

Warsaw, 7 August 2020

Museum of the History of Polish Jews
ul. Anielewicza 6
00-157 Warsaw

.....
**(name, address of
the Contractor)**

REQUEST FOR BIDS

concerning a contract the value of which does not exceed the PLN equivalent of EUR 30,000 (without VAT), awarded under a pre-defined project titled: "Jewish Cultural Heritage", co-financed from the EEA Financial Mechanism 2014-2021 (85%) and from state budget funds (15%) as part of the "Culture" Programme

Museum of the History of Polish Jews opens a request for bids concerning the performance of a contract the subject matter of which is:
the sale and delivery of 100 Stockholm II black folding stools and 5 trolleys for 20 stools each, manufactured by LectusProduktion or equivalent .

Type of contract:
~~services/ deliveries/ construction work.~~

Common Procurement Vocabulary (CPV) code 39112000-0

Detailed description of the subject-matter of the contract

Purpose of the contract:

Stools are intended to make it easier for visitors to take a 2-hour tour of the permanent exhibit. Stools on trolleys intended for that purpose will be located in several places along the exhibit. Seniors, individuals who tire quickly, individuals with limited mobility, those who tour the exhibit with small children will be able to collect a stool at any time on their own and take it with them while touring the exhibit. The stools are light and easy to fold. The ultimate purpose is to ensure that the exhibit is accessible to the widest audience possible.

Subject-matter of the contract:

The subject-matter of the contract is the sale and delivery of:

100 black Stockholm II folding stools manufactured by LectusProduktion or equivalent.

5 black trolleys for 20 Stockholm II stools, manufactured by LectusProduktion or equivalent.

Product specification:

Durable chairs weighing not less than 1,5 kg and not more than 1,8 kg. Stools with dimensions of 63 x 37 x 70 cm and a weight of 1.7 kg. Stools must be durable and safe because they will be used on every day basis, by various people up to 110 kg body weight. Stools have passed a certified strength, durability and safety test EN 16139:2013 (Furniture – Strength, durability and safety – Requirements for non-domestic seating)

Trolleys on wheels, each with capacity for 20 to 30 folded stools.

Place and deadline for the performance of the contract: Delivery of ordered stools within no more than 5 weeks as of the date of the agreement, to the registered office of the Contracting Party, ul. Anielewicza 6, 00-157 Warsaw.

Warranty for a period of at least 12 months, including defects in material and production defects.

Partial bids allowed: no

Variant bids allowed: no

Conditions for participation in the procedure (along with the description of method used to evaluate compliance with them):

Authorizations to perform specific activity or operation: not applicable

Knowledge and experience:

The Contracting Party requires the Contractor to demonstrate that they have performed at least 3 contracts consisting in the sale and delivery of Stockholm II stools manufactured by LectusProduktion to cultural institutions within the last 3 years counting from the date of submission of the bid in this procedure, with the stipulation that each contract must be for at least 25 stools.

Technical potential: not applicable

Individual capable of performing the contract: not applicable

Economic and financial situation: not applicable

List of documents/statements required from the Contractor:

1. Documents confirming the pursuit of business activity, relevant for the Contractor (if the document is available as a free electronic version in the bid, it must be specified from where the Contracting Party may download that document on its own).
2. The list of completed contracts confirming the Contractor's experience, with the following information provided: name of the contracting party for whom the contract was performed, contract completion date, and the number of stools delivered as part of the contract.

Place of performance of the contract: The stools must be delivered to the POLIN Museum of the History of Polish Jews, ul. 6 Anielewicza, 00-157 Warsaw.

Bid evaluation criteria (along with the description of method used to evaluate them):

1. Price – weight 80% – 80 pts

Under the "**Price**" criterion, a bid may receive 80 pts, with the stipulation that the price is a **net** bid price that includes all contract performance costs, including delivery costs, expressed in PLN or EUR to two decimal points.

The evaluation of points under the price criterion will be made according to the following formula:

$$C = \frac{C_{min}}{C_{bad}} * 80 \text{ pts}$$

where:

Cmin – means the lowest offered price,

Cbad – means the price offered in the bid under evaluation,

C – means the number of points awarded to the bid under evaluation.

2. Delivery date – weight 20% – 20 pts

Under the "**Delivery date**" criterion, the bid may receive up to 20 pts, with the stipulation that points under this criterion are awarded as follows:

- a) 0 points awarded for a bid where the delivery date is 5 weeks from the date of the agreement.
- b) 10 points awarded for a bid where the delivery date is from 3 to 4 weeks from the date of the agreement.
- c) 20 points awarded for a bid where the delivery date is 2 weeks from the date of the agreement.

The delivery date must be specified by the Contractor in full weeks counted from the date of the agreement.

The most advantageous bid shall be the bid which receives the highest number of total points under both criteria. If the Contractor does not specify the delivery date, the Contracting Party shall consider it to be 5 weeks from the date of the agreement and award 0 points under this criterion.

