Łomża 27.06.2022

**QUOTE INQUIRY**

**NR** **04/1.2 POPW- Internacjonalizacja MŚP/2020**

Pianpol Styła Spółka Jawna invites you to submit tenders for the construction of an exhibition stand for the duration of the Pianpol's Styla participation in the AIFF fair i.e. July 14-17, 2022. as part of the project "Internationalization of the company" PIANPOL "STYŁA- SPOŁKA JAWNA through the expansion of the company into a new foreign market" co-financed by the European Union under the Measure 1.2 Internationalization of SMEs of the Operational Program Eastern Poland 2014-2020. This procedure is carried out in the form of comparison of tenders with the principle of competition and equal treatment of Contractors within the meaning of the applicable Guidelines for the eligibility of expenditure under the European Regional Fund, the European Social Fund and the Cohesion Fund for 2014-2020, as well as the Act of November 9, 2000 on the establishment of the Polish Agency for Enterprise Development (Journal of Laws of 2018, item 110, as amended), referred to as the "Act on PARP"; 50

1. **Contact details of a Purchaser**

PIANPOL STYŁA SPÓŁKA JAWNA

NIP 7181438079

Headquarters ul. Al. Piłsudskiego 78. 18-400 Łomża

1. ***Object of the order***

The subject of the order is the construction of an exhibition stand for the duration of the Pianpol’s Styla sp.j participation in the AIFF fair on July 14-17, 2022 in Melbourne, Australia. The tenderer must demonstrate knowledge and experience (know how) on the Australian market in accordance with the terms of participation in the procedure. The exhibition stand should contain all the elements necessary to present PIANPOL STYŁA SPÓŁKA JAWNA and its offers listed in the order specification.

1. **Scope of the order:**
2. Exhibition stand specification:

* Electrical installation and lights sufficient to light the stand space
* 54 sqm raised flooring with ramped edging
* apx 3mx1mx2,5m of printable wall storage unite, allowing for strong graphics on the all outside walls
* Display table
* Business zone - a place to conduct interviews
* Display of 8 Queen size mattresses on 1530x2030x 300mm high platforms and 1 King size mattress on 1830x2030x400mm
* Furniture for the business zone - minimum 1 table and 4 armchairs / chairs
* 9 information boards, that allows print with specifications for each mattress

1. GRAPHICS WORK:

* Printing and placing the Logo of the Pianpol's Styla and the logos of the European Union and Funds related to the implementation of the project.
* Printing and placing the designed graphics on the walls
* Printing and placing the designed graphics of mattresses’ information boards on the boards

C. LOGISTICS:

* Loading and unloading the stands elements to the event
* Trransport the exhibition stand elementsto the location of the show
* Logistics of the stand’s assembly team

1. SERVICES
   * Assembly of the stand at the fair
   * Disposal of the stand after the fair
2. **KOD CPV:** 79956000-0 Services with regard to the organization of fairs and exhibitions.
3. ***Due dates and terms and conditions of the order execution***
   1. Project due date: no longer than 13th of July 2022.
   2. The execution date is understood as the date of the delivery of the order. That has to be confirmed with the signing the acceptance prtocol by both parties, without any comments from Pianpol Styla.
   3. Settlement for the service will be in 2 parts: an advance invoice (50%) and a final invoice (50%) issued after order execution, it is allowed to agree to pay 100% on the delivery.
4. ***Description of how to prepare the offer.***
   1. **General requirements:**
5. Contact information of the bidding company
6. Date of offer preparation
7. Offer’s validity period
8. The offer should be prepared on the „Quote” form (Appendix 1)
9. The offer should be made in a transparent manner in writing
10. The offer must be accompanied by a sketch of the stand design
11. The offer must be accompanied with 4 attached annexes signed by an authorised person
12. The bidding company bears all the costs related to the preparation and submission of the offer, regardless of the outcome of the procedure.
13. The offer should be valid for at least 30 days from the date of issue
14. Warranty for the duration of the show.
    1. **Optional offers**

It’s allowed to submit the optional offers provided all the requirements stated in scope of the order are met.

