

Szczecin, 01.06.2017 r.

Qvistorp S.A.
Ul. Grzybowa 19a
71-487 Szczecin
Sąd Rejestrowy Szczecin-Centrum
XIII Wydział Gospodarczy
KRS: 0000629469
NIP: 8513196751
Regon: 364724760
Kapitał wpłacony: 106 111,00 PLN

Invitation to submit the tender no. 1

Due to realization the project titled: "Realization of the first stage of Qvistorp's S.A. expansion into Finnish market by means of participation in trade mission and bilateral meetings in Finland" we would like to invite entities proficient in that area to submit the offers for the following service:

- Consulting in the range of searching and matching with business partners that will be conducted by proficient entity in named fields that seat is located in Finland.

I. Subject of the order:

The subject consulting service shall consist of 4 months consulting service that is defined as:

- Searching of potential business partners, initiating contact with the potential business partners and organizing the bilateral meeting,
- Participation in bilateral meeting with Finnish business partners:
 - With presence of representative of Contracting Authority, who shall present the product personally
 - Without personal presence of representative of Contracting Entity (representative of Contracting Entity shall participate by electronic means of communication)

The subject consulting service shall be led continuously during the contracted period referred to in article no. I, it means that the contracting entity expects Tenderer to continuously work on searching business partners and initiating business meetings, wherein the organization of the meetings shall be limited to the 4 days of business meetings a month (while maximum of 2 business trips to Finland per month).

The contracting entity expects the tenderer to initiate and organize minimum 2 potential business partners a month. The potential business partners shall represent their profile adequate to the contracting entity offer. Moreover, potential business partners representatives shall be legally or

functionally entitled to making decisions in the name of company when it comes to purchasing the services and products that are offered by the contracting entity.

II. Order delivery time

Consulting service shall be conducted by the Tenderer from the 9th of may till 30th of September 2017.

III. Terms and conditions of contract award procedure::

a. Knowledge and experience

The Contracting Entity demands from the Tenderer to have: experience in realization of the consulting services including searching the business partners, sufficient resources and qualified personnel essential for the correct delivery of the order. Bidder shall declare the fulfillment of the condition by proper statement attached to the offer.

b. Information about excluding related entities

The contracting entity reserves that the order may not be entrusted to the entities that are related to contracting entity either personally nor capital. Personal relations and capital relations shall have the meaning of common relation between persons that are entitled to incurring liabilities in the name of contracting entity or the persons acting in the name of contracting entity by preparing and conducting the tender procedure in particular:

- Participating in the Company as a partner in partnerships companies
- Owning at least 10 % of shares of the Company
- Holding the position of Supervisory Board member or Management Board member or proxy in the Company.
- Being married or in cohabitation relative by blood or affinity in a straight line relationship or affinity in the collateral line to the second degree, or are related by adoption, guardianship or custody to any of contracting entity member.
- Being related to the Contracting Entity under any mandate contract or any legal relation of a similar nature

IV. Tender invalidation

The Contracting Entity reserves the right to withdraw from collect and selection of tenders without giving reasons. All costs associated with preparation and submit to the tender incur tenderer.

V. The right to exclusion the offer from evaluation process

The Contracting Entity reserves the right to exclude the offer from evaluation process. The exclusion

may be effective only if the offer does not meet any of the requirements determined in this invitation.

VI. Description of the price quotations

- a. Tenderer should quote the price for the service referred to in article I in the tender form which is an appendix of this invitation.
- b. Price shall be quoted in EURO. The subject of this invitation shall be the basis for price quotation. Price shall include payment for the subject of the invitation referred to in article I with all the costs and taxes necessary to proper performance of the order, it shall include the cost not referred to in this invitation but related to performance of the order. Price shall include the remuneration for the consulting service that be conducted continuously for the period of 4 following months.

VII. Selection criteria

- a. Choosing the offer will be based on the following criteria:
 - Price criteria: 100%
- b. In case the best offer, that meets the criteria of the tender referred to in this invitation, exceeds the price that is planned by the Contracting Entity for performance of the subject of this invitation referred to in article I, the Contracting Entity may negotiate the price quotations.

VIII. Other obligations of the Tenderer

In order to secure a proper performance of the subject of this invitation referred to in article I, the Tenderer is obligated to ensure a personal presence of at least one person responsible for realisation of the order in the seat of the Contracting Entity or to remain available via electronic means of communication to discuss the matters of the order. It shall be conducted at least 24 hours per month during the realisation of the order. Costs of travels and accommodation related to the visit are borne by the tenderer.

IX. The way of submission of binding offers:

Per email to email address jakub@qvistorp.com

In a paper form by the address of Contracting entity between 8.30 am to 4.30 p.m

X. The persons entitled to contact in the invitation matter are:

Jakub Lasota, phone: 663 160 203, e-mail: jakub@qvistorp.com

XI. The time limit for the submission of tenders:

- a. XII. The time limit for the submission of tenders ends on the 08.06.2017 at 11:59 p.m.

- b. The expiry of the offer is after 90 days counting from the time limit for the submission of the offers referred to in article XI.a
- c. The date for delivering the offer to the address referred to in article IX is valid. The offer shall be signed by the person that is entitled to represent the tender.

This invitation:

- Was sent to minimum of 3 potential tenderers.
- Was placed on the contracting entity web page: www.qvistorp.com and <https://bazakonkurencyjnosci.funduszeuropejskie.gov.pl/>
- was placed in the seat of the Contracting Entity in a visible place

Appendixes:

1. Appendix no 1 – Tender form

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Katarzyna Ciurko



JA