

REQUEST FOR PROPOSAL (RFP) 1/07/2023

I. EMPLOYER INFORMATION:

Krajowy Związek Grup Producentów Owoców i Warzyw – Spółdzielnia Osób Prawnych

ul. Świętokrzyska 20, apartment 321

00-002 Warsaw

e-mail: biuro@grupyogrodnicze.pl

II. CONTRACT AWARD PROCEDURE

Competitive delivery or service contractor selection process.

III. DETAILED DESCRIPTION OF THE OBJECT OF THE CONTRACT:

The object of the contract is the performance of a service consisting in erecting a national industry stand with a floor space of 128 m² for the FRUIT ATTRACTION International Trade Show for the Fruit and Vegetable Industry held on 03-05 October 2023 in Madrid, Spain. The organizer of the Fair is Institucion Ferial de Madrid (IFEMA). Installation will be performed on a surface leased by the Employer for the benefit of 10 companies – Exhibitors (attachment no. 1).

1. Technical assumptions concerning the installation, decoration and equipment of the stand:

- a) The design should make use of logos for the stand marking contained included in Attachment no. 2 to the Request for Proposal;
- b) The stand visual design should contain a limited number of colours: white, red and black. An artwork with fruits / vegetables is advisable → Ready-made graphic elements for the preparation of a full visualization for the stand are available at www.polowasukcesu.pl. The Contractor whose offer will be selected will receive a login and password to access the files.
- c) The stand's floor space should be divided into an area provided for meetings with visitors, an area for B2B talks and a storage room (min. 3 m²).
- d) The stand should be equipped with:
 - 12 lockable info-counters with elements allowing for the presentation of food products (fruit) and/or advertising materials, labelled with the Exhibitors' logos. For two Exhibitors the info-counters will be double;
 - 12 leaflet and brochure racks;
 - 12 hockers;
 - 14 tables for B2B talks;
 - 56 chairs;

- access to electricity – a minimum of 2 socket per each info-counter and a minimum of 8 sockets in the storage room, allowing for the connection of all equipment (refrigerator, coffee machine);
 - additionally the storage room should be equipped with a counter/table for preparing meals/beverages for the exhibitors/clients; coffee machine + a supply of capsules for the entire duration of the Fair; two refrigerators with a height of not less than 100-110 cm, a simple shelf for Exhibitors' products, hangers for outer clothes, waste bin, plastic bucket with a minimum capacity of 8 liters;
 - possibly other decorative elements pursuant to the Employer's concept.
- e) Lighting should be in line with the designed decorations.
- f) Internal and external stand wall structure should be hidden, without visible connections, allowing for free and unobstructed placement of graphic designs.
- g) The graphic design should be visible and clear for the Exhibitors. The Employer will provide the Contractor with Exhibitors' logos and vector graphic files after awarding the contract.
- h) The entire floor surface of the stand should be covered with technical access flooring raised above the floor of the exhibition hall between 10 and 15 cm. The raised access floor should allow power installation cables to be laid underneath it without any obstructions.
- i) The height of the stand should approximate the maximum height referred to in the Fair Organiser's requirements.

2. Detailed scope of works related to installation of the stand to be performed by the Contractor:

- a) Submission of installation and assembly plans and performance of consultations with the Fair Organiser pursuant to their requirements.
- b) Use of materials accordant with the standards referred to in the technical requirements for Exhibitors set forth by the Fair Organiser.
- c) Erection of the stand and installation of all stand elements pursuant to the design and specification.
- d) Assembly and disassembly of the stand pursuant to the guidelines set forth by the Fair Organiser.
- e) Transport, including loading and unloading elements of the structure, equipment and decoration of the stand.
- f) Precise dates of stand assembly, electrical power installation works and stand disassembly should be accordant with the Fair Organiser's requirements.
- g) Erection and delivery of the stand to the Employer should take place no later than until 3:00 P.M. on the day preceding the date of commencement of the fair, i.e. 02.10.2023.
- h) Application of Exhibitors' graphic designs, inscriptions and signs onto the stand pursuant to the files delivered by the Employer.
- i) Arrangement of the stand in accordance with the design and specifications.
- j) Provision of Contractor's technical service rendered by persons responsible for efficient functioning of all elements of the installation for the entire duration of the Fair.
- k) Prompt removal of all defects and faults arising or discovered during use of the stand by the Employer, in a manner allowing for the continued functioning of the stand during the Fair.
- l) Observance of all OHS and fire safety regulations and standards in force on site.

