



marba

Spółka z ograniczoną odpowiedzialnością Spółka komandytowa

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Zielona Góra, 14.04.2017

INQUIRY No. 3/2017/POIR

Within the scope of the "Improving the recognisability of Polish Foam makers, Hydrozaurus, Body Club, Jardins de Provence, Ocean Friends product brands on promising foreign markets" project performed within the framework of the Smart Growth Operational Programme SG OP, sub-measure 3.3.3 "Support for SMEs in the promotion of Polish product brands – GO TO BRAND" co-financed by EU funds,
MARBA SP. Z O.O. SP. K. submits a request for proposals within the following scope:

Lease of exhibition space at the China Beauty Expo 2017 in Shanghai.

79950000-8- Exhibition, fair and congress organisation services

Applies to: China Beauty Expo 2017

Employer

MARBA SP. Z O.O. SP. K.
ul. Racula-Głogowska 10a, 66-004 Zielona Góra

Award procedure

The contract will be awarded pursuant to tender proceedings (Competitiveness principle)

Public procurement subject-matter contractor

The request for proposals is addressed to entities who are actively engaged in business activities, i.e. natural persons, organisational units with legal; capacity, or legal persons engaged in business operations.

Furthermore, the contractor should submit a declaration confirming that there are no personal, organisational or equity relationships between it and the Employer.

Bid requirements

1. Partial bids shall not be accepted.
2. Only bids submitted in writing shall be considered.
3. Bids shall remain binding until expiry date as set forth in the request for proposal.
4. Bid shall be valid for at least 10 days of the end of the fair and/or other services quoted for in the bid.
5. Bids shall be submitted in Polish or English.



6. The bid should be signed by individuals authorised to sign the bid.
7. Bids should quote figures in USD and specify the total net and gross price.
8. Payment terms for accounting documents shall be at least 14 days.
9. The tenderer shall be liable for all costs associated with submitting a bid.
10. Furthermore, a Contractor's declaration confirming that there are no personal, organisational or equity relationships between it and the Employer shall be attached to the bid, with the following wording:

Declaration of lack of personal, organisational and capital connections

I, the undersigned, acting on behalf and to the benefit of:

declare that I am not connected with the Employer or the persons authorised to draw commitments on behalf of the Employer, or the persons executing, on behalf of the Employer, the actions connected with preparation or carrying out the Contractor selection procedures in the personal, organisational or capital way, and, in particular, by that:

- the enterprise possesses the majority of voting rights in another enterprise in the role of the shareholder or member;
- the enterprise has the right to nominate or recall the majority of the administrative or managing, supervisory body of another enterprise;
- the enterprise has the right to exercise dominant influence over another enterprise, in accordance with the contract concluded with the enterprise or with the provisions in its statute or company deed;
- the enterprise being a shareholder or member of another enterprise controls self dependently, in accordance with the agreement with other shareholders or members of the enterprise, the majority of voting rights of the shareholders or members in the enterprise;
- remain in the marital union, in a blood or family relationships in the straight line, a blood or family relationship, in a side line, up to the second degree, or in the adoption, care or guardianship relationship

....., on

(signature of authorised person)



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Request for proposal subject-matter and specification

Applies to: China Beauty Expo 2017

Lease of 30m2 exhibition space with standard facilities, which also includes the presence graphical elements according to Brands of the Polish Economy (Marki Polskiej Gospodarki) guidelines, taking into account the exhibitors' obligatory fees (registration, entry, etc.)

Technical service for the stand within the scope of electrical connection.

Final deadline for the performance of the subject matter of the request: before 23.05.2017.

Bid selection criteria

Price - Criterion weight: 100%.

Within the scope of the tender proceedings in question, only quotes which satisfy all requirements will be taken into account. The Employer shall select the tender's bid which quotes the smallest amount for the performance of the subject-matter of the request, acc. to the specification, in good quality.

The net amount will be taken into account.

Bid submission procedure

Electronically, via e-mail sent to: office@emarba.com,
traditionally (courier, post or in person) to: MARBA sp. z o.o. sp. k.,
ul. Racula-Głogowska 10a, 66-004 Zielona Góra.

Deadline for submitting bids

Bids may be submitted until **21.04.2017**. Bids submitted after the deadline shall not be considered. The date of receipt at the company address counts.