



Ambasciata d'Italia  
Tel Aviv

## NOTICE

### **CALL FOR PROPOSALS FOR THE ADJUDICATION OF EVENT PRODUCTION SERVICES ON THE OCCASION OF THE ITALIAN CUISINE WEEK (NOVEMBER 23<sup>rd</sup> -29<sup>th</sup>, 2020)**

#### **Concept**

The Embassy of Italy in Tel Aviv issues a call for proposals to provide event production services on the occasion of the “Italian Cuisine Week”.

The Italian Cuisine Week is an initiative of the Italian Ministry of Foreign Affairs aimed at celebrating and promoting the popularity of Italian cuisine, which is based on natural ingredients and age-old recipes still followed by generations of chefs across Italy’s 20 regions.

This year, given the limitations imposed by the COVID pandemic, we have envisioned a hybrid format. Some events will be held “in presence” (according to the participation limits and public regulations that will be applicable during that week), while some others will be “online” and streamed through social media platforms. In particular, as part of the Cuisine Week events calendar, the production company is requested to produce workshops and food tasting sessions between November 24<sup>th</sup> and November 26<sup>th</sup>.

#### **Venue**

The event production company is requested to select and rent fully equipped premises for workshops, meetings, masterclasses, filming and food tasting sessions between November 24<sup>th</sup> and November 26<sup>th</sup>. The premises shall be reserved and entirely dedicated to the purpose of the Italian Cuisine Week.

The premises shall be equipped with:

- Two professional kitchens
- Kitchen utensils (pots, pans, professional oven, etc.)
- AV equipment (TV screen, projector, amplifiers, mic systems, etc.)

All utilities (gas, electricity, water, etc.) and insurance coverage shall be included in the rent.

#### **Date and Time**

November 24<sup>th</sup> – November 26<sup>th</sup> 2020. Full Day.

#### **Value of the contract**

Not exceeding 40.000 NIS (before VAT).

#### **Duties and activities**

- Design and décor on premises
- Provide a professional photographer and video content expert during the workshops

- Graphic design for printing and digital production (logo elaboration, graphics, video elaboration and final production)
- Provide kitchen appliances and utensils (see "Venue" par. above)
- Provide waitresses and attendants during the workshops
- Production and management
- AOB

### **Professional attire**

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

### **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 the financial and human resources to enter such agreement. Previous experience with diplomatic missions is preferred.

### **Purpose**

This call for proposals is aimed to start a constructive dialogue with all interested companies. At this stage, statements of interest shall not be considered as binding. Those submitting statements of interests will not gain preferred placement position in the selection procedure.

### **Requirements**

As a proof of sound business practices, applicants shall provide with the statement of interest the application form ("A-form") and the following information:

- business license;
- company profile;
- letters of references (if available).

### **How to Submit a "Statement of Interest"**

The statement of interest (with the attached "A-form") must be sent by email no later than 2pm on October 29<sup>th</sup>, 2020, to the address [amm.telaviv@esteri.it](mailto:amm.telaviv@esteri.it) (subject: "CALL FOR PROPOSALS ITALIAN CUISINE WEEK").

Tel Aviv, October 13<sup>th</sup>, 2020