

# 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.

## Subject of the demand:

Ensuring the implementation of exposition (booth construction) of CzechTrade Agency (hereinafter referred to as contracting authority) at the fair Hotelex 2019, Shanghai, China

## Specifications on the subject:

### Exhibition Stand

- Construction and deconstruction of the Czech pavilion (booth), 6x9m 54m<sup>2</sup> in the hall W5 Shanghai New International Expo Center (three side open)
- See the view map – booth of CzechTrade



- for 7 companies

## **1.Content of service**

### **a)Construction and deconstruction of the Czech pavilion (booth) 54m2 (6x9m) according the projet**

- Shared booth for 7 companies and shared facilities (tables and storeroom 2x2m)
- Lighting construction for one company

### **b) Equipment of furniture**

Shared area

- 6x table and 4 chairs per table
- Water tank

Each company shall have

- 1x info counter lockable (useable as storage), 1 x bar chair , 1x glass showcase

### **c) Graphics**

Printing and placing graphics solutions upon request of the contracting authority, his founder and participating companies :

- at the info counters upon request of the participating companies
- at the storage upon the request of the contracting authority

### **d) Lightings and electricity installation**

- Electric plug in each info counter
- Lighting of the booths and showcases

### **e) Turnkey construction**

### **f) Submitting requested documentations to organizer of Hotelex Shanghai 2019**

Small-scale changes in the equipement and graphics will be solving currently upon the request of the company.

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

The Czech Trade Promotion Agency/CzechTrade was established by the Ministry 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 General Director 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 Sokoltová, 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 for the filling:

31.3 –5.4. 2019 (duration of the fair 1. – 4. 4. 2019)

b) Place of the filling: hall W5, Shanghai, New International Expo center, Shanghai, China (Hotelex, Shanghai, 2345 Longyang Rd, Shi Ji Gong Yuan, Pudong Xinqu, Shanghai Shi, China, 201204)

**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 60%

b) the quality of the offered performance - graphic design of the booth including at least 2D visualization.....weight 40%

*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 60%.*

*Ad b) As for the quality criteria of the offered performance the graphic design of the booth including at least the 2D visualization 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 40%.*

*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 tender 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 visualization
  - 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 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 **19.3.2019, 9 a.m. CET** at the latest, to the following E-mail address: [lenka.sokoltova@czechtrade.cz](mailto:lenka.sokoltova@czechtrade.cz) .

## **6. Further requirements**

- a) Variant solutions of the bids will be accepted in case of observing above mentioned equipment
- 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

12.3.2019