

# Demand Specification

## Preamble

This specification is elaborated as a basis for the submission of tenders under the terms of procurement governed only by the regulation of the contracting authority and by supplier evaluation version valid on the date of the notice. The procedure of a small scale public procurement is removed from the Act no. 134/2016 Coll., On Public Procurement, as amended (hereinafter the "Act") § 31. Any references to the law are merely analogous.

## 1. Subject of the demand

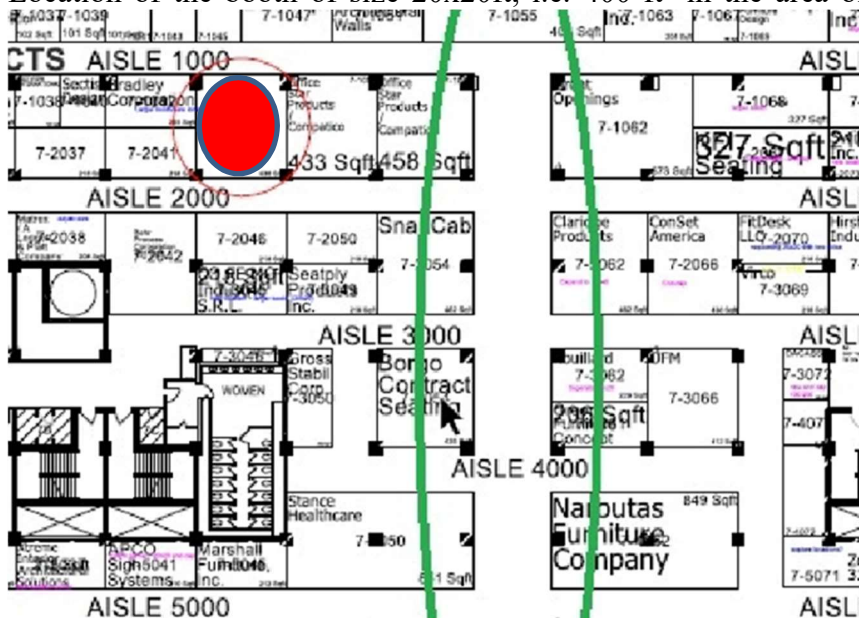
Ensuring the implementation of exposition (booth construction) of CzechTrade Agency (hereinafter referred to as contracting authority) at the fair Neo Con 2019, Chicago, IL , USA

The booth of the contracting authority will have an area of 20 x 20 ft. The exposition will be designed for 1 company.

Specifications on the subject:

### Booth:

- Location of the booth of size 20x20ft, i.e. 400 ft<sup>2</sup> in the area of the exhibition hall



- according to the decision of the area provider
- Designed for 1 company

## Summary of service:

Realisation of the exposition according to the project at 400 ft<sup>2</sup> (20x20 ft)- assembly and disassembly.

1 separate stand 20x20 ft for 1 Czech company, according to the project documentation

See attachment (annex) 1.

b) Floor:

20x20 ft, wooden frame construction of 5cm high for placement of wiring, capable of carrying 100kg / foot of furniture – 50mm on average)  
/ you can offer different solution for floor construction/

The final layer is white or linoleum

c) Columns and walls – walls will be delivered by organizer of the show, the color solution has to be consulted with the fair organizer and fair organizer will be a provider of the painting. Supplier / winner of this tender/ will only pay the painting.

- columns – already exist, they are concrete building's pillars and they are white.

d) Stand equipment necessary furniture for one company:

The company (1x) will have following equipment available within an area of 400 sqft:

- 1 Cabinet, dimensions 2400 mm width x 400 mm depth x 800 mm height with shelves in color HPL - white laminate matte color
- 1x Tv monitor
- 1 waste bin
- Catalog stand – carrier for 12 kinds of A4 documents

e) Production and installation of graphics: stickers for the client, its founder and 1 company:

- Cut logo made of plastic foil that is used in shop windows.

\*\*\* Note: The Contracting Authority shall provide the Provider with graphic data for prints on graphic panels

d) Lightning/Wiring

- One (1) Television diagonal 55 cm min with USB input can play video + installation + connection to the cabinet each sample to electricity (provider orders and pays fair organizer)

- Electrical work and installation

e) The sample size cubes and Weight

2,400 x 1,420 x 920 mm - 1 pc - 500 kg

2,400 x 1,420 x 1,500 mm 1 pc - 800 kg

1,700 x 1,200 x 400 mm 1 pc - 200 kg

Will be delivered by exhibitor via fair organizer material handling

f) Turnkey construction

g) Accreditation of the exhibitor at NeoCon 2019

Minor changes in equipment and graphics will be handled continuously according to the company's requirements.

### **About the contracting authority:**

The Czech Trade Promotion Agency/CzechTrade was established by the Minister of Industry and Trade on 1st May 1997 as a state-funded institution. The CzechTrade's mission is to provide information, counseling and support services aimed at improving the results of the Czech foreign trade and export activities of Czech businesses abroad.

The Agency is a state-funded institution, which is connected to the state budget through its founder - the Ministry of Industry and Trade. Management of the Agency follows the rules of the budgetary management of the state budget and the rules of the financial management of budgetary organizations and state-funded institutions.

