



European Union  
European Regional  
Development Fund



Zabrze, 12-08-2019

**Ordering Party:** DYSTEN Sp. z o.o. ul. Grunwaldzka 91 41-800 Zabrze

NIP: 648 249 75 73

REGON: 278 219 993

## **REQUEST FOR QUOTATION No. 1/08/2019**

### **I. Subject of inquiry**

In reference to the completion by DYSTEN of the project "International expansion of Dysten company through the participation in the IT/ICT promotion program" co-financed from the European Regional Development Fund under sub-measure 3.3.3: SME support in the promotion of product brands - GO TO BRAND Intelligent Development Operational Program, please submit your offer for the following task:

#### **comprehensive advisory service regarding internationalization of the entrepreneur and preparing of entering the prospective UAE market**

The advisory service consists in preparing a document including expected comprehensive information necessary to enter the UAE market, in particular:

1. Specifying the legal framework, approvals and the possibility of selling ITS passenger information devices for:
  - railway
  - bus and tram
  - urban and tourist information.
2. Specifying long-term expectations of partners and clients in terms of cooperation, products, technologies, support and service.
3. Specifying the effective methods of winning partners and clients as well as the most effective models of running business in UAE according to point 1.
4. Building a database of potential 20 partners and 50 clients based on specified criteria.

According to the IT/ICT promotion program, the advisory service must be provided by a company with the potential to provide the consultancy service in the form of:

- a branch office located in UAE/a representative office located in UAE



- or its representatives in UAE,
- or an entity operating directly on the UAE market.

Please fill in Appendix 1 to indicate your type of potential to provide this service.

Due to the specificity of the specialized advisory services and the crucial influence of the experience of the Tenderer on the quality of completed services, the Tenderers should demonstrate adequate experience or qualifications of staff/team assigned to complete the service..

Partial and variant bids are not allowed.

## II. CPV codes

CPV code: 79000000-4 - Business services: law, marketing, consulting, recruitment, printing and security

CPV code: 79140000-7 - Legal advisory and representation services

## III. The closing date and terms of the contract:

1. The closing date for the completion of the contract: 30.10.2019
2. The planned date of selecting the Tenderer: 30.08.2019
3. The contract award for the selected Tenderer must take the form of a written contract.
4. **The contract will include obligatory provisions concerning standard contractual penalties:**
  - for non-fulfilment of the contract by the closing date specified in the offer - the penalty is 1% of the gross contract value for each day of the delay (the value of the contractual penalty must not exceed 100% of the contract value),
  - for withdrawal from fulfilling the contract - the penalty is 10,000 PLN (ten thousand Polish zloty).
5. The payment for the service will be transferred after the completion of the service, advances are excluded.

## IV. Evaluation criteria of offers

Rating / awarding points	Balance
Net price	100%

The method of awarding points for fulfilling the evaluation criteria of offers

The rating will be expressed in the number of points which will include:

1. The number of points awarded for price calculated according to the following formula:

$$C = C_n / C_o \times 100\%$$

where

C – the number of points awarded for the evaluated offer based on the evaluation criteria

C<sub>n</sub> – the lowest net price in PLN offered

C<sub>o</sub> - the net price in PLN of the evaluated offer

The Ordering Party shall select the best offer among those which have not been rejected and which obtains the highest number of points based on the criteria specified above. The selection of the most favourable offer will be made in accordance with the formula for awarding points specified above.

During the procedure only offers which meet all specified requirements will be evaluated.

In addition, the Ordering Party in the selection of the Tenderer will be directed by the elementary principles that are in force on the European Single Market, including:

- The principle of transparency and openness of the proceedings,
- The principle of the protection of fair competition
- The principle of free movement of capital, goods and services,
- The principle of non-discrimination and equal treatment of operators on the market.

If the Ordering Party will not be able to select the most advantageous tender because the offers received the same number of points, it will request the Tenderers which placed these offers to submit additional offers - within the time limit specified by the Ordering Party. The additional offers cannot offer prices higher than those offered for the first time.

## **V. The method of calculating the prices**

1. The bid price should include all costs which the Ordering Party will have to bear for the advisory service.
2. Net price and gross price should be specified in the offer.
3. The Tenderer will obtain points for the total net price for the service (excluding VAT) expressed in Polish zloty, covering all costs of the contract

4. The Ordering Party accepts prices expressed in different currency. In this case, foreign currency will be converted into PLN at the average NBP exchange rate on the day before the selection of most economically advantageous offer.

#### **VI. Date and methods of presenting the offers**

The offer should be sent till 21.08.2019, by e-mail: [igor.dercz@dysten.pl](mailto:igor.dercz@dysten.pl) or directly to the company's office (delivery: ul. Grunwaldzka 91, 41-800 Zabrze). The date and time of receiving the offer is binding.

