



**OFFER INQUIRY**  
**from day 08.02.2017**

**1. The contracting party**

11 BIT STUDIOS S.A.  
ul. Bertolda Brechta 7,  
03-472 Warszawa  
REGON: 142118036, NIP: 1182017282

**2. General provisions**

1. This procedure is conducted as an offer inquiry, in regards to the realization of the project „Promoting one’s product brand on foreign markets as a chance to strengthen the position of an international company” as part of Operational Program Intelligent Growth.
2. The contracting party does not refund costs of participation in the inquiry.
3. The contracting party reserves the right to change the offer inquiry before the deadline for providing offers and to cancel the inquiry at any time, without giving any specific reason. In case of cancellation, the contractor has no rights to claim anything from the contracting party’s side.
4. The offer inquiry has been published on the website <https://www.parp.gov.pl/zamowienia-1420> as well as on the website of the contracting party: <http://www.11bitstudios.com/pl/>

**3. Inquiry object**

The inquiry object is **construction and servicing of an exhibition stand during PAX East 2017 (10<sup>th</sup> to 12<sup>th</sup> of March 2017).**

Construction and servicing of an exhibition stand during PAX East 2017:

1. Individual design of the exhibition stand, including a design for posters and banners.
2. Constructing a 20 by 50 feet stand – individual build including reception desk, break room, demo-room, a space for conversations and a storage.
3. Costs of servicing: electrical services – implementation of electrical installation, rentage of audiovisual equipment – including 16 individual PC stations. Other types of equipment needed will be dependent on the individual project, created as a part of this service.

The contractor is obliged to provide replacement equipment in case of failure of the rented items, especially audiovisual equipment.

The contractor is obliged to cooperate with the organizer of PAX East 2017.

Code based on Common Procurement Vocabulary(CPV):

79956000-0 Usługi w zakresie organizacji targów i wystaw

**4. Dates of realization**

1. Dates of realization: until the 9<sup>th</sup> of March 2017
2. The contracting party reserves the right to resign from the inquiry object in case of inability to realize the object. In this case, the contractor has no rights for any financial claims towards the contracting party.



## 5. Legal, economical, financial and technical informations

1. This procedure is conducted as an offer inquiry, according to the Polish law of competition.
2. Making an offer does not create and kind of obligations towards the contracting party. Offers are prepared on the contractor's cost. Each contractor can only make one offer.
3. The contractor needs to meet the following conditions in order to apply for the offer:
  - a) The contractor had in the last 3 years prior to the deadline of submitting the offer, or if the length of activity of the company is lower than 3 years – in the entire scope of the activity – delivered services of exhibit stands construction no less than 3 times. It will be verified based on a declaration – attachment no 3.
  - b) The contractor has experience in cooperation with exhibitions organizers in the United States of America.
4. The assessment of the conditions, that have to be met by the Contractor, will be done using a fulfillment – does not fulfill formula, basing on the declaration of the Contractor – the pattern of the declaration being given as **Attachment no 3**. Not filling the declaration might result in the offer being rejected.
5. Contractors, who are personally or in terms of capital connected with the contracting party are excluded from the offer inquiry. By personal connections and connections by capital is meant mutual connections between the contracting party or people authorized to make commitments on behalf of the contracting party or people responsible on behalf of the contracting party to prepare and conduct the procedure of choosing the contractor and the contractor itself, especially:
  - 1) being a part of a civil company or personal partnership;
  - 2) having at least 5% of shares;
  - 3) being part of the executive board, being a proxy;
  - 4) being in a legal or actual relations, that might be raising doubts in regards to neutrality in choosing the contractor, especially being married, related or in state of affinity.

The contractor is obliged to attach to the offer a declaration of lack of connections according to the sample provided in **Attachment no 2** of this Offer Inquiry.

6. Term of agreement changes:
  - a) The contracting party allows modifications of important terms of the agreement with a given Contractor, based on the Offer Inquiry which was presented by the Contractor..
  - b) Changes, that are caused by changes in law or any documents concerning Operational Program Intelligent Growth, are allowed.
  - c) Any changes to the agreement with the given contractor must be conducted in a written form, as an annex to the agreement, signed by both parties.

## 6. Cost calculation methodology

1. The contractor is obliged to provide the price of realization of the Order Object.
2. Given offer can be proposed in PLN/EUR/USD. The price must include all requirements of this inquiry and all costs connected with timely and correct realization of the Order Object.



3. Prices given in EUR/USD will be exchanged to PLN with the exchange rate taken from the day of publication of this inquiry.
4. There can only be one price for the Order object, no variance of pricing is allowed. Any kind of promotions should be immediately included in the proposed prices, so that the price proposed is final, without having the contracting party to conduct any kind of calculations in order to receive the final price.
5. The price of the offer is the gross price of realizing the Order Object.

