



REQUEST FOR PROPOSAL

No. 004/2017

Grupa 3 Druk Spółka z ograniczoną odpowiedzialnością spółka komandytowa
Ul. Balicka 100
30 – 149 Kraków, Poland

Kraków, 30.05.2017

“Implementation of the Export Development Plan in Grupa 3 Druk Sp. z o.o. s. k.”
Project co-financed from the European Regional Development Fund
under the Regional Operational Programme for Małopolskie Voivodeship for 2014-2020

INFORMATION ABOUT THE ORDERING PARTY

The Ordering Party is: Grupa 3 Druk Spółka z ograniczoną odpowiedzialnością spółka komandytowa
Ul. Balicka 100
30 – 149 Kraków, Poland
NIP (Tax ID): 6762048497
REGON (State Statistical Number): 351424159
KRS (National Court Register): 0000534148

TYPE OF PROCUREMENT PROCEDURE

The procedure is carried out in accordance with the information specified in this Request for Proposal and with the Guidelines on the eligibility of expenditures under the European Regional Development Fund, European Social Fund and the Cohesion Fund for 2014-2020. The Ordering Authority is not subject to the Public Procurement Law Act.

NAME OF PROJECT

“Implementation of the Export Development Plan in Grupa 3 Druk Sp. z o. o. s. k.”

PROCUREMENT TITLE

Request for proposal no. 004/2017 concerning provision of accommodation during the CosmeticBusiness Fairs taking place in Munich on 21-22 June 2017.

DEADLINE FOR SUBMISSION OF BID OFFERS

09/06/2017

PLACE AND PROCEDURE FOR SUBMISSION OF BID OFFERS

Paper copy shall be submitted in a sealed envelope with the annotation describing its content (e.g. “Offer for provision of accommodation during CosmeticBusiness Fairs in Munich on 21-22 June 2017”) to the registered office of the Ordering Authority:

Grupa 3 Druk Spółka z ograniczoną odpowiedzialnością spółka komandytowa
Ul. Balicka 100
30 – 149 Kraków, Poland

The Bid Offer shall be delivered using one of the following methods:

1. in person,
2. using Poczta Polska mail service,
3. using carrier company.

Bid offers will be accepted until 3:00 p.m. on the day of 09/06/2017 (date and hour of arrival of bid offer at the registered office of the Ordering Party is decisive).

Bid offers submitted after this deadline will not be considered.

CONTRACT PERSON FOR PROCUREMENT PROCEDURE

Stanisław Jasonek

SHORT DESCRIPTION OF SUBJECT OF PROCUREMENT

The subject of the procurement concerns provision of accommodation during the cosmetic fairs - CosmeticBusiness taking place in Munich on 21-22 June 2017 - hereinafter referred to as the "Subject of Delivery".

The subject of procurement, for which the Contractor shall be responsible, concerns accommodation in hotel rooms during the CosmeticBusiness Fairs.

ANNOUNCEMENT CATEGORY

Services

ANNOUNCEMENT SUBCATEGORY

Hotel services

PLACE OF PROCUREMENT COMPLETION

Country	Federal Republic of Germany
Federal state	Bavaria
City	Munich

DESCRIPTION OF SUBJECT OF PROCUREMENT

OBJECTIVE OF PROCUREMENT

The objective of the procurement is to select a Contractor, who will provide accommodation for four people participating in the fairs taking place in Munich on 21 – 22.06.2017.

SUBJECT OF PROCUREMENT

The subject of the procurement is to provide accommodation for four people participating in the fairs taking place in Munich in the Munich Order Center (MOC) located at Lilienthalallee 40 on 21 - 22 June 2017.

Dedicated persons will need accommodation for three nights on the following dates: 20/21, 21/22, 22/23 June 2017. They need four single rooms with full bathroom facilities - WC and shower in each room.

Rooms shall be equipped with single beds with bedclothes.