- m) The total proposal price should include all fees (for example: build up charges and others) related to the performance of the service for the Fair Organizer in accordance with its requirements.

The total net price of the proposal may not exceed EUR 45,000.00 (forty five thousand 00/100 Euros).

If the offer is submitted in PLN, the conversion is valid according to the NBP exchange rate on the day of publishing the request for proposal.

IV. CONTRACTOR

1. The Request for Proposal is aimed at entities from Poland or Spain actively conducting business operations, i.e. individuals, organisational units with legal capacity or legal entities (verification by means of Registro Mercantil / KRS / CEIDG inspection).
2. The Contractor should satisfy the professional capacity requirement.
3. The prerequisite requirement for participating in the procedure will be deemed satisfied if the Contractor demonstrates that within the last 3 years before the date of offer submission or, if the period of conducting business activity has been shorter – within that period – the Contractor properly performed (realised, completed) at least 2 contracts of a value of at least PLN 100,000.00 net (one hundred thousand) each, consisting in erecting exhibition stands, rendering technical services, and disassembling stands at fairs organised outside of Poland. If the value of the services is expressed in a currency other than PLN, in order to evaluate the satisfaction of the procedure participation requirement the Employer converts the amount specified into PLN using the average exchange rate of the National Bank of Poland in force as at the day of publication of the RFP at the Employer's website. If the exchange rate referred to above has not been published at that date the Employer converts the aforementioned amount using the last average exchange rate of the National Bank of Poland in force before the date of publication of the RFP on the Employer's website.
4. In order to confirm the fulfilment of the professional capacity requirement the Contractor should submit a declaration pursuant to attachment no. 3 along with the proposal.

V. TERMS AND CONDITIONS OF PROPOSAL SUBMISSION

1. Partial proposals will not be accepted.
2. A proposal should be submitted via e-mail, in the form of a stand design (visualisation of the stand) pursuant to the requirements of the RFP, plus price specification, to the address: biuro@grupyogrodnicze.pl
3. The proposal should also include the name, physical address, telephone number and e-mail address of the Contractor.

4. Only Contractors not declared bankrupt or under liquidation as at the day of submission of proposals may compete for the award of the contract. All Contractors are obliged to confirm their solvency in the form of a declaration pursuant to attachment no. 3.
5. Exclusion of Contractors from the process: A Contractor being an individual should submit a declaration that he is not subject to exclusion with regard to the requirement referred to in *§ 8 section 3 points 1-4 of the Regulation of the Minister of Agriculture and Rural Development of 26 June 2017 on the specific conditions and mode of granting financial support from the agricultural and food product promotion funds (Journal of Laws of 2020, item 2244)* (attachment no. 4).
6. Proposals should be submitted in Polish or English.
7. Proposals (visualisation of the stand, price specification and attachments) should be legibly signed by persons authorised to represent the entity pursuant to currently valid registry documents or a power-of-attorney. If the power of attorney does not result from the information contained in the register, it should be attached to the offer. Incorrect signing of the offer results in its rejection without consideration. Incorrect signing of a proposal effects in its automatic rejection without examination.
8. Quotations should be submitted in PLN or EUR and should specify the total net price. Conversion of EUR into PLN will be performed pursuant to the average exchange rate of the NBP on the day of publishing the request for proposal.
9. Payment for the service referred to in point III will be effected pursuant to the provisions of point VIII. 2.
10. All expenses related to the submission of proposals are borne by the tenderers.
11. Bases for exclusion from the process: Aside from the cases referred to in the Request for Proposal the Employer will reject a Contractor's proposal also:
 - a) in the case of discovering the incompatibility of the proposal with the description of the object of the contract,
 - b) if it was submitted by an entity that does not meet the conditions for participation in the procedure,
 - c) if the proposal contains an abnormally low price,
 - d) if the Contractor fails to submit clarifications, amendments, or supplements referred to in point X. 2.
 - e) if the proposal was submitted after the deadline.

