



Embassy of Italy  
Washington

## **NOTICE**

### **CALL FOR PROPOSALS BY COMMUNICATIONS AND PUBLIC RELATIONS COMPANIES FOR THE ADJUDICATION OF COMMUNICATIONS SERVICES, TRADITIONAL AND DIGITAL, TO SUPPORT THE PROMOTIONAL ACTIVITIES OF THE EMBASSY OF ITALY IN WASHINGTON DC**

The Embassy of Italy in Washington, D.C. issues hereby a call for proposals to select through a bid process a communications services provider to support the Embassy of Italy's traditional and digital communications activities, including social media.

The 12-month contract will start September 6, 2021 and end September 5, 2022.

#### **Recipients**

This call for proposals is addressed to companies that meet the requirements described above, and that have the expertise, and the technical and management resources to enter such agreement.

#### **Purpose**

This call for proposals is aimed to start a constructive dialogue with all interested communications companies. At this stage, statements of interest submitted with the requested data will not be considered as binding for the Embassy Administration. Communications companies that submit statements of interests will not gain preferred placement position in the decision making process of the Embassy Administration.

#### **Requirements**

In the statement of interest, companies must include the following documentation:

- Membership in professional organizations based on the company's expertise and qualifications, and authorization issued by the competent U.S. local authorities to operate;
- Professional capabilities and sound business practice in the communications field in the United States;
- Financial statements and business plan.

Additional statements required:

- Statement that the company has not been declared insolvent by a court ruling and that it does not have pending legal proceedings;
- Statement of no convictions against the company for professional conduct and for financial crimes;
- Declaration that the company has fulfilled its duties with regards to payment of taxes, dues, and/or any other mandatory payments, in accordance with current legislation in the country of residence.

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

The statement of interest and the attached 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 Tuesday August 3<sup>rd</sup>, 2021 at the following address: Embassy of Italy, 3000 Whitehaven St. NW, Care of: Administration, Washington, D.C. 20008. On the envelope, please print: CALL FOR PROPOSALS BY COMMUNICATIONS AND PUBLIC RELATIONS COMPANIES FOR THE ADJUDICATION OF COMMUNICATIONS SERVICES, TRADITIONAL AND DIGITAL, TO SUPPORT THE PROMOTIONAL ACTIVITIES OF THE EMBASSY OF ITALY IN WASHINGTON DC

Washington, July 20, 2021

Annex 1

	ID card to be attached	
Name (First and Last)		
born in		
resident in		City
in the role of the business located in		
telephone		Fax
e-mail		web

**Declares under his/her responsibility:**

- That they are not in a status of bankruptcy, liquidation, closure of activities, or composition with creditors or in any other analogous condition and that no proceedings leading to same are currently under way;
- That they have not been declared insolvent by a Court in a determination other than a decision of bankruptcy that entails, in compliance with U.S. legislation, the partial or total incapacitation to manage or dispose of assets;
- That there are no pending proceedings to verify a state of insolvency that may lead, in compliance with federal, state or local legislation, to a declaration of bankruptcy or to any other condition entailing the partial or total incapacitation to manage or dispose of assets;
- That they have not been convicted by a court of any crimes against professional conduct or of financial crimes; this affidavit must be provided also for all company management and experts and for all employees that will be used;
- That they have not been in the past and are not presently in default with social security contributions and other benefits due employees under U.S. law;
- That they have not been in the past and are not presently in default with tax and fee obligations of any nature;
- That they have not been convicted of financial crimes or professional misconduct;
- That they do not use child labor and/or other forms of trafficking in human beings.

Date, \_\_\_\_\_

Signature of  
Holder or Legal Representative  
(and sealed by a Notary Public)

\_\_\_\_\_