CVP CODE

55110000-4

NAME OF CVP CODE

Hotel accommodation

PROCUREMENT COMPLETION SCHEDULE

The procurement must be completed on 20 - 23 June 2017.

CONDITIONS FOR PARTICIPATION IN THE PROCEDURE

ADDITIONAL CONDITIONS

THE ORDERING PARTY WILL REJECT BID OFFERS THAT:

- a. Have been prepared in a way contrary to the requirements stipulated in the paragraph "PROCEDURE FOR BID OFFER PREPARATION" hereto,
- b. Are incomplete - do not contain all documents requested from offerers as described in the point "List of documents/representations required from Contractors" hereto,
- c. Have shorter bid offer validity period than the period required under the Request for Proposal,
- d. Have been submitted after the deadline for submission of bid offers.

The offer that has been rejected or submitted by an offerer, who was previously excluded from the procurement procedure, will not be evaluated.

PROCEDURE FOR BID OFFER PREPARATION

- 1) The Bid Offer must be prepared in writing, in Polish or English language - type scripted or computerised.
- 2) Bid offer validity period shall not be shorter than by 23.06.2017.
- 3) The bid offer must contain at least the following information:
 - a) Offerer's data;
 - b) Bid offer preparation date;
 - c) Bid offer validity period;
 - d) Net and gross price specification.

DISCLAIMERS

1. Partial bid offer shall be excluded.
2. Offerers shall prepare and submit bid offers at their own cost and economic risk.
3. Bid offers and attachments thereto will not be returned to offerers.
4. This Request for Proposal does not oblige the Ordering Authority to enter into contract or to commence negotiations.
5. The Ordering Authority reserves the right to invalidate or close the tender procedure at any without stating reasons, including without selecting the most favourable bid offer.
6. The offerer is not entitled to any claims against the Ordering Authority in case of rejecting its bid offers or excluding the offerer from the tender procedure.

LIS OF DOCUMENTS / REPRESENTATIONS REQUIRED FROM CONTRACTORS

1. Declaration on non-existence of personal or capital relationships with the Ordering Party (template attached as appendix no. 1 hereto).



BID OFFER EVALUATION

EVALUATION CRITERIA AND DESCRIPTION OF THE SCORING SYSTEM

Bid offers will be evaluated by Contractor Selection Committee appointed by the Company's Management Board.

BID OFFER EVALUATION CRITERIA

1. Price - up to 100 points

Points in this criterion shall be given according to the following:

$$C = (C_n / C_o) * 100$$

Where:

C_n – net price of the most favourable bid offer

C_o – net price of the bid offer under evaluation

The Ordering Authority will select the bid offer with the highest score as the most favourable one.

INFORMATION ON SELECTION OF THE MOST FAVOURABLE BID OFFER

The Ordering Authority will inform all offerers about selection of the most favourable offer

- I. through e-mails sent to the e-mail address indicated by the offerer in its bid offer or via mail,
- II. through the Beneficiary's website.

EXCLUSIONS

THE ORDERING PARTY SHALL EXCLUDE FROM THE TENDER PROCEDURE THE CONTRACTOR, WHO:

- I. has personal or capital relationships with the Ordering Party. Personal or legal relationship shall be interpreted as mutual relationship between the Beneficiary or persons authorised to undertake legal obligations on behalf of the Beneficiary or persons performing activities connected with preparation and processing of selection of Contractors on behalf of the Beneficiary, and the Contractor, involving in particular:
 - a. participation in a company as a shareholder of a private partnership or partnership;
 - b. owning at least 10 % of shares or stock, unless a lower threshold results from the law or has been determined by the Managing Authority in the programme framework;
 - c. performing a function of member of a supervision or management body, proxy, representative;
 - d. being in a marriage, direct relationship or affinity, secondary relationship or affinity up to second degree or in adoption, custody or guardianship;
- II. within past 5 calendar years has caused damaged to the Ordering Authority or is/has been in a dispute before a court or other deciding authority;
- III. in connection with the Request for Proposal, has submitted untrue or unreliable representations.