



Fundusze Europejskie
Inteligentny Rozwój

Unia Europejska
Europejski Fundusz
Rozwoju Regionalnego



INQUIRIES NO. 11/2018

1. Data purchaser:

Name:	Tenex Sp. z o.o.
HQ address:	Żwirowa 65, 05-090 Puchały- Raszyn
NIP:	534-224-10-63
Contact person:	Anna Korzybska
Mobile:	602 264 128
e-mail:	annakorzybska@tenex.pl

2. Information about the public contract::

a. Type of order:

Purchase of airline tickets for 4 adults

b. Order description:

The subject of the order is the purchase of airline tickets for 4 adults for the fair Beautyworld Middle East Dubai 2018

Framework order specification:

- departure date 06.05.2018
- return date 11.05.2018
- direct flight Warsaw-Dubai
- 4 adults

c. No CPV according to the common order dictionary:¹

60410000-5

¹ A common vocabulary of orders – <http://kody.uzp.gov.pl>

d. The term of the contract:

The ordering party requires that the subject of the order be made on **06.05.2018-11.05.2018**

e. The period of binding the offer:

19.03.2018

3. Time and manner of submitting offers:

The bids can be submitted **from 05.02.2018 to 19.02.2018** directly at the Ordering Party, by post to the address of the ordering party (the decisive date of receipt of the offer), by e-mail to the Ordering Party's address in Polish or English.

4. Criteria for the evaluation of offers and description of how to award scores:

Tenderers are required to:

- a. Presentation of the price in net amount with accuracy to one zloty or EUR (exchange rate accepted to convert 1EUR = 4.2419 PLN)
 - b. Offers that are not subject to exclusion and meeting the conditions for participation in the procedure will be examined in terms of their compliance with the requirements of the Employer set out in the description of the subject of the contract.
 - c. In the course of evaluating offers, the Employer may request for the Tenderer to provide explanations regarding the content of the offer.
 - d. Offers that will not meet the requirements specified in this Request for Proposals will be rejected. Other offers will be allowed for point evaluation.
 - e. The Employer will choose the offer based on the following point criteria:
 - The offer evaluation criterion is:
 - price (lowest price (90%))
 - availability of flights in hours compliant with the work schedule (10%)
- a. The offer that meets the criteria of the query that receives the most points will be considered the most advantageous.
 - b. If the Tenderer, whose offer has been selected, will evade from concluding the contract, the Contracting Authority may choose the most advantageous offer from among the other bids.
 - c. These offers may be canceled or terminated without selection of the Contractor, as well as annulled both before and after the selection of the best offer without giving a reason.
 - d. The Employer, when selecting the Contractor, will be guided by the elementary rules applicable on the Community, single European market, including:
 - the principle of transparency and openness of the proceedings
 - the principle of protection of fair competition
 - the principle of free movement of capital, goods, goods and services
 - the principle of non-discrimination and equal treatment of contractors on the market.

5. Guidelines for preparing the offer:

- a. The offer should be prepared in Polish or English on the offer form being an attachment to the request for proposals, giving the date of preparation and the signature of the Contractor.
- b. Offers that will be received after the deadline will be rejected.
- c. The Contractor may change or withdraw the offer before the deadline for submission of tenders.
- d. Each Bidder may submit only one offer as part of the proceedings.

6. Information on the prohibition of personal or capital ties - exclusions:

In order to avoid conflicts of interest, public contracts awarded by the Employer may not be granted to entities related to him personally or financially. The capital or personal links referred to above shall be understood as the interrelationship between the Employer or persons authorized to commit on behalf of the Employer or persons performing, on behalf of the Employer, activities related to the preparation and conduct of the selection procedure of the Contractor and the Contractor, including in particular:

- a. participating in the company as a partner in a civil law partnership or partnership, posiadaniu co najmniej 10 % udziałów lub akcji o ile niższy prób nie wynika z przepisów prawa,
- b. performing the function of a member of the supervisory or management body, proxy, attorney,
- c. remaining married, in a relationship of affinity or affinity in a straight line, second degree affinity or second degree affinity in the lateral line or in relation to adoption, care or guardianship.

7. Information regarding the change of the contract concluded as a result of the proceedings:

No changes to the contract for the award of public contracts are foreseen with the exception of non-substantial changes - not affecting the criteria for the evaluation of offers (eg change regarding the address details of the parties).

8. Place of inquiry:

Employer's website www.tenex.pl, service of the Polish Agency for Enterprise Development www.parp.gov.pl/zamowienia-1420, sending inquiries via e-mail correspondence to 3 potential Tenderers.

9. The statements:

- a. The Bidder read the content of the inquiry, subject of the inquiry and does not raise any objections to it.
- b. The subject of the offer submitted by the Bidder is consistent with the description of the subject of the order, including the requirements contained in the request for proposal.
- c. The bidder is not subject to exclusion from participation in the procurement procedure for the reasons referred to in the request for proposal
- d. The Bidder undertakes in the case of selecting his offer to conclude the contract under certain conditions, at the place and time set by the Employer.

Attachments to the query:

Offer form with statements (doc.)

TENEX Sp. z o.o.
WICEPREZES ZARZADU

mgr Włodzimierz Sadowski

TENEX Sp. z o.o.
PREZES ZARZADU

Cezary Ociepa

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(date and signature)