* 1. **Partial offers**

It’s not allowed to submit partial offers.

* 1. **Quote**

1. The Quote should be made in Polish zloty’s (PLN). Net and gross value should be stated for each part.
2. Quote should include total costs of the bidding company.
3. It is allowed to Quote in AUD (australian dollars) in case when it’s not possible to quote in PLN. In that case Pianpol Styla will convert the quote into PLN at the average exchange rate of the National Bank of Poland (NBP) from the day when quote will be accepted.
   1. **Inquiries**
4. Every bidding company has the right to make inquiries. It has to be done in wrighting via e-mail.
5. Person responsible for all the inquiries is Dorota Styla-Beckett (+48 509 917 590, Dorota.styla@gmail.com)
   1. The submitted quote must have the name of the bidding company and an official address. It must be signed (stamped If possible) by the person legally authorized to represent the bidding company.

An authorized person should be understood as follows: A person (subject to the provisions on joint representation, if applicable) who in accordance with the registration act, statutory requirements and relevant regulations, is entitled to represent the Bidder in business transactions.

1. ***Due date and an application method***
   1. The deadline for submitting the offer expires on July 5th, 2022 The offer must be submitted to the competition base, in person or by post or courier at the headquarters of Pianpol Al. Piłsudskiego 78. 18-400 Łomża or sent via e-mail to the following e-mail address: dorota.styla@gmail.com
   2. Offers submitted after the deadline will not be considered.
   3. For offers sent by post / courier, the date of delivery to the registered office of the Pianpol’s Styla sp.j shall be counted.
2. ***Criteria for quote’s evaluation***
   1. Pianpol Styla sp.j will select the best quote using the following criteria:

* Price – 100%
* **Price**

C – gross value (maximum - 100 points)

C = (C\_min / C\_x)\*100

C – points granted for gross quote

C\_min – the lowest gross quote received during the procedure

C\_x – gross quote that is considered

1. ***Terms of selecting the quote:***

a) Pianpol Styla will consider and compare only those offers that were marked as compliant with the terms and conditions of the inquiry and were admitted for consideration Pianpol Styla (the Contractor was not excluded and the offer was not rejected).

b) The sum of points that the offer will receive will decide about the selection of the best offer. The most advantageous offer will be considered as the one that receives the highest number of points determined on the basis of the criteria indicated in this inquiry

c) Pianpol Styla sp.j reserves the right to request the Contractor for clarification if it considers that the valuation contains an abnormally low price in relation to the subject of the contract. The price is considered abnormally low if it is at least 30% lower than the estimated value of the contract or the arithmetic average of the prices of all submitted bids. Explanations should be provided within the time limit specified by the Pianpol Styla. Pianpol Styla will reject the offer if the Contractor does not submit the explanations within the prescribed period or if the assessment of the explanations and the supporting evidence provided proves that the offer contains an abnormally low price in relation to the subject of the contract.

1. ***Requirements for participation in the bidding***

Only the companies that meet all of the following requirements will be considered in the bidding procedure.

* 1. The bidding company can not be an entity related personally or by capital with Pianpol Styla. By capital or personal ties are meant the interconnections between the entity referred to in paragraph 1. 1, and the bidding company that:
* participates in the company as a partner in a civil partnership or partnership
* owns at least 10% of shares
* performs the function of a member of the supervisory or management body
* Remaines in such a legal or actual relationship that may raise reasonable doubts as to the impartiality in the selection of the contractor, in particular being married, kinship or affinity in a straight line, collateral or collateral affinity to the second degree or in relation to adoption, guardianship or guardianship
  1. The signed statement confirming the above must be attached to the quote (Annex2)
  2. The bidding company must have a minimum of 2 years experience in the Australian market and must have minimum of 10 properly carried out projects of construction of exhibition stands in Australia. 2 years counting from the end of the deadline for submitting offers under this inquiry. The fulfillment of the condition will be verified on the basis of the declaration - declaration Annex 4 (with confirmation of the truth), which contain the above conditions. Pianpol Styla has the right to request documentation confirming 2 years of experience and documentation confirming the proper implementation of 10 projects. Verification of the access criteria will consist of 0: 1 verification, meets: does not meet. In the event of failure by bidding company, the offer submitted by it will be considered invalid after prior consideration.
  3. Pianpol Styla reserves the right to visit the bidding company offices before signing the contract in order to verify the performance capabilities.
  4. Pianpol Styla reserves the right to exclude a bidder who has not performed or has improperly performed a prior contract with Pianpol Styla, which led to the termination of this contract.

