



## Istituto Italiano di Cultura di Melbourne

### MARKET SURVEY / PUBLIC TENDER 2022

For the assignment of an amount equal to or greater than 40,000 euro and less than 139,000 euro, for the supply of teachers of Italian Language and Culture to non-Italian speakers to the Istituto Italiano di Cultura in Melbourne, between 15/01/2022 and 31/12/2022, within the expenditure limits for the above mentioned Institute established by the tender, pursuant to Law 401/90, Legislative Decree (D.M.) n. 392/95, Legislative Decree (D.Lgs) n. 50/2016, Legislative Decree (D.L.) n. 56/2017 and of Legislative Decree (D.M.) 192/2017.

#### IT IS ANNOUNCED

that the Istituto Italiano di Cultura in Melbourne, Contracting Authority for this procedure, intends to carry out a market survey in order to award the contract for the supply of teachers and other employees on an occasional and temporary basis to the Istituto Italiano di Cultura in Melbourne, or in any other space determined by the Institute, between 15/01/2022 and 31/12/2022 and always within the expenditure limits for the above mentioned Institute, in order to identify, in compliance with the principles of non-discrimination, equal treatment, competition, rotation and transparency, the Economic Operators to be invited to the negotiated procedure pursuant to section 36 of Legislative Decree (D.L.gs) no. 50/2016 as amended by Legislative Decree (D.M) no. 192/2017.

#### CONTRACTING AUTHORITY

Istituto Italiano di Cultura, located in on 233 Domain Road, South Yarra, VIC, 3141.

Office of the Responsible for the Procedure

Email: melbourne.iic-amm [@esteri.it](mailto:melbourne.iic-amm@esteri.it)

Telephone: +61 3 9866 4729

#### PERSON RESPONSIBLE FOR THE PROCEDURE

Pursuant to section 31 of Legislative Decree 50/2016, the sole responsible for the procedure is Dr. Angelo Gioè.



## OBJECT, AMOUNT, NATURE, METHODS OF DETERMINATION OF PAYMENT

The Istituto Italiano di Cultura estimates the value of the Service in AUD \$ 207.989,00 (two hundred thousand nine hundred eighty nine 00 Australian dollars), equal to € 130.000,00 (one hundred thirty thousand 00 Australian dollar) (based on the Banca d'Italia exchange rate at the date of 03.12.2021), all-inclusive, to be divided into multiple instalments whose number will be subsequently determined. The price refers to the supply of the teachers, who will be employed by the Economic Operator that will win the tender and will run the courses within the premises of the Istituto Italiano di Cultura, or at external premises to be established by mutual agreement on the basis of the needs that will be identified from time to time.

In any case the total amount of the service payable by the Istituto Italiano di Cultura to the Economic Operator for the period 15/01/2022 to 31/12/2022 must not exceed the amount of 130.000 EUR corresponding to 207.989,00 AUD (based on the Banca d'Italia exchange rate at the date of 03.12.2021).

The Economic Operator that will be awarded the contract will have to take care of the account management of the wages and all the legal aspects of the negotiations. In the wage management, the local rules for the employment of staff must be taken into consideration and scrupulously observed, applying all the legal benefits due to the employee.

The object of the contract includes the obligation to provide teaching services and teachers coordinator at the premises of the Istituto Italiano di Cultura or at another external location, on the basis of the days and times to be determined in relation to the above mentioned courses.

The number of teachers will be determined based on the number of courses that will be run. Each course will entail a minimum of 25 hours of tuition and a minimum of 6 students per class. In specific cases it will be possible to activate classes with a minimum number of 4/5 students, proportionally reducing the amount of hours of tuition.

## DURATION

The duration of the service is from 15/01/2022 until 31/12/2022, and will in any case end on an earlier date if the maximum compensation paid to the winning entity is reached, such compensation amounting to 207.989,00 AUD.



## AWARDING CRITERIA

The contract will be awarded by selecting the lowest offer with respect to the base price set out at AUD 55,00 (fifty-five/00) for each hour of teaching.

The interested entities (economic operators) will have to demonstrate that they have minimum economic and financial capacity, technical and professional qualifications, and of being able to provide teachers who have not been subjected to criminal convictions, who possess the legal requirements to be able to work in Australia (citizenship or suitable visa), who are native Italian speakers, who possess a degree, and who have proven experience in teaching (at least 150 hours of teaching Italian to foreigners as LS or L2).

Further aspects relating to quality and price will be detailed in the invitation letter.

## PREREQUISITES TO PARTICIPATE

The applications can be lodged by all the subjects referred to in section 45 of Legislative Decree (D.L.gs) n. 50/2016.

General requirements: the participants must meet the general requirements pursuant to section 57 of the Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC, as amended by the consolidate version of 01/01/2022, as well as meeting the minimum requirements of professional competence, economic and financial capacity, technical and professional skills

## HOW TO APPLY

The expressions of interest to participate to the tender can be sent by e-mail:

to the PEC email address: [iic.melbourne@cert.esteri.it](mailto:iic.melbourne@cert.esteri.it)

or - to e-mail address: [iicmelbourne@esteri.it](mailto:iicmelbourne@esteri.it)

and must be received no later than 12:00 noon of 05/01/2022, using exclusively the attached form A accompanied by a scanned photo ID of the legal representative who signs the form.

The expressions of interest can also be delivered by hand, no later than 12:00 noon of 05/01/2022, to the Contracting Authority's address (Istituto Italiano di Cultura, Melbourne), located at 233 Domain Road, South Yarra, VIC, 3141, at any time Monday to Friday between 10.00 and 13.00.



The expressions of interested received after the deadline or without having used the attached form A, will be automatically excluded from the selection procedure and will therefore not be taken into consideration.

## STAGES FOLLOWING THE ACCEPTANCE OF THE CANDIDATURES

Should the number of candidatures received be less than 5, the Contracting Authority reserves the right to proceed to the further stages of the awarding process by directly identifying the participants to invite.

## FURTHER INFORMATION

This notice is aimed at carrying out a market survey to allow the Institute to get to know the potential of the relating market. It does not constitute a contractual proposal nor does it bind the Administration in any way. The Istituto reserves the right, should it deem it appropriate, to suspend the public tender procedure.

## PUBLICATION OF NOTICE

This notice is published from today on the website of the Contracting Authority:  
[www.iicmelbourne.esteri.it](http://www.iicmelbourne.esteri.it)

For information and technical and general clarifications please contact the Istituto Italiano di Cultura on:

Telephone: 03 9866 5931

Email: [iicmelbourne@esteri.it](mailto:iicmelbourne@esteri.it)

Melbourne, 06.12.2021

The Responsible for the Procedure (RUP)

Dr. Angelo Gioè