#### **VII. Conditions for participation in the proceedings and preparing offers**

The Tenderers who meet the following conditions may apply for awarding the contract.

1. Have the potential to provide the consultancy service in the form of:
  - a branch office located in UAE/a representative office located in UAE,
  - its representatives in UAE,
  - an entity/company operating directly on the UAE market.

According to the IT/ITC promotion program which is being completed by the Ordering Party, the advisory service must be provided by a company with the potential to provide the consultancy service in one of the forms specified above.

The Tenderer is obliged to fill in Appendix 1 to the Request For Quotation in which the type of potential should be indicated. Moreover, in order to certify this condition, the Tenderer is obliged to present, as an appendix to the offer, adequate documentation confirming the above mentioned potential, such as the registry document specifying the company's office or branch office in UAE or other document confirming the selected potential. Should the offer lack the obligatory appendices, it will be rejected. Should the Tenderer provide insufficient documents certifying the above potential, it will be requested do complete them within two days.

2. Have experience and adequate qualifications of staff/team assigned to the completion of the service having significant influence on the quality of fulfilling the contract. In order to fulfill this condition the Tenderer is obliged to include also at least three references regarding the completion of similar advisory services of entering/expansion of an enterprise on the UAE market.

Due to the specificity of the specialized advisory services and the crucial influence of the experience of the Tenderer on the quality of completed services this condition is necessary to ensure the correct completion of the project "International expansion of Dysten company through IT/ICT promotion program" by the Tenderer.



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### **The offer lacking the obligatory appendices will be rejected**

The offer should be prepared in accordance with the specification included in Appendix 1 to this request quotation and it should obligatory include the following information:

1. The date of the offer
2. Offer validity period (at least 30 days)
3. Signature of the person authorized to represent the Tenderer in accordance with the representation method resulting from the registry documents or power of attorney granted
4. Price (net and gross value),
5. The offer must be valid in the eyes of law.
6. The offer should be written in Polish or English

Tenders will be awarded after the comparison and evaluation of all bids.

Partial and variant bids are not allowed. The contract award for the selected Tenderer must take the form of a written contract.

In order to submit the offer, please use the attached tender form. The submitted offer which does not use the attached tender form is considered valid if it contains minimal requirements regarding the offer specified in this request quotation, including the statement of the lack of relationship specified in Exclusion terms, statement of the type of potential for providing the advisory service as well as all required appendices.

### **VIII. Exclusion terms**

To avoid the conflict of interest tenders cannot be awarded to Tenderers which are personally or equity related with the Ordering Party. Equity or personal relationship is understood as relations between the Ordering Party or individuals authorized to take commitments on behalf of the Ordering Party or those acting on behalf of the Ordering Party in order to prepare and implement the offer selection procedure, and the Tenderer, including in particular:

- a) being a partner to civil law partnership or commercial law partnership,
- b) holding at least 10% of shares,
- c) being a member of a supervisory or management corporate body, a holder of general commercial power of attorney, an authorized representative,
- d) being with the Tenderer in such a legal or factual relationship that this may give rise to reasonable doubts as to the impartiality of such persons, especially being married to, being in direct consanguinity or affinity, second-degree consanguinity or affinity of the second degree collaterally or by adoption or guardianship.

All Tenderers have to sign the statement of the lack of the above mentioned relationship which is included in the tender form (Appendix 1).

### **IX. Conditions of introducing changes to the contract**

The Ordering Party reserves the right to introducing crucial changes to the provisions of the signed contract in the case of the amendments of universally applicable provisions of law in the scope affecting the subject of this contract or in the circumstances which could not be foreseen when the contract was signed, whereby changes to the contract may regard in particular:

1. Changing the closing date of the completion of the contract by the Ordering Party.
2. *Force majeure* disabling the completion of the contract, such as wa, terrorist attack, disaster, state of national calamity, riots, strike, fire or other, which are beyond the control of the parties.
3. Updating the data of the Tenderer and the Ordering Party by changing the name of the Tenderer, address, seat of the company, legal form, etc.
4. Changing individual/ individuals authorized to contacts.

Introducing changes to the contract requires a written appendix under pain of invalidity. In cases requiring the permission of the institution financing the project, introducing changes to the contract is possible after obtaining its assent

### **X. The offer selection process – settlement**

The decision of the Ordering Party will be submitted within 10 working days from the closing date for the submission of offers.

### **XI. Information and explanations**

Detailed information on the subject of inquiry and the terms of the contract are provided by:

Igor Dercz

e-mail: [igor.dercz@dysten.pl](mailto:igor.dercz@dysten.pl)

The Ordering Party reserves the right to cancel the procedure without giving a reason.

The request for quotation is posted also on the website <https://www.dysten.pl/>.

Pawel Kryszak  
CEO