#### 7. The evaluation criteria with description

1. Evaluation criteria of offers: Gross price – point weight 100 pts. (100%)

The number of points in Gross price criteria will be given according to this formula:

$$\frac{\text{The lowest Gross price of all offers given,}}{\text{Gross price in the current given offer}} \times 100$$

2. The ordering party will place an order for the services of the contractor, whose offer will match all the requirements placed by the contracting party and will be assessed using the evaluation criteria as most profitable – scoring the highest number of points.
3. If the ordering party will not be able to choose the most profitable offer due to multiple offers scoring the same number of points, the ordering party will ask the contractors to make another offer – with deadline decided by the ordering party – additional offers. Contractors, who are supposed to make additional offers, are not allowed to offer higher prices than in the offer proposed originally.
4. The ordering party reserves the right to cancel the inquiry at any time, without giving any specific reason.

#### 8. Means of preparing the offer

1. The offer should be made on the document „Offer form” which can be found as **Attachment no 1** to this offer inquiry in Polish or English, written form, written with indelible ink or a pen, by machine or virtually. Offer should be signed by the contractor or a person authorized to represent the contractor.
2. To Offer form should also be attached:
  - a. Declaration of lack of connections according to the sample provided in **Attachment no 2** of this Offer Inquiry.
  - b. Declaration of compliance of the criteria of the offer inquiry, provided in **Attachment no 3**
3. Offers presented after the deadline will not be considered.
4. The ordering party allows the possibility to make an offer in English.
5. The required validity time of an offer is 30 days after the deadline of this Order Inquiry.
6. During the evaluation period the ordering party might request explanations from the contractor concerning the essence of the provided offer.

#### 9. Place and time of placing an offer, contact details

1. An offer prepared according to the given form and the order inquiry should be submitted by



the date **15.02.2017**

2. The offer should be delivered to the contracting party's office: ul. Bertolda Brechta 7, 03-472 Warszawa or via email: [marcin.porycki@11bitstudios.com](mailto:marcin.porycki@11bitstudios.com)
3. The day when the offer arrives in the contracting party's office or is sent to the given email address is considered as the day of making an offer
4. Contact details for possible contractors: Marcin Porycki, email: [marcin.porycki@11bitstudios.com](mailto:marcin.porycki@11bitstudios.com)
5. Informations about the results of the inquiry will be published on the website <https://www.parp.gov.pl/zamowienia-1420> as well as on the website of the contracting party: <http://www.11bitstudios.com/pl/>

#### **10. List of attachments**

1. **Attachment no 1** Offer form.
2. **Attachment no 2** - Declaration of lack of connections
3. **Attachment no 3** – Declaration of compliance with the criteria



**Attachment no 1 Offer form.**

.....  
Contractor's Stamp

.....  
Place, Date

**OFFER**

Contractor's data

Name and surname/Name.....

Address .....

NIP..... REGON .....

No KRS .....

Tel./Fax. ....

E - mail.....

In regards to the offer inquiry from day 08.02.2017 we would like to present the following offer:

Opis	Net value	VAT	Gross value
<b>Construction and servicing of an exhibition stand during PAX East 2017 (10th to 12th of March 2017).</b>			

We declare, that we are acknowledged with the terms of this offer inquiry and have no objections towards it. We gathered all the necessary informations to prepare and explain this offer.

We declare, that the object of this order was prepared with accordance to the requirements of the contracting party.

We declare, that we are bound by offer within 30 days after the deadline of the order inquiry.

.....  
Sign and stamp of the contractor



**Attachment no 2 - Declaration of lack of connections .**

.....  
Contractor's stamp

.....  
Place and date

**DECLARATION**

In regards to the offer inquiry from day 08.02.2017

I, hereby signed as .....  
(name and surname of a person authorized to represent the contractor)

Acting in name of:

.....  
(Contractor's data – company name and address)

Declare, that:

Contractor, is not personally or in terms of capital connected with the contracting party. By personal connections and connections by capital is meant mutual connections between the contracting party or people authorized to make commitments on behalf of the contracting party or people responsible on behalf of the contracting party to prepare and conduct the procedure of choosing the contractor and the contractor itself, especially:

- 1) being a part of a civil company or personal partnership;
- 2) having at least 5% of shares;
- 3) being part of the executive board, being a proxy;
- 4) being in a legal or actual relations, that might be raising doubts in regards to neutrality in choosing the contractor, especially being married, related or in state of affinity.

.....  
(sign and stamp of the  
contractor)



### **Attachment no 3 - Declaration of compliance with the criteria**

.....  
Contractor's stamp

.....  
Place and date

#### **Declaration**

In accordance to the offer inquiry from 8th of February 2017

I, .....  
(name and surname of person legally valid to represent the contractor)

Acting on behalf of:

.....  
(Contractor's data – full company's name and adress)

Declare, that:

- a) The contractor had in the last 3 years prior to the deadline of submitting the offer, or if the length of activity of the company is lower than 3 years – in the entire scope of the activity – delivered services of exhibit stands construction no less than 3 times.
- b) The contractor has experience in cooperation with exhibitions organizers in the United States of America.

.....  
(sign and stamp of the Contractor)