



**Fundusze Europejskie**  
Inteligentny Rozwój

**Unia Europejska**  
Europejski Fundusz  
Rozwoju Regionalnego



**TENDER FILE No. 20/2018**

**1. Contracting authority:**

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

**2. Information on public procurement:**

**a. Type of procurement:**

Rental of stand complex and stand project.

**b. Description of the subject of the contract:**

Subject of the Tender is rental of stand complex and stand project for Cosmoprof North America 2018 in Las Vegas.

Contract specification:

- preparation of Company stand project: 12 m<sup>2</sup>
- project should include: storeroom, tables, chairs, counter, builded display shelves, wall graphics
- rental and stand building according the project

**c. CPV No of common procurement Vocabulary:<sup>1</sup> 79956000-0**

<sup>1</sup> common procurement Vocabulary – <http://kody.uzp.gov.pl>

**d. Timeframe for contract:**

Contracting authority requires that the subject of the contract should be fulfilled:  
**Project by 11.06.2018 and stand building by 28.07.2018**

**e. Period of tender validity:**

**25.06.2018**

**3. Time limit and method for tender submitting:**

Tenders may be submitted **from 23.04.2018 till 28.05.2018** directly at contracting Authority, via regular post on Contracting Authority address (the date of offer receipt is considered as valid), via e-mail on Contracting Authority address in Polish or English language version.

**4. Requirements for participation in Tender procedure and description of the scoring method:**

For Contract may apply Tenderers who proves below mentioned terms:

- have previous experience in rental and stand building at foreign fairs and present at least 3 proofs.

**5. Evaluation criteria and method for granting credits:**

Tenderer is required to:

- a.** Provide a NET price with weigh to the nearest one PLN or EUR (exchange rate 1EUR=4,2419PLN)
- b.** Submitted tenders which are not a subject of exclusions and meet the conditions for participation in the procedure will be examined for accuracy with specifications required by Contracting Authority presented in Description of the subject of the contract.
- c.** During the assesment the Contracting Authority may ask Tenderer for explanations regarding content of submitted tender.
- d.** Tenders which not comply with the Conditions of this Tender Request will be rejected. Other offers will be the subject of scoring.
- e.** The Contracting Authority will make decision based on below mentioned scoring criteria:

- Tender scoring criteria is:
  - price (lowest price = 60%).
  - Payment terms (highest percentage of amount possible to pay after the fairs=40%)

<b>Price scoring criteria</b>	
Max scoring for price criteria	Scoring description for price criteria
60	<p><b><math>P_c = (C_{min} / C_c) \times pkt\ max</math></b></p> <p>when:</p> <p><math>P_c</math> – points received for price criteria</p> <p><math>C_{min}</math> – lowest NET price from all tender offers</p> <p><math>C_c</math> – NET price of received offer</p> <p><math>P_{max}</math> – max score possible for price criteria</p>
<b>Payment terms criteria</b>	
Max scoring for payment terms criteria	Scoring description for payment terms criteria
40	<p>100% of the sum payable after the fair - 40 points</p> <p>70%-90% of the sum payable after the fair - 30 points</p> <p>40%-60% of the sum payable after the fair - 20 points</p> <p>20%-30% of the sum payable after the fair – 10 points</p> <p>0%-10% of the sum payable after the fair - 0 points</p>



- f. Preference will be given to the Tender achieving highest scoring.
- g. Where the tenderer, whose Tender is chosen will refuse to fulfill the Contract the Contracting Authority may choose the most preferential tender among others.
- h. This tender procedure may be canceled or terminated without choosing the Contractor and invalidated before and after choosing preferential offer without stating reason.
- i. The Contracting Authority during choosing the Contractor will lead the fundamental principles governing in Community, European Single Market, among others:
  - Transparency
  - Protecting fair competition
  - Free movement of capital, person, goods and services
  - Non-discrimination and equal treatment of contractors on the Market

#### **6. Guidelines for Tender preparation:**

- a. Tender should be submitted in Polis for English language version in Tender form which is the attachment to this Tender Request with date of submitting tender and Contractor signature.
- b. Tenders submitted after deadline will be rejected.
- c. Contractor has the right to change or withdraw the offer before the deadline of submitting tenders.
- d. Each one of Tenderers has the right to submit only one offer in this Tender procedure.

#### **7. Information regarding non-personal or equity links - exclusion:**

In order to avoid conflict of interest Public procurement awarded by Contracting Authority , cannot be granted any related parties – linked by person or capital. Capital or personal link, mentioned above shall be understood connections between Contracting Authority or people authorized to bind on behalf of Contracting Authority or person authorized to conduct preparation and choosing Tenderer procedure on behalf of Contracting Authority and Contractor inter alia, by:

- a. Being the shareholder of civil-law partnership or partnership
- b. Holding at least 10 % in another company unless the lower level is stated by the law
- c. Holding the chair of member of supervising body or managing body, Representative officer or Agent
- d. Being married, in relationship with, or affinity, relationship and affinity of the second degree or adoption or legal guardianship.

#### **8. Information regarding changes of Contract framework**

Changes are not expected to Procurement contracts except for irrelevant changes – not having an influence on scoring criteria(ex. change on address of parties)



## 9. Place of advertising the Tender:

Employer's website [www.tenex.pl](http://www.tenex.pl), Competitiveness Database of European Funds <https://bazakonkurencyjnosci.funduszeuropejskie.gov.pl/>, sending inquiries via e-mail to 3 potential Tenderers.

## 10. Statements:

- a. Tenderer became aware of the Tender content and Subject and has no objections to it.
- b. Subject of Tender submitted by Tenderer is as described in the Subject of the Tender included with requirements of the Tender.
- c. The Tenderer is not to be excluded from the process of award a contract because of the reasons mentioned in the Tender.
- d. The Tenderer, in case of being awarded a Contract, is obliged to Contract conclusion on terms, place and time placed by Contracting Authority.

Attachments:

Tender form with statements (.doc)

TENEX Sp. z o.o.  
WICEPREZES ZARZADU  
  
mgr Włodzimierz Sadowski

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(date and signature)