
CALL FOR TENDERS

Calls for tenders are procedures applied to generate offers from third party providers (CICC Members and Non Members) competing for bids to complete a particular project in the framework of public procurement. The bids cover the following categories:

- Seminar/Training speakers
- Event Venue
- Event product or service supply
- Office product supply

The Call for tenders is sent to all the database of the CICC and published regularly on the CICC website.

The information about the tendering result is announced on the CICC website according to the deadline communicated.

Documents Required

- Application form filled in and signed (see below)
- Company information and other documents relevant to the type of call
- Full proposal
- Other

Conditions of Participation

- Participation in tendering is open to CICC members and no Members.
- The third-party provider competing in the tender must have the necessary knowledge and experience with reference to the seminar topic.
- The third-party provider shall bear any costs related with preparing and submitting the tender.
- The Applicants Form is to be drafted in Italian or English, filled in and signed.
- It is the responsibility of the third-party provider to study the specification and requirements before submitting the tender.

Evaluation Criteria

1. The selection of the third-party provider will be made according to the content relevant to the event.
2. The Chamber will give priority to the members of the Chamber first and will select the first submitted bid that will meet the standards indicated.
3. If no applications are submitted by the members of the Chamber, the Chamber has the right to select the most appropriate application submitted by one of the non-member companies present on the vendor list, giving priority to the “partners” of the Chamber first.
4. The third-party provider shall be excluded from the tendering:

- in case of not meeting conditions of the tendering process;
- in case of non-conformity with the hereby open call for tender;
- in case of submitting false data;
- late submission.

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