



Request for Tender

No. 3 /2015

SUBJECT MATTER OF THE CONTRACT:
Gaining at least 20 000 users on website

CPV Code: 79000000-4

AWARDING ENTITY:

W4F Sp. z o.o.

ul. Legionów 102D/48

81-572 Gdynia, Poland

APPROVED on 7th of December 2015

Konrad Jagodziński – President of the Board

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1. How to prepare a tender.

A tender should be written in Polish or English and signed (or initialled) by a person (persons) authorised to represent the Contractor.

A tender submitted in paper format must be permanently bound. If the tender is submitted in electronic format, the Tender Form including all and any attachments must be sent in a single email message.

Each contractor may submit only one tender which should offer only one final price.

A tender must be submitted on a form which constitutes an appendix hereto.

2. Documents required from contractors.

- An up-to-date transcript of the entry in the National Court Register (KRS) or another relevant register, or a copy of an up-to-date certificate of entry in a business register (a print-out from a relevant website is acceptable)
 - If the authorisation to sign a tender does not follow from the submitted registration document, the tender should be accompanied by a power of attorney for the tender signatory
- A tender made out on a form which constitutes Part A of Appendix 1 hereto
- A statement from the Tenderer on meeting the tender participation criteria, on a form which constitutes Part B of Appendix 1 hereto
- A statement from the Tenderer on the lack of affiliation or personal relations with the Awarding Entity, on a form which constitutes Part C of Appendix 1 hereto

The Awarding Entity permits submitting additional documents, not listed above.

3. Entities entitled to participate in the tender procedure.

The tender procedure may be participated in by Tenderers who:

- are licensed to perform the business activity or action as described, if acts of law make it mandatory to hold a licence

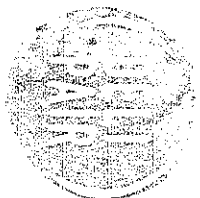
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- have the required knowledge and experience, and have the technical potential and personnel capable of performing the contract
- are of an economic and financial standing which ensures the performance of the contract
- have no liquidation procedure opened against them, nor has their bankruptcy been declared
- are not in arrears with taxes, charges, social or healthcare insurance premiums
- have not been validly sentenced for an offence committed in connection with a contract award procedure, for bribery, for an offence against economic turnover or for any other offence committed with the aim of gaining financial profit
- in the case in which a partner in a registered partnership, a partner in or member of the management board of a professional partnership, a general partner in a limited partnership and a limited joint-stock partnership, a member of the managing body of a legal person has not been validly sentenced for an offence committed in connection with a contract award procedure, for bribery, for an offence against economic turnover or for any other offence committed with the aim of gaining financial profit
- with respect to whom a court has not issued a decision prohibiting them from competing for contracts under the provisions concerning the liability of collective entities for criminal offences
- are entities with no personal relations or affiliation with the Awarding Entity. Affiliation or personal relations are construed as mutual relations between the Awarding Entity, a person authorised to incur liabilities on behalf of the Awarding Entity, persons who perform actions related to preparing and conducting the contractor selection procedure and the Contractor. A tender may be submitted only by a Contractor who:
 - has no relations with or is not a subsidiary, joint subsidiary or parent company in relation to the Awarding Entity, as construed by the Law on Accounting of 29 September 1994 (Journal of Laws 2013, item 330, as amended);
 - does not remain in such an actual or legal relationship with the Awarding Entity or with members of their governing bodies which may cause reasonable doubt as to the impartiality in selecting the supplier of the goods or services, in particular in

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matrimony, consanguinity or affinity to the second degree inclusive, or due to adoption, legal custody or guardianship, or through membership in the governing bodies of the supplier of the goods or services;

- is not a related entity or a partner entity in relation to the Awarding Entity, as construed by Commission Regulation (EU) No. 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty;
- is not personally related with the Awarding Entity, as construed by Article 32.2 of the Law on Value Added Tax of 11 March 2004 (Journal of Laws 2011, No. 177, item 1054, as amended).

4. Subject matter of the Contract.

The subject matter of the contract is gaining at least 20,000 new users (new sessions) from Great Britain on the website www.delipair.com under the "GO_GLOBAL.PL Project: Increasing the scale of commercialisation of research results or development works of Polish companies on global markets", co-funded by the NCBR National Centre for Research and Development, Poland. (hereunder: *the Project*),

5. Contract performance deadline.

The Contract performance deadline is 24th of February 2016

The Awarding Entity reserves the possibility to change the performance deadline if the duration of the Project changes.

