



ITALIAN TRADE AGENCY

NOTICE OF MARKET SURVEY (Call to express interest in participating in a future tender)

SUBJECT: Market survey to identify qualified economic operators to be invited to the negotiated procedure (pursuant to Article 7, paragraph 2 letter b) of MAECI Ministry of Foreign Affairs and International Cooperation Decree 192/17, as modified by Ministerial Decree no. 32/2024 of 17 January 2024) regarding the procurement of services related to the operation of the Foreign Direct Investment Desk at the Trade Promotion Section of the Embassy of Italy – Tokyo

The Trade Promotion Section of the Embassy of Italy in Tokyo, hereinafter referred to as the 'ITA Tokyo Office', intends to launch a negotiated bidding procedure for the procurement of the aforementioned services. This process involves the preliminary identification of companies operating in the fields of Foreign Direct Investment, territorial competitiveness, investment banking, and/or strategic consultancy (hereinafter referred to as 'Company'). These companies, which are interested in participating in the procedure, must meet the general requirements and possess the professional qualifications as outlined in Legislative Decree 36/2023.

Purpose of the Notice: The purpose of this notice is to conduct a market survey to identify economic operators that may be invited to participate in the upcoming procedure.

Submission Requirements: Interested operators must submit the required documentation via the e-procurement platform Traspire at ice.traspire.com, following the instructions provided in the attached "Traspire Registration Guide". All communication related to this bid will occur via the Traspire platform.

DESCRIPTION OF SERVICES: FDI Desk in Tokyo

The Company will be responsible for managing the FDI Desk in Tokyo for a period of 18 months. The primary goal is to promote direct investments from Japan to Italy and enhance awareness of the Italian business and regulatory environment.

Key Responsibilities:

- Day-to-day management of the FDI Desk through a designated manager.
- Promoting Italian business opportunities to Japanese investors.
- Strengthening knowledge of the Italian market and its regulatory environment.

Required Qualifications for Personnel:

- A degree or equivalent professional experience.
- Extensive career background in investment banking, management consultancy, investment promotion, or related roles.
- In-depth understanding of global FDI, Japan's economic and financial frameworks, and the Italian industrial landscape.
- Excellent communication skills, attention to detail, and fluency in English and Japanese (Italian is a plus).
- Proficiency in relevant databases (e.g., Pitchbook, Capital IQ, FDI Markets).
- No existing affiliation with any other EU governmental organizations concerning projects and/or campaigns.



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Proof of these requirements are to be provided through certificates issued by accredited organizations, records of attendance at relevant training or seminars, or other supporting documents, provided they demonstrate the specified qualifications.

Company Requirements:

- Must be based and registered in Japan.
- Demonstrated experience in investment banking, management consultancy, or investment promotion.
- Deep understanding of Italy's industrial environment.

The Company will serve as the sole counterpart to ITA. The Company acknowledges that ITA reserves the exclusive and indisputable right to reject any expert proposed by the Company, should ITA, at its sole discretion, deem them unsatisfactory.

BUDGET

Compensation for managing the FDI Desk is set at ¥25,200,000 (excluding taxes) for an 18-month period. The Company will bear sole responsibility for all taxes applicable under Japanese law, including but not limited to corporate, income, and local taxes.

The project will have a maximum duration of 18 months.

A bonus of up to ¥6,300,000 may be awarded at the sole discretion of the ITA Tokyo Office, contingent upon the achievement of specific key performance indicators outlined in the agreement. The budget is all-inclusive, covering expenses such as agency fees, travel costs, and other professional services.

APPLICATION PROCESS

This notice will remain published on the contracting authority's website for 15 days, starting from the day after the publication date.

Interested economic operators must submit their requests for participation, signed by the company's legal representative or their delegate, via the e-procurement platform Traspere at ice.traspere.com. Submissions must be received by 5:00 AM CET / 12:00 PM JST on November 11, 2024, clearly stating in the subject line: 'Foreign Direct Investment Desk@ITA ICE TOKYO'.

