total amount: € 7.200,00



ACTION/LOT 3

Market Access and Business Development Support Action/Lot 3

Tender base for full package service including Phase 1 and Phase 2: € 2.000,00 (EUR two thousand /00) + VAT, if applicable, for each company

The contractor is requested to detail in the financial offer the cost of Phase 1 and Phase 2

In case of business delegation including more than 4 companies, the contractor(s) is requested to estimate a special condition offer evaluating a percentage of reduction on global costs on the basis of the following parameters: from 5 to 8 participating companies: reduction of 15% for each company;

More than 8 participating companies: reduction of 20% for each company

max 10 requests

Total max amount: € 20.000,00

ACTION/LOT 4

On-site Visibility campaign and promotional event management

Tender base for full package service: € 5.000,00 (EUR five thousands/00) + VAT, if applicable

The contractor is requested to detail the specific costs included in the financial offer

max 1 event

Total amount: € 5.000,00

ACTION/LOT 5

Business Credibility reports

Tender base: € 250,00.(EUR two hundred and fifty/00) + VAT, if applicable

max 6 requests

Total amount: € 1.500,00

ACTION/LOT 6

Investor/financiers identification

In case of request for organization of on.site event with B2B with potential investors/financiers, directs costs related to technical services, venue, catering and consumables will have to be estimated separately.

Tender base: € 2.000,00 (EUR two thousand/00) + VAT, if applicable, for each investor confirmed by CEIPIEMONTE on the basis of the profiles submitted by the contractor

max 2 requests for identification of potential investors

Total amount: € 4.000,00

5. Subjects admitted to the procedure

5.1 General requirements

The bidder must declare (Annex 1) the absence of any additional grounds under Art. 80 of Italian procurement code -, D.Lgs. no. 50/2016 (Enclosure No. 1).

The contractor(s) will be requested, after the official awarding communication, to produce - within the 20 days following the communication - adequate certifications released by competent authorities, reporting the regularity of his fiscal / tax compliance as well as that no convictions are pending. If these documents cannot be produced, an affidavit (i.e. a declaration made in front of a judicial or administrative authority, a notary or a qualified professional organisation) will be accepted in accordance with articles 46 and 47 of Presidential Decree no. 445/2000, filling in and signing the relevant form enclosed with this public notice.

5.2 Technical and professional requirements

The bidders shall have an international experience of at least 10 (ten) years in:

- the Sectors, international business/technical environment and knowledge of the methods of approaching prime contractors, key players, main contractors of the Sectors in the Country,
- arranging technical/technological b2b schedules between companies and Prime contractors, key players, other companies, skill to manage logistic features and onsite support in the context of the activities above.



The bidders must have operative offices in the Country with local staff, with perfect knowledge of the English language as well as of the languages spoken in the Country. The bidders must provide evidence of the requirements (e.g. past experience in the tasks at issue, lists of buyers/key players they have worked with, etc) and **attach them to the offer**.

In case of awarding, copies of contracts or engagement letters or invoices will be requested later as a part of the administrative checks. In order to evaluate the technical skills of the bidders, a detailed curriculum vitae is requested specifying skills and experiences. The curriculum vitae must be in English language.

6. Bid submission

The deadline for receiving quotations is **22nd December 2017, 18:00 Italian time**. Quotations received later than the above-mentioned deadline will be disregarded. Quotations may be sent by fax (+39.011.6965456), or by e-mail (annalisa.gamba@centroestero.org).

Offers must quote the following subject: *Business development in IRAN for Piedmontese companies involved in the following sectors: agribusiness, aerospace, automotive, mechatronics, textile, clothing, design and luxury, cleantech and green chemistry including environment, green building, energy and renewables and related infrastructure, health & wellness, ICT applications.*

7. Criteria for awarding the contract

Offers will be selected according to the criterion of the most economically advantageous tender, according to the Rules of CEIPIEMONTE, with the following scores:

- technical evaluation: max. 70 points
- economic offer: max. 30 points

The evaluation will be determined by a Board of Examiners, appointed by CEIPIEMONTE pursuant to art. 77 of D.Lgs. no. 50/2016 on the basis of the evaluation criteria and their scores.

Bids will be assessed summing up the scores of the technical and the economic offers; the single lots will be assigned to the bidder who has the best score (technical+economic per activity) for that specific Action/Lot.

Please pay attention to the instructions provided in each of the annexes.