6. Tender evaluation criteria.

The final tender evaluation will be composed of the following criteria:

- a. Bid Price —20% (20 points maximum)
- b. Tenderer's experience in gaining users (number of orders to attract users)—40% (40 points maximum)
- c. Tenderer's experience on the British market (number of orders to attract users done for companies working at British market) —30% (30 points maximum)

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d. Declaration of gaining 20,000 users till 24th of February 2016 – 10 % (10 points maximum)

Re. a. Under the *Bid Price* criterion, the tender evaluation will be calculated based on the following formula:

$$\frac{\text{lowest bid price for completed order}}{\text{your bid price for completed order}} \quad \times 20 \text{ points}$$

Re. b. Under the *Tenderer's experience in gaining users*, the tender evaluation will be calculated based on the following formula:

- for 1-3 completed orders—10% (10 points)
- for 4-5 completed orders —25% (25 points)
- for more than 5 completed orders —40% (40 points)

Re. c. Under the *Tenderer's experience on the British market (number of orders to attract users done for companies working at British market)*, the evaluation will be calculated based on the following formula:

- for 1-3 completed orders—10% (10 points)
- for 4-5 completed orders —20% (20 points)
- for more than 5 completed orders —30% (30 points)

Re. d. Under the *Declaration of gaining 20,000 users till 24th of February 2016*, the evaluation will be calculated based on the following formula:

- there is in tender declaration of gaining 20,000 users till 24th of February – 10% (10 points)

It the Tenderer provides additional appendices which may impact the evaluation as per an item, the relevant place of the Tender Form should include a clear reference to a specific appendix, for

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example "Detailed information on *Number of orders to attract users done for companies working at British market* is included in Appendix No. "

A maximum of 100 points can be obtained as a result of this evaluation.

7. Bid Price calculation method.

The Bid Price regarding training should be presented with reference to gaining 20,000 users .

(Gross) Price = (Net) Price + VAT

The Bid Price should be written in both numbers and words in PLN or GBP with clearly indicated currency.

8. Information important to the Awarding Entity which will be introduced to the contract.

As the project is co-funded by the NCBR National Centre for Research and Development, the contract will include the following conditions:

- obligation to provide documentation connected to the performance of the contract, upon each and every request, including financial documentation;
- possibility of change in the detailed scope of the contract as a result of changes in the formal requirements related to Project delivery.

9. Partial and variant tenders.

This Request for Tender does not allow partial tenders, i.e. ones which cover the performance of only part of the subject matter of the contract. This Request for Tender does not allow variant tenders.

10. Tender submission place and deadline.

The tenders should be delivered to the place of awarding entity or submitted to e-mail: konrad@delipair.com till 14th of December 2015 till 12 a.m. The tender receipt date by the Awarding Entity will be deemed the tender submission date.

11. Tender selection and contract conclusion

11.1. A ranking list will be compiled based on the submitted tenders.

11.2. Tender selection and contract conclusion

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- 1 Contractor will be selected—the one who has received the highest score, as per the ranking list—with whom a contract will be concluded.

12. Clarifications.

A Contractor may request the Awarding Entity in writing to provide clarifications on the contract and the Awarding Entity will immediately provide such clarifications to the Contractor. The Awarding Entity allows for all and any form of clarification request, including by email.

13. Persons authorised to contact the contractors.

The persons authorised to contact the contractors are:

Konrad Jagodziński – President of the Board; konrad@delipair.com

14. Other.

The Awarding Entity reserves the right to enter into negotiations with the Contractor whose tender is selected and the right to abandon the contract award procedure should an agreement not be reached during the negotiations.

The Awarding Entity reserves the right to cancel this Request for Tender.

The Awarding Entity reserves the right to refuse to provide information on the submitted tenders if the tenderer has claimed trade secret protection (as construed by Article 11.4 of the Law on Unfair Competition of 16 April 1993) in relation to part or entirety of the tender.

15. Appendices.

Appendix 1: Sample tender document, including the Tender Form (Appendix 1, Part A), the Tenderer's statement on meeting the tender participation criteria (Appendix 1, Part B), the Tenderer's statement on the lack of affiliation or personal relations with the Awarding Entity (Appendix 1, Part C).



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