

No BBS/WP11/3/2018

Barlinek 21.12.2018

**Invitation to submit the tender****Contract Title:** Fair Trade stand DOMOTEX asia/CHINAFLOOR 2019**1. INTRODUCTION**

The Barlinek Group provides comprehensive processing of round lumber with the production of the finished floors intended for use in accommodation as well as public facilities. Under the project implementation shall request for proposal.

**2. THE SUBJECT MATTER OF THE CONTRACT**

- 2.1. The subject of the request for proposal is: development and arrangement of the trade fair stand during the Fair DOMOTEX asia / CHINAFLOOR 2019 made on the basis of the submitted project.

The implementation of the subject of the contract should take into account that in part it will be used to present the effects of the project titled "Increasing the efficiency of using wood raw material in production processes in industry".

The project titled "Improvement of Wood Material Efficiency in Industrial Production Processes" is co-financed by the National Center for Research and Development under the "Environment , Agriculture and Forestry" – BIOSTRATEG strategic scientific research and development program, contract no. BIOSTRATEG2/298950/1/NCBR/2016. It is assumed that 30% of the total order costs will be related to the presentation of the project's products and the implementation of the project's objectives.

- 2.2. One contractor will be selected to perform the contract, which will be obliged to provide the service. It is not allowed to submit partial or variant offers. In the case of a consortium bidding, the consortium leader is solely responsible for assessing the potential.
- 2.3. The description of the subject of the order (Project) is attached as Appendix 1 to this Invitation.

**3. THE CRITERIA FOR THE EVALUATION AND SELECTION OF THE OFFER****3.1. FORMAL**

- 3.1.1. In proceedings can participate every tenderer satisfying the following conditions:

L.p.	Criterion	Source
1.	I am able to complete the Work Order	Statement
2.	No premises laid down in article 24 of the Public Procurement Law apply to such party and they are able to perform the contract (based on the declaration).	Statement
3.	In the last three years (2015-2018), they have realized at least three contracts with a value of not less than 25 000 Euro each, with the scope close to the subject of the contract,.	Statement references +

**3.2. SUBSTANTIVE**

L.p.	Criterion	Weigh
1.	Price	100

**4. EVALUATION OF THE OFFER**

Strona 1 z 3

The project titled "Improvement of Wood Material Efficiency in Industrial Production Processes" is co-financed by the National Center for Research and Development under the "Environment , Agriculture and Forestry" – BIOSTRATEG strategic scientific research and development program

4.1. Criterion PRICE: 100 pkt

Offers indicating the highest parameter to be evaluated receive the highest number of points, the remaining offers receive a number of points reduced proportionally.

**5. PERSONS AUTHORISED TO CONTACT THE TENDERER.**

5.1. The persons authorised to contact the Tenderer are:

- Dorota Karbowska – Zawadzka - [dorota.karbowska@barlinek.com.pl](mailto:dorota.karbowska@barlinek.com.pl) – in the substantive scope
- Barbara Hryniewicka - [barbara.hryniewicka@barlinek.com.pl](mailto:barbara.hryniewicka@barlinek.com.pl) – in scope of proceedings and tendering

**The Contracting Entity reserves, in the course of the evaluation of the offer, the right to check the credibility of submitted by the tenders documents, lists, data and information.**

**6. DATE AND PLACE OF PROPOSALS**

- 6.1. The offer in the form of scan should be sent to this email address: [offer@barlinek.com.pl](mailto:offer@barlinek.com.pl)  
Until the date **23.01.2019**

**In the title of the e-mail, please include the reference number [WF#1303736#]  
and**

- 6.2. and the original **PAPER VERSION** by mail to the following address: **Barlinek S.A., Al. Solidarności 36, 25-323 Kielce, POLAND.**

6.3. The offer should be submitted on the form and contain at least:

1. cost estimate
2. list of references and documents confirming experience in the implementation of orders of similar scope (eg. Taxpayer Identification Number, Company registration documents, etc.)

**7. THE TENDER VALIDITY PERIOD**

The tenderer remains bound by their offer for **90 days**. The tender validity period commences on the final date for submission of tenders.

**8. NOTICE OF SELECTION**

- 8.1. The successful tenderer of the election of his tender will be notified by email or telephone in the recorded time period within 7 days after the end of the evaluation of the tenders.
- 8.2. Estimated date of tender decision: till 90 days since publishing

**9. NEGOTIATIONS OF THE TERMS OF THE OFFER AND PRICES**

- 9.1. The Ordering Party reserves the right to implement selected elements of the offer and to change all or part of the offer - keeping the vision presented in the Concept.
- 9.2. After submitting the final offer, the Contracting Authority will negotiate with the selected bidder regarding the final scope of the service and pricing conditions. The final price can not be higher than the price of the original offer.
- 9.3. Negotiations will be conducted in accordance with the principle of equal treatment and transparency of the process. Negotiations can not lead to deterioration of conditions or change in the description of the subject of the contract.

**10. PAYMENT TERMS:**

- 10.1. Due to the fact that the participation in the Fair DOMOTEX asia / CHINAFLOOR 2019 (30% of the part of the order) is related to the presentation of the effects of the project Fri. "Increasing the efficiency of using wood raw material in production processes in industry", which is co-financed by the National Center for Research and Development as part of the Strategic Research and Development Program "Environment, Agriculture and Forestry" - BIOSTRATEG, contract number BIOSTRATEG2 / 298950/1 / NCBR / 2016, it is assumed that 30% of the total cost of the task will be related to the presentation of the project's products and the implementation of the project's objectives.

The contract for the execution of the order should be concluded with the inclusion of Barlinek Inwestycje sp. Z o.o. as the payer of the part of remuneration falling on the above-mentioned design

- 10.2. No prepayments/down payments are provided for..
- 10.3. If a prepayment is necessary, it must be secured by the Supplier with a Bank Guarantee with the following wording:  
„This guarantee is irrevocable, unconditional and payable on first demand”.

**The Contracting Entity reserves the right to cancel the proceedings without providing any reasons at any stage of the selection of the contractor**

Attachments:

- 1) Contractor's declaration
- 2) The Offer form together with the price calculation sheet
- 3) Technical description of the subject of the Order
- 4) General contract template (negotiable)