To register on the Traspere platform, companies must follow the instructions provided in the attached "TRASPARE Registration Guide." For additional information, please contact us at tokyo@ice.it.

Submissions must include the following attachments:

- Application Form
- The document 'STANDARD FORM FOR THE EUROPEAN SINGLE PROCUREMENT DOCUMENT (ESPD)', duly completed, dated, and signed by the legal representative or delegate with power of attorney, accompanied by a photocopy of the valid ID, in compliance with:
 - General requirements.
 - Professional competence relevant to the service sector.
 - Technical and professional qualifications.

Applications submitted after the deadline will not be considered by the Traspare platform.

Please note that submitting a request for participation does not create any obligation for the Administration to proceed with the negotiation.

Prices or quotes should not be included with this market survey.

REQUIREMENTS FOR PARTICIPATION IN THE TENDER

In accordance with the principles of transparency, publicity, and impartiality, the ITA Tokyo Office will invite economic operators who have properly applied for participation in the tender procedure.

Companies invited to participate in the negotiated procedure must meet the requirements outlined in the enclosed 'Req. for Procurement (DGUE)'. The service contract will be awarded based on the criterion of the most economically advantageous offer, pursuant to Article 7, paragraph 2, letter b, of Ministerial Decree no. 192 of November 2, 2017, as amended by Ministerial Decree no. 32/2024 of January 17, 2024.

The detailed evaluation procedures for offers will be outlined in the letter of invitation to Bid (ITB), which will be sent to companies that express interest by responding to this Market Survey Notice.

Applications will be reviewed in a public session by the person responsible for the proceedings, on the date and time specified in the announcement, at the premises of the ITA Tokyo Office. Only one legal representative or their delegate may attend the public session for each economic operator.

The letter of invitation and the necessary tender documents will be sent to the selected operators via the e-procurement platform Traspare, using the email address provided in Application Form A.

PROCESSING OF PERSONAL DATA ACCORDING TO EU REGULATION 2016/679 (GDPR)

Personal data are processed by automated means for institutional, administrative, and accounting purposes in compliance with EU Regulation 2016/679 (GDPR).

The Data Controller is the ITA Tokyo Office.

In compliance with EU Regulation 2016/679 (GDPR), ITA Tokyo Office will process personal data provided during the tender process for institutional purposes, including the selection of contractors and contract management. Personal data will be securely handled, stored, and shared only with authorized entities and in line with legal requirements. Data will be retained for a period necessary for fulfilling the purposes outlined and may be disclosed to relevant authorities as required by law.

Data subjects may exercise their rights, including access, correction, or deletion of personal data, by contacting privacy@ice.it, in accordance with Articles 15 and following of the Regulation.

INTERPRETATION AND RIGHT TO WITHDRAWAL

ITA, as an instrumentality of the Government of the Republic of Italy, reserves the sole right to interpret the terms and conditions outlined in this notice. Such interpretations shall be final and binding on all bidders.



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Furthermore, ITA, as a foreign governmental entity with full diplomatic and immunity status, retains the right to withdraw this invitation to bid and/or annul the tender process at any time and for any reason, without incurring any liability.

This notice is solely an invitation to express interest in participating in the negotiated procedure. It does not create any obligation for the Trade Promotion Section of the Embassy of Italy - Tokyo toward the interested parties.

No obligations arise for the Trade Promotion Section of the Embassy of Italy - Tokyo from this notice.

All inquiries must be submitted through the Traspare Platform.

The reference office for the selection procedure is the Trade Promotion Section of the Embassy of Italy - Tokyo (email: tokyo@ice.it).

The official responsible for the procedure is Gianpaolo Bruno, Head of the Trade Promotion Section, Embassy of Italy - Tokyo.

Gianpaolo Bruno
Head of the Trade Promotion Section
Embassy of Italy – Tokyo