VI. PROPOSAL SUBMISSION DATE:

Until 14.08.2023, 12:00 A.M.

VII. PROPOSAL EVALUATION CRITERIA

Criterion 1: price for the object of the contract – weight = 60%

The price should include:

- The value of the service specified on the basis of the object of the contract

A tenderer offering the lowest price (i.e. total net amount) will be awarded 60 points. The remaining tenderers will be awarded a number of points reflecting the price specified in their proposals (with accuracy to two decimal places)

$$\text{Criterion} = \frac{\text{lowest net quotation price submitted in response to the request for proposals}}{\text{net price of the examined proposal}} \times 60 \text{ pts.}$$

Criterion 2: concept / preliminary design of the installation – weight = 40%

The points for criterion no. 2 will be awarded after assessment of individual proposals by each member of the Committee, based on the following sub-criteria:

Criterion	=	Functionality and composition	= 1 - 15 pts.
		Aesthetics and cohesion of the stand visual concept design	= 1 - 15 pts.
		Creativity, originality, modernity	= 1 - 10 pts.

In total a tenderer may be awarded 40 points for this criterion.

VIII. DATE AND TERMS AND CONDITIONS OF PERFORMANCE OF THE CONTRACT:

1. The final date for the performance of the contract: until 3:00 P.M. on 02.10.2023.
2. Payment date: to be agreed on, provided that at least 50% of the value of the services rendered should be paid after completion of the contract.

IX. PERSONS AUTHORISED TO CONTACT THE CONTRACTORS:

Mr Witold Boguta, biuro@grupyogrodnicze.pl

X. INFORMATION ON FORMALITIES:

1. The Employer reserves the right to change the content of this Request for Proposals. If the changes may impact the content of the proposals submitted during the procedure, the Employer will extend the proposal submission period.
2. The Employer will answer the Contractor's questions regarding the clarification of the subject of the inquiry, sent by e-mail at the latest on the seventh working day from the date of publication of the Request for Proposals, i.e. until August 02, 2023 inclusive. All questions received will be answered immediately after this date.
3. At a date specified by the Employer, tenderers may be called to provide clarifications or supplement their proposals.
4. The Employer will not negotiate with the Contractor regarding the submitted offer and make any change in its content that would affect the outcome of the procedure.

5. The Employer may request the Contractors to provide clarifications, amend or supplement documents confirming the satisfaction of the requirements for participation in the Contractor selection process.
6. The Employer reserves the right to annul the selection process without giving any reason, as well as to close the procedure without selecting a proposal.
7. The Employer will select one proposal fulfilling the Employer's requirements, which has been awarded the most points on the basis of the criteria specified above. Selection of the most advantageous proposal on the basis of the criteria referred to in the Request for Proposal should be documented with a report.
8. The Employer stipulates that if a Contractor whose proposal has been selected does not confirm the acceptance of the service for realisation by signing the contract within five working days, counting from the day following the day of delivery of a proposal selection notification, the Employer is entitled to select the proposal of the Contractor which has been awarded the second largest number of points.
9. Proposals received by the Employer after the date referred to above will not be taken into consideration.
10. All proposals are valid for 30 days. The proposal validity period commences with the deadline for submission of proposals.
11. Participants of the Contractor selection process will be notified about the results via e-mail. The Contractors are not entitled to appeal against the results of the Request for Proposals (selection of a proposal). Information about the results of the procedure will also be published on the website of Krajowy Związek Grup Producentów Owoców i Warzyw – Spółdzielnia Osób Prawnych.
12. The Employer reserves that in the event of cancellation or suspension of the event by the Organizer of the Fair, the service being the subject of this proposal will not be provided.

The Request for Proposals has been published on the website of Krajowy Związek Grup Producentów Owoców i Warzyw – Spółdzielnia Osób Prawnych: www.grupyogrodnicze.pl.