



Fundusze Europejskie
Inteligentny Rozwój

Unia Europejska
Europejski Fundusz
Rozwoju Regionalnego



TENDER FILE No. 18/2018

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 exhibition space.

b. Description of the subject of the contract:

Subject of the Tender is rental of exhibition space on Cosmetics trade fair Cosmoprof North America 2018 in Las Vegas.

Contract specification:

- Rental of exhibition space in National Hall
- surface area of 12m²

c. CPV No of common procurement Vocabulary:¹ 79956000-0

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

d. Timeframe for contract:

Contracting authority requires that the subject of the contract should be fulfilled
By **28.07.2018 - 31.07.2018**

e. Period of tender validity:

08.06.2018

3. Time limit and method for tender submitting:

Tenders may be submitted **from 16.04.2018 till 11.05.2018** 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. Evaluation criteria and method for granting credits:

Tenderers are obliged 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 =90%)
 - place of rental space in exhibition hall close to main corridor(10%)

Price scoring criteria	
Possible price scoring criteria	Scoring description for price criteria
90	$Pc=(Cmin/Cc) \times pkt \ max$ when: Pc – points received for price criteria Cmin – lowest NET price from all tender offers Cc – NET price of received offer Pmax – max score possible for price criteria

Place of rental space in exhibition hall close to main corridor criteria	
Possible place scoring criteria	Scoring description for place criteria
10	$Pr = (R_{min}/R_r) \times P_{max}$ <p>When:</p> <p>Pr – points received for place criteria</p> <p>Rmin – best location from all received offers</p> <p>Rr – location of received offer</p> <p>Pmax – maximum possible scoring for place at exhibition hall close to main corridor criteria</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

5. Guidelines for Tender preparation:

- a. Tender should be submitted in Polish or 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.

6. 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 procedures 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.

7. 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).

8. Place of advertising the Tender:

The website of the Employer www.tenex.pl, the Competitiveness of European Funds database <https://bazakonkurencyjnosci.funduszeuropejskie.gov.pl/>, sending inquiries by e-mail correspondence to 3 potential Tenderers.

9. Statement:

- 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.
PREZES ZARZĄDU
Cezary Ociepa

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(date and signature)