



**Agencja
Rynku
Rolnego**



Export Support Office

Warsaw, 2017-04-12

REQUEST FOR PROPOSAL
concerning the organization of business meetings with purchasing
managers of selected retail chains in Iran and a tour through points of sale
of retail chains, supermarkets and/or wholesale stores (store-check)
in Tehran, 21 May 2017

I. CONTRACTING PARTY:

Agricultural Market Agency (Agencja Rynku Rolnego)
ul. Karolkowa 30, 01-207 Warsaw, Poland
Tax Identification Number.: 525-000-78-79

II. DESCRIPTION OF THE SUBJECT-MATTER OF THE CONTRACT:

1. The subject-matter of the contract comprises the organization of:
 - 1.1 business meetings with purchasing managers of **at least 3 but no more than 4** Iranian retail chains and/or importers of agri-food products for Polish agri-food companies on 21 May 2017.
 - 1.2 a tour (store-check) through 2 points of sale of retail chains, supermarkets and wholesale stores in Tehran.
2. Detailed description of the subject-matter of the contract:
 - 2.1. The organization of business meetings with purchasing managers of 4 Iranian retail chains of agri-food sector (at least 2 of them operating countrywide) interested in cooperation with Polish agri-food companies and/or meetings with importers of agri-food products interested in cooperation with Polish agri-food companies, as well as the organization of a tour (store-check) through points of sale of retail chains, supermarkets and wholesale stores in Tehran.
 - 2.2. The meetings will take place in offices of retail chains or any other office room arranged for the purposes of organizing business meetings.
 - 2.3 The Contractor will prepare and present an offer to visit 2 points of sale of retail chains, supermarkets and/or wholesale stores in Tehran as part of the tour (store-check). The visits will be joined with meetings with managers responsible for purchases at store level. Transport will be provided by the ARR.
 - 2.4 The Contractor will ensure the participation of the Contractor's representative as a coordinator of the meetings and tour (store-check) specified in point 2.1.

III. DATE OF PERFORMANCE OF THE CONTRACT

Date of the performance of the contract: 21 May 2017, 09:00 - 17:00.

The Contracting Party reserves the right to change the time of the meetings.

IV. DESCRIPTION OF TENDER-MAKING PROCEDURE

Tenderer should make a tender using the form attached to this request.

Tender should:

- be stamped with a company stamp,
- indicate the date of drawing up and the expiry date of the tender,
- include: a). address or registered office of the tenderer,
 - b). telephone number,
 - c). tax identification number (NIP) (for Polish entities),
- be legibly signed by the tenderer.

V. FORM AND DEADLINE FOR SUBMITTING TENDERS

1. Tender should be sent by **20 April 2017** via e-mail to: ARR-events@arr.gov.pl. In the subject line of the e-mail please enter: IRAN – STORES.
2. Tenderers will be informed about the selection of the most advantageous tender via e-mail.
3. In the course of examination and evaluation of tenders, the Contracting Party may require explanations from tenderers concerning the content of submitted tenders.

VI. EVALUATION OF TENDERS

The Contracting Party will evaluate valid tenders based on the following criteria:

- Price (**40%**)
Number of points = the lowest price / price of the evaluated tender x 40
For offer comparison, the total gross price of the tender will be taken into account
- Presenting a list of meetings (**60%**) – in accordance with points 2.3 and 2.4, according to the following calculation:

(1%=1 point)

60 points – a tenderer can receive a minimum of 40 points and a maximum of 60 points

Arranging 1 meeting with a retail chain or importer : 10 points

Arranging min. 3 meetings : 3x10 = 30 points

Arranging max. 4 meetings : 4x10 = 40 points

Arranging 1 meeting with a nation-wide retail chain/importer: additional 5 points

min. 2 retail chains/ importers 2 x 5 = 10 points

max. 4 retail chains/ importers 4 x 5 = 20 points

The tender considered as the most advantageous will be the one with the highest total number of points, representing the sum of points resulting from the "price" and "list of meetings" criteria.

A tender should be accompanied by:

a copy of the current excerpt from the relevant register (KRS or CEIDG), if separate regulations require an entry in the register, issued not earlier than 6 months before the deadline for submission of

tenders (for companies operating in Poland) or a copy of the registration document applicable in the tenderer's country.

VII. ADDITIONAL INFORMATION

1. Tender should be submitted by a Contractor authorized to make a binding declaration of will.
2. Present request for proposal is not a procurement notice as defined by the Public Procurement Law.
3. The Agricultural Market Agency reserves the right to cancel the present proceedings at any stage without explanation, in particular without selecting the most advantageous tender, as well as after selecting the most advantageous tender but before concluding the contract.
4. Tenderers are not entitled to file any pecuniary or non-pecuniary claims against the Agricultural Market Agency in relation to the present request for proposal, including those for incurred costs and potential damages, in particular in case of cancelling the present proceedings by the Agricultural Market Agency at any stage or selecting another tenderer.
5. Tenderers can implement changes to their submitted tenders or withdraw them, as long as they do it after the deadline for submitting tenders.
6. Tenders submitted after the deadline will not be examined.
7. During the evaluation process, the Agricultural Market Agency reserves the right to verify the credibility of information presented by tenderers. In the course of examination and evaluation, the Agricultural Market Agency may request tenderers to explain the content of their tenders.
8. The Agricultural Market Agency will exclude a tenderer from proceedings if, in the course of verifying the credibility of their tender, the Agricultural Market Agency finds out that information included in the tender is not true.
9. Contracting Party reserves the right to reject a tender if the Contractor has previously performed improper service to the Contracting Party resulting in a reduction in the remuneration or the imposition of contractual penalties.
10. The Agricultural Market Agency reserves the right to enter into negotiations with all tenderers that have not been excluded from the proceedings.
11. The Agricultural Market Agency reserves the right to select the second most advantageous tender, if the tenderer selected as the most advantageous one rescinds from concluding a contract for the performance of the subject-matter of the present request for proposal.
12. Tenderer will be bound by the present request for proposal for the time period of 14 days. This period starts from the deadline for submitting tenders. The Contracting Party allows for the possibility to extend this period.
13. For timely and due performance of the contract, the Contracting Party shall pay a remuneration to the Contractor . Fixed remuneration of the Contractor shall include all costs incurred by the Contractor in the course of performance of the subject-matter of the contract. Payment will be made after performance of the contract on the basis of the acceptance protocol signed without any reservation. Payment will be made on the basis of the invoice issued by the Contractor.
14. The Contracting Party expects due diligence, high quality services and professional approach to their performance from the Contractor.

15. The selection of the most advantageous tender will be announced on the following website:
<http://www.arr.gov.pl>

For additional information please contact :

Ms. Karolina Izdebska, ph. +48 22 376-77-34, e-mail: k.izdebska@arr.gov.pl

VIII. ATTACHEMENTS

- Specimen tender form