



## **Request for bids**

***Subject: Agency for contracting personnel for IIC Secretary online services***

The **Italian Cultural Institute** requests bids for selecting of an agency of contracting secretaries at its premises.

- The offer must cover the following positions:
  - 1) secretary for Media and cultural events
  - 2) secretary for IT
- The contracting Agency should provide the services of Contracting Personnel (SUBSCRIBER) to perform general assigned request on behalf of The Italian Cultural Institute (REQUESTING PARTY) and be in charge of contracting with the subscribers according to submitted requests filled & signed by authorized person (Requesting party) specifying Job Title, Duration of Contract & Gross monthly salary with attached Terms of Reference.
- The Agency will pay the subscribers' payments on the basis established in the contract signed with each SUBSCRIBER, and based upon advance payment from the REQUESTING PARTY to the Agency in order to cover the SUBSCRIBERS' gross salary and the agency overhead (fees) calculated as percentage of the gross salary stated, and to be specified in the bid.
- The REQUESTING PARTY shall not be construed to have entered into any contracting relationship directly with SUBSCRIBERS providing the services. The SUBSCRIBERS shall not in any way be construed to be staff members of the REQUESTING PARTY. Accordingly, the SUBSCRIBERS shall not be entitled to any benefit, payment, subsidy, compensation or pension from the REQUESTING PARTY. The SUBSCRIBERS shall not be entitled to reimbursement of any taxes, which may be levied on the remuneration received.
- The Agency shall deduct the percentage from gross amount due taxes of the payable monthly remuneration in accordance with, and as governed, by the current Egyptian Taxes Law Number 91/2005- article / 11. This percentage should be specified in the bid.
- The Agency should be an Entity based in Egypt, with experience in providing the above mentioned services to foreign Entities. In the bid the proposing Agency should specify the Commercial Registration Certificate and a copy of the taxes card.
- The deadline for submission of bid will be on 12/12/2025.
- The bids, should be addressed in written form, dated and signed by the authorized Representative, to :

**Italian Cultural Institute**  
**3 El sheikh El Marsafi street,**  
**Zamalek**  
**Cairo**