

Jaworzno, 05.05.2017.

## INQUIRY No. 04/2017

Due to implementation of the project "**Promotion of Turbo-tec company products and services belonging to the Polish product brand on international markets**" within The Smart Growth Operational Programme. Measure 3.3 Support for promotion and internationalisation of innovative enterprises. Sub-measure 3.3.3 SME support in promotion of product brands – Go to Brand, co-financed from the means of The European Regional Development Fund and European Funds for Smart Growth.

**Application No.: POIR.03.03.03-24-0050/17**

**Time of project implementation: 01.04.2017 – 31.12.2019.**

we invite you to place offers for organisation of an exhibition stand at REMA TEC AMSTERDAM taking place in THE NETHERLANDS, on 18-20.06.2017.

### I. ORDERER

Turbo-Tec Sp. z o. o.  
ul. E. Orzeszkowej 2H  
43-600 Jaworzno  
tel.:+48 32 617 77 33  
email: kkoziel@turbo-tec.eu  
NIP: 6321888251  
REGON: 240096340

### II. MODE OF ORDER AWARDING

The order will be awarded according to the rule of competitiveness and does not undergo the regulations of Public Procurement Law.

The order being the subject of the present inquiry is co-financed by The European Union within **The European Regional Development Fund and the means from European Funds for Smart Growth.**

### III. ORDER SUBJECT AND DESCRIPTION OF ORDER SUBJECT

The subject of the present inquiry is:

- reservation of the exhibition stand (area), registration fee, entry in the catalogue;
- complex organisation of the exhibition stand – area 60 m<sup>2</sup> (renting the area, cleaning, refuse collection, utilities) at REMA TEC Amsterdam taking place in The Netherlands, 18-20.06.2017;

Time of order subject implementation - till 20.06.2017.

**CPV Code : 79956000-0 Services within exhibition and fair organisation**



#### IV. OFFER PREPARATION

The offer should:

- contain the date of issuance and validity,
- contain the address of the tenderer seat or address for correspondence,
- contain tenderer NIP,
- contain the time of order implementation and time of payment,
- determine the net and gross order price,
- contain the tenderer signature and stamp

The offer should be made in **Enclosure No. 1. Enclosure No. 2** - Statement on no relations between the cooperating entities should be attached to the offer, too.

#### V. PARTIAL OFFERS

The Orderer does not accept partial offers.

#### VI. PLACE AND TIME OF OFFER PLACEMENT:

- The offer can be delivered by:
  - post, courier or personally to the following address: ul. E. Orzeszkowej 2H, 43-600 Jaworzno
  - e-mail to the following e-address: kzajac@turbo-tec.eu
- Choice of the tenderer will take place on: 10.06.2017 at 12.00
- Offers should be placed till: 09.06.2017 10.00 a.m.
- Offers placed after the a/m date will not be considered.

#### VII. OFFER EVALUATION CRITERION AND WAY OF EVALUATION

The Orderer will choose the offer comparing the criterions:

- price (net in the case of Polish suppliers/gross in the case of foreign suppliers), evaluation consists in calculation of quotient of the lowest price to the offered price, where the lowest price offer will get 1 point, then evaluation is multiplied by 85 % weight.
- time of payment, evaluation consists in calculation of quotient of the offered time (in the case when the Tenderer foresees partial payments, the Orderer will consider the time of payment of the last instalment, so settling the whole order) of payment to the longest time, where the offer with the longest time will get 1 point, and then evaluation is multiplied by 15 % weight.

The Orderer will choose a contractor on the basis of the placed offers.

By sending an e-message the Orderer will inform the tenderers which placed the offers about choice of the most profitable offer within 7 calendar days from the date of making a choice confirmed by a protocol of choice.

#### VIII. CONTACT WITH ORDERER

The person authorized from the Orderer side to get in touch with Contractors in formal and substantive matters is:

- Mr. Karol Zajac, Tel. +48 790 203 391, mail: kzajac@turbo-tec.eu



The following ways to contact the Project coordinator are admissible: conventional post, e-post, telephone.

## **IX. SCOPE OF EXCLUSION**

To avoid conflict of interests orders cannot be awarded to entities bound in person or capital with the Orderer. By capital or personal ties one understands mutual relations between the subject about which says p. 1 and the contractor, consisting in:

- participation in a company as a partnership or civil company associate,
- possessing at least 5 % of shares or stocks,
- acting as a supervisory or managing organ member, proxy or plenipotentiary,
- being in a such legal or real relationship, which can cause justified doubts as for impartiality in choice of a contractor, especially being in matrimony, lineal blood relationship or kinship, second-degree blood relationship or kinship in sideline or in adoption, under care or wardship.

## **X. FINAL REMARKS**

The Orderer reserves the right to withdraw or invalidate the inquiry without giving any reason.

## **WE INVITE YOU TO COOPERATE**

.....  
(signature and stamp of a person  
responsible for preparation of inquiry  
and proceeding with order, according  
to KRS document)

.....  
(company stamp)



ENCLOSURE No. 1 - Offer

**For care of:**  
Turbo-Tec Sp. z o. o.  
ul. E. Orzeszkowej 2H  
43-600 Jaworzno

Ref. Inquiry No. 4/2017 for organisation of the exhibition stand at REMA TEC Amsterdam taking place in THE NETHERLANDS, on 18-20.06.2017.

Tenderer data:.....  
Tenderer name:.....  
Company address/ seat:.....  
NIP:.....

**OFFER**

| <b>Task specification</b> | <b>Net price (please give currency)</b> | <b>Gross price (please give currency)</b> |
|---------------------------|---|---|
|                           |   |   |
|                           |   |   |
|                           |   |   |
|                           |   |   |
|                           |   |   |
|                           |   |   |
| <b>Total</b>              |   |   |

Total net offer price: .....  
Total gross offer price: .....  
Time of payment in calendar days (maximum ..... days)  
Time of implementation .....  
Contact data of the person responsible for the offer:  
Name, surname:.....  
Telephone number:.....  
E-address:.....  
Date of issuance: .....  
Date of offer validity:.....



ENCLOSURE No. 2 – Statement on no relations between the cooperating entities

.....  
Tenderer stamp

.....  
Place, date

**Statement on no relations between the cooperating subjects**

According to Art. 6c. Act of Law dd. 9 November, 2000 on founding The Polish Agency for Enterprise Development I state that the entity placing the offer has no personal or capital ties with the Orderer. By capital or personal ties one understands mutual relations between the subject about which says p. 1 and the contractor, consisting in:

- a) participation in a company as a partnership or civil company associate,
- b) possessing at least 5 % of shares or stocks,
- c) acting as a supervisory or managing organ member, proxy or plenipotentiary,
- d) being in a such legal or real relationship, which can cause justified doubts as for impartiality in choice of a contractor, especially being in matrimony, lineal blood relationship or kinship, second-degree blood relationship or kinship in sideline or in adoption, under care or wardship.

There are no a/m relations between the Orderer and the Tenderer.

.....  
Signature