The statutory body of the Agency is the Director General appointed and recalled by the Minister of Industry and Trade.

Further information is available on the website [www.czechtrade.cz](http://www.czechtrade.cz) where also this tender documentation including annexes and the explanation of tender terms, can be found for the period of submission of tenders only.

### **Contact person, person for questions from tenderers and publication of contract information.**

Questions and requests for further information about this contract may be brought only by e-mail to the contact person: Ing. Lenka Sokolová, Dittrichova 21, Praha 2, Phone:00420 224 907 564, no later than 3 working days before the final date for the submission of tenders. **Contracting authority** reserves the right to reply within 2 working days. Tenderers can send their inquiries to: [lenka.sokoltova@czechtrade.cz](mailto:lenka.sokoltova@czechtrade.cz).

The Contracting Authority /submitter/ warns participants of the requirement to regularly check the submitter's webpage ([www.czechtrade.cz](http://www.czechtrade.cz)) for prospective description and explanation of tender documentation. The Contracting Authority will give the same explanation of the tender documents as the submitter previously published, provided or gave, and at the same time will publish this on the webpage.

## **2. Time and place of the performance**

a) Estimated time of the performance:

9.6.-12.6.2019 (duration of the fair 10.-12.6.2019)

b) Place: The Mart, 222 Merchandise Mart Plaza, Suite 470 , Chicago Illinois 60654, USA

## **3. Method of tender evaluation**

Individual offers will be evaluated according to the following criteria:

a) the bid price for the subject of performance (in USD without VAT)..... weight 70%

b) the quality of the offered performance - graphic design .....weight 30%

*Note to the evaluation:*

*Ad a) - The most suitable tender has the minimum value, i.e. the lowest price. Evaluated tender gets a point value that results from the ratio of the value of the evaluated tender to the most favorable tender and the multiple of the criteria weight of 70%.*

*Ad b) As for the quality criteria of the offered performance the graphic design of the booth will be judged. The contracting authority will evaluate the architectural design of the exhibition in response to the specification of the subject of the procurement. In its evaluation, the contracting authority will focus on:*

*placement within the exhibition reflecting the area for exhibitors so that the entire area is used effectively and efficiently, using the entire booth space and taking into account easy orientation and movement in the booth areas, good access to kitchenette and background facilities*

*quality and design of the materials used for the booth construction - the contracting authority requires the use of quality building systems and materials – a tender offering better quality material will be better evaluated.*

*level of the overall exposition design - color, consistency and visibility – the best evaluation will be assigned to a tender with the best use of the national colors of the Czech Republic, the best use of the print stickers and graphics of the companies and the contracting authority in accordance with the contract specifications and to the most visible tender within the exhibition area.*

*As the top proposal (maximum of 10 points), will be considered such a proposal which meets the assignment's criteria in point 1 and the above-mentioned Ad b) the best. The lowest number of points will be assigned to a tender that meets only the minimum requirements of the contracting authority. Subsequently, these points will be standardized, i.e. the result will be converted to the same units as the price, i.e. multiplied by 10 and then multiplied by the criteria weight of 30%.*

*Winning will be considered such a tender that in the sum of the two criteria receives the highest number of points (maximum of 100 points).*

## **4. Requirements regarding the uniform method of the elaboration of the tenders and the terms of payment**

- a) Delivery in the electronic form in English or Czech is required
- b) The submitted tenders must be formulated according to the following requirements:
  - There shall be stated the bid price for the subject of the performance expressed in USD without VAT, which is considered final and maximal within the submitted tender by both –the participant and the contracting authority
  - Graphic design of the booth including at least 2D visualisation
    - There shall be stated the name of the building system used for the exposition
- c) Terms of payment:
  - The contracting authority will not provide any deposit. Payment for the procurement will be made in USD. The corresponding payments for the subject of the performance of the contract shall be executed on the basis of a tax document (invoice) issued by the successful participant.
  - The contracting authority will not provide any payment in advance and will pay the invoices in min. 14 days from the date of the receipt of the final invoice from the winner of this tender at the seat of the contracting authority.

## **5. Place of the submission of the tenders and the deadline of this submission**

The offers including all the above- mentioned requirements must be submitted by **15.4.2019, 2 p.m. CET** at the latest, to the following E-mail address: **lenka.sokoltova@czechtrade.cz**.

## **6. Further requirements**

- a) Variant solutions of the bids will be accepted.
- b) For the participant, there is no reimbursement of the costs paid for the participation in this competition.
- c) Tenders, copies of tenders, samples, or individual parts of the tenders of the successful or unsuccessful participant will not be returned (upon participant request only unopened tenders received after the submission deadline will be returned.)
- d) All participants will be notified of the result of the selection procedure on the basis of the "Decision" of the contracting authority and the winner will be invited to sign the contract. Only the best offer will be selected and no rank of the candidates will be made.
- e) When awarding the contract, no participants' objections are allowed.

- f) The Contracting Authority reserves the right not to select any participant or eventually abandon the award of the procurement without giving any reason.
- g) The contracting authority, in the case of extremely low bid prices, reserves the right to proceed by analogy according to the provisions. § 113 of the Public Procurement Act, as amended.

Ing. Lenka Sokolová  
CzechTrade

3.4.2019

**Attachement Nr. 1**



