

Exploratory notice for the acquisition of interest in participating to the negotiation process ex art. 36, comma 2, d.lgs. 50/2016 for the provision of the interpreting service to the Italian Economic, Trade and Cultural Promotion Office in Taipei at Suite 1808, 18F, N. 333, Sec. 1, Keelung Road, Taipei City, Taiwan.- 11012.

The Italian Economic, Trade and Cultural Promotion Office in Taipei intends to acquire displays of interest in order to proceed to appoint a contractor for daily interpreting service at its Taipei headquarters.

This notice is exclusively finalized to invite displays of interest from potentially interested economic operators. It is not in any way binding for this Office which reserves its right to identify, at a later time, the number of suitable subjects (minimum five) to whom will be sent a letter of invitation to present their offers.

The display of interest is only finalized to communicate to the Italian Economic, Trade and Cultural Promotion Office in Taipei their availability to present an offer.

All subject admitted to participate will be required to demonstrate:

- 1) Registration to the Chamber of Commerce acting as provider of similar services to the above mentioned or in the professional or commercial bar of the country of residence;
- 2) Solid economic and financial capacity, through submission of the last balance sheet;
- 3) Not to be or having never declared bankruptcy, liquidation, compulsory administration, being owed financial credit or any other similar circumstances, and not having any of the above ongoing proceedings based on the legislation of the State the company belongs to.
- 4) To be up to date with tax payments according to the present legislation in the country of residence;
- 5) To be up to date with their workers' social welfare payments according to the present legislation in the country of residence;
- 6) Not to have received any kind of fine concerning safety according to what is established by the competent authorities and to be able to carry out their services conforming to the current regulations;
- 7) Not to have been subject to equitable rescission due to their own responsibility;
- 8) Technical and professional skills verifiable through a minimum of five years previous experience in the requested service.

FURTHER REQUIREMENTS

- 1) At least two of the personnel units mentioned above must have a good knowledge of Taiwanese laws and regulations regarding registration and registration procedures (birth/marriage/civil union/divorce/death), immigration, and visa procedures. Previous experience in a visa center or visa issuing office will be preferable.
- 2) At least one of the above-mentioned personnel units must have a good knowledge of business and banking procedures in Taiwan. Previous experience in a junior accountant position will be preferable.

- 3) At least one of the staff units mentioned above must have a good knowledge of the cultural and institutional scene in Taiwan and previous experience in secretarial work and organizing cultural events and activities will be preferable.

The interested companies should submit a participation form (Annex A) duly signed by the business owner or its legal representative. Together with Annex A, the company shall attach all paperwork attesting they possess the qualifications for admission (certificates or self-assessments duly signed).

The application must arrive before 12 noon of December 01 2023 in a sealed envelope together with the company name and contact details, specifying in the object:

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The application must be sent or handed personally to the following address:

Suite 1808, 18F, N. 333, Sec. 1, Keelung Road, Taipei City, Taiwan - 11012.

(MRT Taipei 101/World Trade Center Station, Exit No. 1)

Alternatively, it can be sent to the email address segreteria.taipei@esteri.it .

Type of service required:

Staffing and payroll administration service, outsourcing and managed service, professional HR services and recruitment.

The service will require possibly 5 or at least 4 members of staff from Monday to Friday. Occasional overtime cover will be required in order to meet specific demands or deal with urgent situations.

It is essential that afore-mentioned staffs possess excellent (native speaker equivalent) knowledge of both Italian and Chinese. A good knowledge of English is an additional asset.

Further details will be provided in the letter of invitation.

Duration of the appointment: from 01.01.2024 to 31.12.2024 without any possibility of automatic renewal.

Please note this is a preliminary market research, leading to the potential future negotiation. The Office, in case the number of interested companies be more than five (5), will proceed to identify to its sole judgment, to which companies the letter of invitation will be sent, choosing among those in possession of the required credentials.

Furthermore, please note this is exclusively a request of interest with the purpose of researching potential interested subjects, and therefore the Office holds the right to suspend modify or cancel the proceeding relative to this note.

Taipei, 09/11/2023

Prot. 555
.D/400

Head of the Office

Davide GIGLIO



Davide Giglio