Criteria for technical evaluation of Action/lot	Maximum Score
ACTION/LOT 1	
° Proven knowledge of the local market and the Sectors	8
ACTION/LOT 2	
° Proven experience in performing this activity (ref. CV and annex #2 + technical description) in at least 3 of the requested sectors. The previous experience with Piedmontese companies will be an asset.	5
° Proven portfolio of buyers, key players, prime contractors (to be attached to the offer) located in the Country	5
° Perfect knowledge of English language – knowledge of the local languages is a preferential criterion	5
ACTION/LOT 3	
° Expertise in running market surveys in the requested sectors; establishing contacts between local Prime contractors, buyers, main contractors of the Sectors, in arranging	7



business and technical/technological b2bs with matching prospects; managing logistic features of the mission to the Country and supplying onsite support (ref. CV and annex 2 + technical description)	
° Expertise in arranging b2b schedules between local keyplayers / prime contractors and foreign companies (a detailed description is requested). The previous experience with Piedmontese companies will be an asset.	7
° On site local office	6
ACTION/LOT 4	
° Proven know how and experience in in event management and relationships with local stakeholders, key players and media	8
ACTION/LOT 5	
° Proven experience in providing the type of service foreseen in Action/Lot 5	5
ACTION/LOT 6	
° Proven knowledge of the local players	7
° Previous experience in performing activities foreseen in Action/Lot 6	7
TOTAL SCORE	70

The technical offer must be accompanied by a detailed description of the past experiences meeting the above criteria, as well as the detailed curriculum vitae provided.

The technical evaluation will be done by attributing the above scores, using the method based on absolute score, determining the coefficients through the media discretionary conferred by individual commissioners.

If the bidder's work-team consists of several people, the score assigned will be the average of the scores given to each member of the work-team.

CEIPIEMONTE shall ask for individual interviews to better assess the technical skills of the bidders.

Criteria for the evaluation of economic offer	Maximum Score
<u>ACTION /LOT 1</u> Market Intelligence and Information Support - max 8 request	3
<u>ACTION /LOT 2</u> Incoming of foreign players (buyers, developers, contractors, clients) from IRAN - max 8 foreign players	7
<u>ACTION /LOT 3</u> Market Access and Business Development Support Phase 1 + Phase 2 - max 10 requests	7
<u>ACTION /LOT 4</u> On site Visibility campaign and promotional event management – max 1 event	5
<u>ACTION /LOT 5</u> Business Credibility reports - max 6 requests	3
<u>ACTION /LOT 6</u> Investor/financiers identification - max 3 requests	5
TOTAL SCORE	30

As for the economic offer, the bidder must indicate, in letters and figures, the unit price in Euros for each service (excluding VAT – if applicable), up to the second decimal place, down from the tender base.



The awarding of the price score will be awarded to the best offer, through the formula: (best offer / offer to consider) * the maximum score 30.

Please note: no economic offers higher than or equal to the tender bases will be considered.

Experts will be selected on the basis of the most economically advantageous offer. A ranking will then be drawn up resulting from technical and economic evaluations. The services will be commissioned to the first in the list. If this is for any reason impossible to accomplish it, the service will be commissioned to the next rank.

If two or more bidders present an equivalent bid both from the technical and the economic point of view, CEIPIEMONTE will proceed to the selection by draw.

8. Note

Bids in which exceptions and/or reserves of any type are raised regarding the conditions specified in this public notice and its enclosures, or subject to any type of condition, **will be excluded**.

The contract will be awarded also in the case only one valid bid is received.

CEIPIEMONTE reserves the right to suspend this procedure at any time and not to award the contract, without this entitling the bidders to make any claim whatsoever; in particular, CEIPIEMONTE reserves the right not to award the contract in the case of bids deemed unsuitable.

The Procedure Manager will inform the selected assignees and all the other bidders of the awarding of the contract.

9. Exclusion criteria

Bidders will be excluded in the following events:

- The offer is incomplete or any of the requested parts and annexes are missing
- The offer reaches CEIPIEMONTE later than the deadline
- The technical skills and experiences are judged insufficient to perform the necessary activities
- The economic offer is higher or equal to the tender bases
- In case of awarding, if administrative checks reveal any irregularity (see art. 3.1 General Requirements)

10. Procedure Manager

The Procedure Manager is Giuliano Lengo, General Manager of CEIPIEMONTE, as a prot. no. 349/LEG dated July 20th 2017 as foreseen by art. 31 of D.Lgs. no. 50/2016.

11. Enclosures

- 1) Request of participation and acceptance of the bid conditions form and consent to data processing;
- 2) Technical Offer - Curriculum vitae of the work-team;
- 3) Economic Offer;
- 4) Draft Contract.

The Procedure Manager
(Giuliano Lengo)