1. ***Publishing and selecting the best offer***
2. Information about this inquiry will be posted on the company's website www.pianpol.pl and in the competitiveness database <https://bazakonkurencyjnosci.funduszeeuropejskie.gov.pl/>
3. Information about the selection of the best offer will be sent by an e-mail to the addresses of the Bidders participating in the procedure and the Competition Database.
4. Pianpol Styla will prepare a written protocol on the selection of the best offer.
5. The inquiry and attachments have been placed in the competition database in Polish and in English.
6. ***Additional information***
   1. Pianpol Styla reserves the right to cancel the procedure after the end of the procedure, in cases where:

o the price of the best offer or the offer with the lowest price exceeds the amount that Pianpol Styla intends to spend on financing the contract, unless Pianpol Styla may increase this amount to the price of the best offer;

o no non-rejection tender has been submitted or no request to participate in the procedure has been submitted from the non-excluded economic operator;

o the procedure is encumbered with an irremovable defect having or may have a significant impact on the result of the contract award procedure

o there has been a significant change in circumstances causing that the conduct of the procedure or the performance of the contract is not in the public interest, which could not have been predicted earlier.

* 1. The bidding company have to read and accept the whole bidding document.

1. ***Terms of contract amendment***
2. Pianpol Styla reserves the right to amend the contract concluded with the selected entity as a result of the tendering procedure, expressed in writing.
3. Pianpol Styla reserves the possibility of changing the contract if there is a change in generally applicable legal provisions or standards affecting the subject of the contract
4. Pianpol Styla reserves the possibility of changing the contract in terms of extending the deadline for the performance of the subject of the contract and financing in the event of:

o when, for organizational reasons arising at the Contracting Authority, it was not possible to commence the performance of the contract or its part within the time limit provided by the Contracting Authority;

o due to the necessity to perform additional works; about random events, force majeure or for reasons beyond the control of the Employer and the Contractor.

1. The Ordering Party additionally allows non-sigificant changes to the contract, which may be aimed at in particular, the removal of obvious spelling mistakes or editorial errors and are understood as changes that, if introduced at the stage of the procurement procedure, would not affect the outcome of this procedure or the group of entities that could submit an offer.
2. In addition, the contract may also be changed when the Financing or Managing Institution or the Intermediary needs to change the dates or scope of the project and the related need to change the method, scope or dates of the contract by the Contractor, or such a need arises on the part of the parties. From the Contracting Authority, who obtains the consent of the Financing or Managing Authority or the Intermediate Body.
3. Failure to meet the original deadline for reasons other than those mentioned above will result in the imposition of contractual penalties. The contractual penalty is set at 20% of the agreed cost of the order. The above-mentioned cases may not affect the offered price of the subject of the contract.
4. ***Clarifying the content of the offer and correcting obvious mistakes***

In the course of examining and evaluating the offers, the Ordering Party may require the Contractors to supplements (if this does not infringe on the competitiveness) and explanations regarding the content of the submitted offers. It may also make requests to correct obvious errors and billing errors. The contracting authority may request supplementing or correcting, inter alia, declarations, powers of attorney, obvious accounting errors. The offer form is not subject to supplementation.

1. ***Annexes required for the Quote***

* Annex 1 – Quote form
* Annex 2 – Statement of the bidding company
* Annex 3 –RODO (Polish national requirements of sharing private data)
* Annex 4 – Bidding company statement of meeting the requirements