



**L'AMBASCIATA D'ITALIA
A TEL AVIV**

NOTICE

**CALL FOR PROPOSALS BY SERVICE COMPANIES FOR THE
ADJUDICATION OF EVENT PRODUCTION SERVICES FOR THE ITALIAN
NATIONAL DAY (MAY 29th, 2019)**

The Embassy of Italy in Tel Aviv issued a call for proposals by service companies to provide event production services at the Residence of the Ambassador of Italy to the State of Israel (Alonim St. 6, Ramat Gan) on the occasion of the Italian National Day. The Residence has a surface of approximately 3.900 square meters (garden included).

Date and Time

May 29th, 2019. From 7pm to 10.30pm (3.5 hours).

Guests number

800 VIP guests (approximately).

Value of the contract

Not exceeding 160.000 NIS (before VAT).

Recipients

This call for proposals is intended to well-established event production companies that meet the requirements described above, and that have the technical expertise and resources to enter such agreement. Previous experience with diplomatic missions and national days is preferred.

Activities

Please see the **Annex 1**.

Equipment

All professional materials, equipment and tools to be provided by the company.

Work attire will be provided by the company to all employees.

Purpose

This call for proposals is aimed to start a constructive dialogue with all interested event production companies. At this stage, statements of interest will not create a legal obligation between the company and the Embassy under any circumstances. Companies submitting statements of interests will not gain preferred placement position in the adjudication process.

Requirements

As a guarantee of sound business practices in the field of event production services, companies must include in the statement of interest the following documentation:

- proof of membership to professional organizations and authorization issued by the local authorities to operate the business (if applicable);
- proof of professional capabilities and sound business practice in the event production field in the State of Israel;
- financial/bank statements.

Additional declarations

- Statement that the company has not been declared insolvent in a court and that it does not have any pending legal proceeding;
- Statement of no convictions against the company's board members for professional misconduct, bankruptcy or any other financial crime;
- Declaration that the company has fulfilled its duties with regard to the payment of taxes, dues, and/or any other mandatory payments, in accordance with current legislation in Israel.

How to Submit a "Statement of Interest"

The statement of interest with the attached "A form", together with the required statements and declarations outlined above, must be received in a sealed envelope, by courier or other means, no later than 2pm on April 26th, 2019, at the following address:

Embassy of Italy – c/o Administration Office

Trade Tower – 25 Hamered St. – 6812508 Tel Aviv

On the envelope, please print: "CALL FOR PROPOSALS FOR EVENT PRODUCTION SERVICES".

Tel Aviv, April 1st, 2019