



REQUEST FOR QUOTATION

no 009/2017

Grupa 3 Druk Spółka z ograniczoną odpowiedzialnością spółka komandytowa (English: limited liability company, limited partnership)

ul. Balicka 100

30-149 Kraków

Kraków, 23/11/2017

"Export Development Plan Implementation in Grupa 3 Druk Sp. z o.o. s. k."

Project co-financed from the European Regional Development Fund
under the 2014-2020 Regional Operational Programme for the Małopolskie Province

INFORMATION ABOUT THE CONTRACTING PARTY

The Contracting Party is: Grupa 3 Druk Spółka z ograniczoną odpowiedzialnością spółka komandytowa (English: limited liability company, limited partnership)

ul. Balicka 100
30-149 Kraków
NIP: 6762048497
REGON: 351424159
KRS: 0000534148

CONTRACT AWARDING PROCEDURE

The procedure is carried out in accordance with the information specified in this Invitation for Bid and the Guidelines on the eligibility of expenditures of the European Regional Development Fund, the European Social Fund and the Cohesion Fund for 2014-2020. The Contracting Party is not bound by the provisions of the Public Procurement Act.

NAME OF PROJECT

"Export Development Plan Implementation in Grupa 3 Druk Sp. z o.o. s. k."

CONTRACT TITLE

Invitation for Bids no 009/2017 for the provision of accommodation during the PCD Paris fairs which take place in Paris on 31.01 – 01.02.2018.

BIDDING DEADLINE

04/12/2017

PLACE AND FORM FOR THE SUBMISSION OF BIDS

The paper copy should be submitted in a closed envelope described so as to indicate its content (e.g. "Bid no 009/2017 for the provision of accommodation during the PCD Paris fairs taking place in Paris on 31.01 – 01.02.2018.") in the Contracting Party's office at the following address:

Grupa 3 Druk Spółka z ograniczoną odpowiedzialnością spółka komandytowa (English: limited liability company, limited partnership)
ul. Balicka 100
30-149 Kraków

The Quotation should be delivered in one of the following ways:

1. in person,
2. through the Polish Post,
3. through a courier service provider.

The bids will be received until 15:00, 04/12/2017 (the time and date of receipt of the bid in the Contracting Party's office being referred to)



Bids submitted after the specified deadline shall not be taken into consideration.

PERSON TO BE CONTACTED REGARDING THE CONTRACT

Stanisław Jasonek

BRIEF DESCRIPTION OF THE SUBJECT OF THE CONTRACT

The subject of the contract is the provision of accommodation during PCD Paris - the cosmetic fairs taking place on 31.01-01.02.2018 in Paris - hereinafter referred to as the Subject of Delivery.

The subject of the contract for which the Contractor is responsible includes accommodation in hotel rooms during the PCD Paris fairs.

ADVERTISEMENT CATEGORY

Services

ADVERTISEMENT SUBCATEGORY

Hotel services

CONTRACT DELIVERY LOCATION

State	France
Administrative region	Île-de-France
Department	Paris
City	Paris

BRIEF DESCRIPTION OF THE SUBJECT OF THE CONTRACT

PURPOSE OF CONTRACT

The purpose of the contract is to select a Contractor to provide a service which will consist in providing accommodation for four persons taking part in fairs taking place in Paris on 31/1 - 01/02/2018.

SUBJECT OF CONTRACT

The subject of the contract is the provision of accommodation for four persons participating in the fairs taking place in Paris in the Paris EXPO Porte de Versailles Exhibition Centre at: 1 Place de la Porte de Versailles, 75015 Paris, France on 31 January – 01 February 2018.

The posted persons will need accommodation during three nights on: 30/31. I, 31.I/01.II, 01/02.II 2018. Four single rooms with a complete set of sanitary facilities - WC and showers in every room. The rooms are to be provided with single beds and bedding.

