



**Agencja  
Rynku  
Rolnego**

Export Support Office

Warsaw, 2017-04-12

**REQUEST FOR PROPOSAL**  
**concerning the organization of the B2B business meetings**  
**on 22 May 2017 in Tehran**

**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 the B2B business meetings on 22 May 2017 for about 5 Polish entrepreneurs of the agri-food sector, together with the provision of transport, catering service and rental of a room for B2B meetings.
2. Detailed description of the subject-matter of the contract:
  - 2.1 Organization of the bilateral B2B business meetings (matchmaking sessions), including matching and ensuring the presence of at least 2 but not more than 3 representatives of potential Iranian trade partners, i.e. Iranian entrepreneurs, retailers, distributors and wholesalers representing purchasing departments of the Iranian companies interested in the products offered by the representatives of Polish companies participating in the matchmaking sessions, according to their business profile, for each participant of the trade mission to Iran at the above-mentioned date.
  - 2.2 Contractor will provide:
    - a) a room for the purpose of the organization of the B2B bilateral business meetings (matchmaking sessions) in Tehran that:
      - is located in the city center or in the area/hotel in which the participants of the trade mission will be accommodated,
      - has an area sufficient to organize B2B business meetings for all participants at the same time,
      - will be adapted to the organization of the business meetings, i.e. each Polish company will be provided with a separate table with chairs.
    - b) refreshments for all participants (approx. 40 persons) consisting of cold and warm beverages (i.e. coffee, tea, still and sparkling bottled water), snacks possibly.
  - 2.3 Providing transport by air-conditioned coach from/to the hotel to/from the B2B business meetings venues for Polish participants of the trade mission.
  - 2.4 Ensuring the participation of Contractor's representative at the meetings as their coordinator.

**III. DATE OF PERFORMANCE OF THE CONTRACT**

Date of performance of the subject-matter of the contract: 22 May 2017, from 10:00 to 14:00.

#### IV. DESCRIPTION OF TENDER-MAKING PROCEDURE

Tenderer should prepare the tender on the form attached to the present request.

Tender should:

- be stamped with a company stamp,
- include the date of preparation and the expiry date of the tender,
- include the address or the seat of the tenderer, phone number, Tax Identification Number (for Polish entities only),
- be legibly signed by the Contractor.

#### V. FORM OF AND DEADLINE FOR TENDERS SUBMISSION

1. Tender should be sent **by 27 April 2017** via e-mail to: [ARR-events@arr.gov.pl](mailto:ARR-events@arr.gov.pl).
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 on the content of their 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

Total gross value of the contract will be taken into account to compare the tenders.

- Previous experience in the organization of trade missions, economic missions or matchmaking meetings for agri-food sector with the participation of Iranian and Polish or foreign companies **(40%)** (1%=1 point)

| Number of organized missions, B2B meetings | Number of points |
|--|------------------|
| 1 - 5                                      | 20               |
| 6 - 10                                     | 30               |
| 11 and more                                | 40               |

▪ **References (20%)** (1%=1 point)

| Number of references | Number of points |
|----------------------|------------------|
| 1 - 5                | 10               |
| 6 and more           | 20               |

Tender that, as a result of evaluation, will receive the highest number of points, representing the sum of points from 'price', 'experience' and 'references' criteria, will be considered to be the most advantageous.

**Tender should be accompanied by:**

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 the submission of tenders (for entities operating in Poland only).

## **VII. ADDITIONAL INFORMATION**

1. For timely and due performance of the contract, the Contracting Party will pay the Contractor the remuneration via money transfer within 30 days from the date of invoice delivery to the Agricultural Market Agency. Contractor's fixed remuneration includes all costs that the Contractor will incur during the performance of the subject-matter of the contract. The payment will be made after the performance of the contract on the basis of signed protocol of acceptance of service without reservation. The payment will be carried out by money transfer to the bank account indicated in the invoice, on the basis of the invoice issued by the Contractor.
2. Contracting Party reserves the possibility to negotiate the details of the service performance and the price, if necessary, to its reduction, with selected tenderers. Contracting Party reserves the right to request tenderers to explain the content of their tenders.
3. Contracting Party reserves the right to resign from the purchase of the following services: provision of room and refreshments (point II, 2.2), and transport for participants of the Polish trade mission (point II, 2.3).
4. Contracting Party reserves the right to reject the offer 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.
5. Contracting Party reserves the right not to adjudicate the tender proceedings and not to select the tender without giving a reason and returning the possible costs of tender preparation.
6. Contracting Party expects due diligence, high quality of provided services and professional approach to their performance from the Contractor.

For further information, please contact Ms Karolina Izdebska, +48 22 376 77 34,  
e-mail: [k.izdebska@arr.gov.pl](mailto:k.izdebska@arr.gov.pl)

## **VIII. ATTACHMENTS**

- Specimen tender form