

Rimini, April 4, 2018

**NON OFFICIAL TRANSLATION**

**SUBJECT: Invitation to express your interest to the tender for providing “Communication and PR services for the Emilia Romagna region in the UK market”, negotiated procedure under article 36, paragraph 2, letter b) of Legislative Decree no. 50/2016**

Tender reference code CIG 744021754C total amount euro 104,000.00 (one hundred and four thousand / 00)

The service must be performed by the economic operator in the form of the “mandate without representation”, pursuant to art. 1705 of the Italian Civil Code, therefore the economic operator awarded the service must stipulate and manage the PR contracts related to the mentioned services, in his own name and on behalf of APT Servizi.

Please note that according to the needs of APT Servizi s.r.l. (Emilia Romagna region tourist board, registered office Viale A. Moro, 62 - 40127 Bologna, VAT NUMBER 01886791209, C.F. 01886791209 - operational headquarters: Piazzale Federico Fellini, 3 - 47921 Rimini. Website: [www.aptservizi.com](http://www.aptservizi.com), PEC: [bandi@pec.aptservizi.com](mailto:bandi@pec.aptservizi.com)) we intend to acquire expressions of interest to proceed with the request for a quote following the negotiated procedure under article 36, paragraph 2, letter b) of Legislative Decree no. 50/2016 for: **“Communication and PR services for the Emilia Romagna region in the UK market negotiated procedure under article 36, paragraph 2, letter b) of Legislative Decree no. 50/2016”**. The procedure will be carried out by sending the packages containing the offers to the headquarters of APT Servizi.

The sole responsible for this procedure is Ms. Rita Boselli, Administrative Manager of APT Servizi.

Economic operators will be invited who, having learned of the procedure following the publication of this Notice, will have expressed their interest in participating by sending an e-mail message to [bandi@aptservizi.com](mailto:bandi@aptservizi.com) no later than **the mandatory deadline of 18.00 pm of April 11, 2018. (Italian time)**

The subject of the e-mail message must state the following: **“Communication and PR services in the UK market, for 2018 May 1-December 31 with possibility to be extended to 2019 and 2020”**.

To comply with the deadline, the time of transmission of the message by the economic operator will be taken as a reference.

**Contract value:**

The total contract value of Euros 104,000 (one hundred and four thousand / 00), no VAT, is divided as follows:

- the value of the service is equal to a total of 26,000 euros (twenty-six thousand / 00), no VAT - for 2018;
- the value of the service amounts to a total of € 39,000 euros (thirty nine thousand / 00), no VAT - for the year 2019;
- the value of the service amounts to a total of € 39,000 euros (thirty-nine thousand / 00), no VAT - for the year 2020.

Higher offers will not be accepted

**Award criteria:** the identification of the economic operator to whom the service will be entrusted according to the criterion of the most economically advantageous bid identified on the basis of the best quality / price ratio under article 95 of Legislative Decree no. 50/2016

**Duration:** the contract will start from the moment the contract is signed until 31 December 2018, with the possibility of renewal for 2019 and 2020 **upon written notice by email**

**The successful bidder is required to be able to immediately start the service, following a specific notice of the award, and consequently to accept the delivery of the same service as a matter of urgency, pending the conclusion of the contract.**

**Billing timing:** the billing will be in three solutions for 2018 on 31st July, 31st October and 31st December 2018. For the following years - 2019 and 2020 - the billing will be quarterly as of March 31st, June 30th, September 30th, December 31st .

**Payment:** 30 days from receipt of invoice, after positive verification by APT Servizi of the regular performance of the service.

The service to be implemented is described in the attached Technical Specifications, which forms an integral part of this Notice.

They can forward the expression of interest for the service in question economic operators who are not in any of the conditions of exclusion pursuant to art. 80 of Legislative Decree no. 50/2016.

The expression of interest, signed by the legal representative of the economic operator pursuant to art. 46 and 47 of the D.P.R. n. 445/2000, will have to certify the following:

1. absence of grounds for exclusion from participation in public tenders as per art. 80 of Legislative

Decree no. 50/2016;

2. to have examined the Technical Specifications attached to this Notice, and to accept it without any exceptions or reservations and by committing to perform the service in the manner specified in the same specifications.

**Request for information:** for any information, contact the sole responsible for this procedure Ms Rita Boselli, at the e-mail address [r.boselli@aptservizi.com](mailto:r.boselli@aptservizi.com)

**Processing of personal data:** the data provided by competitors, mandatory for the purposes related to this Notice, will be processed by APT Servizi in compliance with the current provisions of the law (Legislative Decree No. 196/2003). The data controller is APT Servizi s.r.l., in the person of its President and legal representative Ms Liviana Zanetti; Responsible for the processing of data is Dr. Rita Boselli, Administrative Manager

The sole responsible for this procedure Ms Rita Boselli