CPV CODE

55110000-4

CPV CODE NAME

Hotel accommodation services

CONTRACT DELIVERY SCHEDULE

The contract must be carried out during the period of 30 January – 02 February 2018.

TERMS OF PARTICIPATION

ADDITIONAL CONDITIONS

THE CONTRACTING PARTY SHALL REJECT BIDS WHICH:

- a. have been prepared in a way which does not comply with the requirements described in the paragraph "BID PREPARATION MANNER" of this invitation for bids,
- b. are incomplete - do not contain all documents which the bidder is required to submit and which are described in the section "List of documents/statements required from the Contractor" of this invitation for bids,
- c. have a shorter validity period within which the bidder is bound by the bid than required by this invitation for bids,
- d. have been submitted after the bidding deadline,

A bid which has been rejected or submitted by a bidder who has been previously excluded from the procedure is not to be evaluated.



BID PREPARATION MANNER:

- 1) The bid must be prepared in writing **in Polish or English** – in typescript or computer printout.
- 2) The time limit within which the bidder is bound by the bid may not be shorter than 2 months following the bid date.
- 3) The bid must contain at least the following information:
 - a) Bidder's data;
 - b) Bid date;
 - c) Bidding validity date;
 - d) Net and gross price;

RESERVATIONS

1. Partial bids are unacceptable.
2. The bidders prepare and submit bids at their own cost and their own commercial risk.
3. Neither the bids nor attachments to the bids shall be returned to the bidders.
4. The Contracting Party is obliged neither to conclude a contract nor to begin negotiations under the hereby invitation for bid.
5. The Contracting Party reserves the right to cancel or close the procedure at any time without giving any reasons, also without choosing the most beneficial bid.
6. The Bidder is not entitled to any claims against the Contracting Party in case the Bidder's bid is rejected or the Bidder has been excluded from the procedure.

LIST OF DOCUMENTS / STATEMENTS REQUIRED FROM THE CONTRACTOR

1. Declaration of the lack of personal and capital relationships (the attachment no 1 to this invitation for bid is the form)

EVALUATION OF BIDS

EVALUATION CRITERIA AND SCORING METHOD DESCRIPTION

The bids shall be evaluated by a contractor selection commission appointed by the Management of the Company.

BID EVALUATION CRITERION

1. Price – up to 100 points

The points under this criterion shall be assigned according to the relation:

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

Where:

C_n - the net price of the most attractive bid

C_o - the net price of the bid being considered

The Contracting Party shall consider the bid given the highest score to be the most beneficial.

INFORMATION ON THE SELECTION OF THE MOST BENEFICIAL BID

The Contracting Party shall inform all Bidders about the selection of the most beneficial bid.

- I. by means of e-mail messages sent to the Bidder's address indicated in the Bidder's bid or by post,
- II. through the Beneficiary's website.

EXCLUSIONS

THE CONTRACTING PARTY SHALL EXCLUDE FROM THE CONTRACTING PROCEDURE A CONTRACTOR WHO:

- I. has a personal or capital relationship with the Contracting Party. The capital or personal relationship means mutual relationships between the beneficiary or persons authorised to undertake obligations on behalf of the the beneficiary or persons who prepare and conduct the contractor selection procedure and the contractor on behalf of the beneficiary, in particular, who:
 - a. participate in the company as a shareholder of a civil law partnership,
 - b. hold at least 10 % shares unless there is a lower threshold which is results from legal regulations or has been determined by a Managing Institution in the programme guidelines,
 - c. hold the position of a supervisory or management board member, a proxy or a representative,
 - d. remain in matrimony, in lineal consanguinity or affinity, in collateral second degree consanguinity or second degree affinity or in connection by means of adoption, custody or guardianship.

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- II. caused an injury to the Contracting Party during the last 5 calendar years or was/has been in dispute with the Contracting Party before a court of law or another deciding authority;
- III. submitted untrue documents or unreliable statements in relation to the invitation for bid.