



LETTER OF INQUIRY

Pursuant to Article 4(8) of the Act of 29 January 2004 – Public Procurement Law (Journal of Laws of 2015, item 2164 as amended), the object of which is the service consisting in development of 90 sq m of exhibition space, service of stand and disassembly of stand upon completion of the IFE CHINA fair in Gungzhou organised between 16 and 18 June 2017

I. CONTRACTING PARTY:

Agencja Rynku Rolnego (Agricultural Market Agency)
ul. Karolkowa 30, 01-207 Warsaw
VAT ID: 525-000-78-79

II. OBJECT OF THE CONTRACT:

The object of the contract is performance of services consisting in development of 90 sq m of exhibition space, service of stand and disassembly of stand upon completion of the IFE CHINA fair in Gungzhou organised between 16 and 18 June 2017, hereinafter referred to as the “task”. The development will be implemented at the exhibition space leased independently by the Contracting Party in hall no. 10.2 A06 (pursuant to Appendix 7).

Detailed description of the object of the contract is provided in Appendix 1 to the Material Terms of the Contract constituting Appendix 2 to this Letter of Inquiry, hereinafter referred to as the *Inquiry*.

III. DEADLINE TO PERFORM THE CONTRACT

The deadline to perform the object of the contract: 14 – 19 June 2017.

IV. DESCRIPTION OF PREPARATION AND SUBMISSION OF BID

1. The bid must be drawn-up in writing in electronic form unless being null and void.
2. The bid must be drawn-up in compliance with the requirements of the Inquiry. It is recommended to draw-up the bid by completing the form enclosed to this Inquiry (Appendix 1).
3. The bid should be:
 - 1) affixed with company's seal;
 - 2) include bid preparation date and date of validity;
 - 3) include the address or head office of the Contractor, phone no., National Court Register no. / National Official Register of Business Entities (REGON) no. / VAT ID (for Polish entities);
 - 4) legibly signed by the contractor or its duly authorised representative (plenipotentiary).

4. The Contractor should submit a copy of valid transcript from the applicable register along with the bid, provided that the separate provisions require the entry to the register, save that the Contracting Party is unable to obtain it from free of charge and generally accessible databases (e.g. National Court Register or Central Registration and Information of Businesses). Shall the bid or statements be signed by the person(s) not listed in the register documents of the Contractor, the applicable letter of attorney should be enclosed. This point is for companies operating in Poland.

V. FORM AND DEADLINE FOR SUBMITTING THE BIDS

1. The bid should be submitted by **24 May 2017, by 12:00** at noon via electronic mail at the address: k.meresinska@arr.gov.pl or j.pietrzak@arr.gov.pl.
2. The Contractors shall be informed on the selection of the winning bid via electronic email.
3. In the course of examination and evaluation of bids, the Contracting Party may request explanations on the content of the submitted bids from the contractors.

VI. BID EVALUATION

The Contractor shall evaluate the bids on the basis of the lowest price criterion (100%).

VII. ADDITIONAL INFORMATION

1. Any and all costs related to drawing-up and submission of the bid shall be incurred by the contractor.
2. The bid price should include all price-driving components resulting from the scope and method of performance of the object of the contract.
3. The Contracting Party reserves its right to negotiate with the selected contractors, who submitted the bids, the details of performance of the service and potentially the amounts of prices in terms of reduction thereof. The Contracting Party reserves its right to request the contractors to provide explanations on the content of the submitted bid.
4. The Contracting Party reserves its right to withdraw from the purchase of service.
5. The Contracting Party reserves its right to not to decide the procedure and not to select the offer without explanation and reimbursement of any potential costs of bid preparation.
6. The persons authorised to contact the Contractors are

Kinga Meresińska-Jeżewska, e-mail: k.meresinska@arr.gov.pl or

Joanna Pietrzak-Pytlak, e-mail: j.pietrzak@arr.gov.pl

VIII. APPENDICES

Appendix 1 – Bid form containing cost calculation,

Appendix 2 – Material Terms of the Contract with appendices thereto.