Deadline, procedure and place for the submission of bids (including e-mail address to which bids are to be sent):

in person – at the registered office of the POLIN Museum of the History of Polish Jews;
00-157 Warsaw, ul. Anielewicza 6

or

at the e-mail address: mberger@polin.pl

by 14:00 on 17 August at the latest.

Bids must be signed by the person authorized to submit bids on behalf of the Contractor. Where a bid is submitted by electronic means, the Contracting Party shall deem such bid signed when it is submitted as a scan of the bid with a handwritten signature of the person authorized by the Contractor to submit the bid.

The terms and conditions of relevant amendments to the agreement due to the conducted procurement procedure: Not applicable

The planned contracts which the contracting party intends to award to the contractor in a period of 3 years from the date of awarding the primary contract, consisting in the repetition of similar services or construction work, scope thereof, and terms and conditions on which they are to be awarded: not applicable

Contact person in matters related to the request for bids (with the phone number provided):
Małgorzata Berger, mberger@polin.pl, +48 604 431288

The Contractor shall specify which information included in the bid constitute a business secret within the meaning of provisions laid down in the Act of 16 April 1993 on Combating Unfair Competition (consolidated text: *Dziennik Ustaw* 2019, item 1010, as amended). Where a part of the bid is classified as confidential, it must be demonstrated that the information classified as such constitutes a business secret.

The contract cannot be awarded to entities linked by equity or management to the contracting party, which shall be understood as mutual ties between the contracting party or persons authorized to enter into obligations on behalf of the contracting party or persons

performing activities related to the performance of the contractor selection procedure and the contractor, consisting especially in:

- 1) participation as a partner in a partnership or civil law partnership,
- 2) holding at least 10% of shares, unless the provisions of law or the Programme Operator do not provide for a lower threshold,
- 3) acting as a member of the supervisory or management body, proxy, attorney,
- 4) being in a legal or factual relationship that may raise justified doubts as to objectivity in the selection of the contractor, especially in a marital relationship, in lineal consanguinity or affinity, or in collateral consanguinity or affinity up to the second degree, or in a relationship through adoption, custody or guardianship.

If you are able to perform the aforementioned contract, please submit a bid prepared according to the bid form constituting Annex No. 1 to the request for bids. The Contracting Party permits the Contractor to prepare its own bid form, with the stipulation that it must contain all data required by the Contracting Party.

The basic conditions for the performance of the contract have been laid down in Annex No. 2 to the request for bids – Material Provisions of the Agreement.

Legal Note:

The Museum hereby declares that the personal data of the Contractor/Subcontractor, to the extent including the first name, last name, place of residence, PESEL (Personal Identification Number), and bank account number, will be processed by the Museum as the personal data controller, in accordance with the provisions of the Personal Data Protection Act of 10 May 2018 (Dziennik Ustaw 2018, item 1000), Regulation of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as: "GDPR"), and other generally applicable laws for the purpose of preparation and execution of a procurement procedure in the form of a request for bids and, in consequence, entry into an agreement, including for the purpose of paying the remuneration due to the Contractor. The personal data referred to above will be processed by the Museum for throughout the term of the agreement and for the period of prescription of any claims under the agreement. The personal data of the Contractor/Subcontractor shall be processed based on Article 6 (1)(b) and (c) of the GDPR. The provision of personal data is voluntary, but it is necessary for the conclusion and performance of the Agreement, and the Contractor/Subcontractor has the right to access the contents of personal data and to correct, rectify, and delete it, restrict its processing, and lodge an objection to its processing. In addition, the Contractor/Subcontractor has the right to lodge a complaint with the supervisory authority competent for data processing. The personal data of the Contractor will not be transferred to a third country. The Data Protection Officer may be contacted at phone number +48 224710341 or by sending e-mail to the following address: iod@polin.pl. The recipients of personal data of the Contractor/Subcontractor in connection with the procedure and for the purpose of awarding the contract may be: providers of IT systems and IT services, entities providing customer service quality studies for the Museum, debt collection services, legal services, analytical services, postal operators

and couriers, electronic payment system operators and banks insofar as the execution of payments is concerned, and authorities authorised to receive your personal data pursuant to the provisions of law. The Contractor/Subcontractor hereby represents that they are aware of the fact that the contents of the Bid and the Agreement, and in particular the subject matter of the contract and the amount of remuneration due, are public information within the meaning of Article 1.1 of the Act of 6 September 2001 on Access to Public Information (Dziennik Ustaw 2019, item 1429), which is subject to disclosure pursuant to the provisions of the aforementioned Act.

(signature of the employee)

Approved by the employee responsible for public procurements
(date, signature)

Approved by the Chief Accounting Officer
or Deputy Chief Accounting Officer
(date, signature)