

Warsaw, 04.07.2012

TENDER INQUIRY FOR:

**provision of accommodation and meals during a study visit in GB (Leeds),
09-15 September 2012, project 1.18 „Establishing and developing standards for social
support and integration services”**

Proceedings No.: 97/1.18/2012

1. Name (company) and address of Ordering Party

Stowarzyszenie Centrum Wspierania Aktywności Lokalnej CAL
Ul. Podwale 13
00-252 Warszawa

2. Description of an order subject

The subject for the present order is:

**2.1. Providing accommodation for 26 persons, from 09 to 15 September in rooms:
10 double rooms (with separate beds);
6 single rooms.**

**2.2. Booking a training/meeting room for 26 people in the second and fifth day of the visit
(10th and 14th of September): Monday (9am to 4pm) and Friday (9am to 3pm) (the hour of
the dinner will be fixed)**

**2.3. Providing breakfasts for 26 persons, from 10 to 15 September (with both vegetarian
and meat meals). (The breakfast on 15th September depends on an hour of departure time
from GB. The Ordering Party will provide 7 days before departure the final amount of
ordered breakfasts.**

**2.4. Providing dinners for 26 persons, from 09 to 14 September (with both vegetarian and
meat meals). The dinner on 09th September depends on an hour of arrival to GB. The
Ordering Party will provide 7 days before departure the final amount of ordered dinners.**

Rooms must have baths and Internet access (included in the room-price).

Common Procurement Vocabulary (CPV):

- 1) 55110000-4 Hotel services**
- 2) 55300000-3 Restaurant and catering services**

3. Order performance date

The date for realization of the order is 09-15.09.2012

4. Currency for settlements of accounts related with realization of the present tender inquiry

The offer price shall be submitted by the Contractor **in PLN.**

5. Description of a mode of preparing an offer

An offer should be submitted on an offer form in writing, by fax or via electronic mail (scans).

6. Persons authorised to communicate with Contractors

Persons authorised by the Ordering Party to communicate with Contractors are:

- 1) Kornelia Zagórska, tel. +48 22 636 92 00, e-mail: korneliaz@cal.org.pl
- 2) Monika Ropiak, tel. +48 22 636 92 00, e-mail: monikar@cal.org.pl

7. Place, deadline and mode of submitting an offer

- 1) An offer should be submitted in a form of scanned document, via electronic mail, fax or mail post to: **Stowarzyszenie Centrum Wspierania Aktywności Lokalnej CAL, ul. Podwale 13, 00-252 Warszawa;** fax. + 48 22 636 92 00 , e-mail: korneliaz@cal.org.pl
in the deadline of:

Day:	19.07.2012	Hrs:	12.00
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The date of receipt of an offer in the seat of the Ordering Party is decisive.

8. Criteria for evaluation of an offer

Offers shall be evaluated by the Ordering Party on the basis of the price criterion. As the most favourable shall be regarded the offer that offers the lowest price.

9. Mode of evaluation of offers and announcement of results

1. Explanation of content of offers and correcting obvious mistakes.

In the course of the examination and evaluation of offers the Ordering Party may demand from Contractors supplements (providing it does not breach the competitiveness principle) and explanations concerning the contents of the supplied offers. The Ordering Party may also request to correct obvious mistakes and calculation errors.

2. Verifying the credibility of offers.

The Ordering Party reserves the right to verify in the course of the evaluation of the offer the credibility of documents, statements, indexes, data and information submitted by Contractors.

3. Announcement of results of the proceedings.

Contractors that submit their offers shall be informed about the results of the proceedings in the electronic manner at the e-mail address indicated in their offer (and in case of a lack of such address – at their post address),. Information about the results if the proceedings shall be published on the website of the Ordering Party: www.cal.org.pl

10. Rejection of the Contractor

Contractors shall be rejected from the present proceedings in case of:

- 1) not meeting conditions for participating in the proceedings;
- 2) non-compliance of an offer with the present inquiry;
- 3) presenting false information by a Contractor.

4) personal or in equity relatedness with the Ordering Party.

11. Mode of communication of the Ordering Party with Contractors

In the present proceedings statements, applications, notifications and information shall be passed between the Ordering Party and Contractors in a written manner, via fax or e-mail.

12. Cancellation of proceedings

The Ordering Party reserves the right to cancel the proceedings without presenting its cause.

13. Financing

The order is financed from the resources of Operational Program Human Capital, within the project „Establishing and developing standards of social support and integration services”

14. Index of enclosures

The enclosures to the present Tender Inquiry are the following forms:

No.	Marking of Enclosure	Name of Enclosure
1)	Enclosure No. 1	Pattern of Offer Form
2)	Enclosure no. 2	Pattern of Contract

Enclosure No. 1 to the Tender Inquiry – a pattern of an Offer Form.

OFFER

SUBMITTED IN THE TENDER INQUIRY FOR

**provision of accommodation and meals during 4th study visit in GB (Leeds),
09 - 15 September 2012, project 1.18 „Establishing and developing standards for social support and integration services”**

Proceedings No.:97/1.18/2012

1. ORDERING PARTY:

Stowarzyszenie Centrum Wspierania Aktywności Lokalnej CAL
ul. Podwale 13
00-252 Warszawa

2. CONTRACTOR:

The present offer is submitted by:

Name:	
Name and surname of a contact person:	
Address:	
Phone number:	
Fax number:	
E-mail address:	
NIP	
Regon	

3. I (we) the undersigned state that I (we):

- 1) have got familiar with the contents of the inquiry for the present order;
- 2) guarantee the performance of the whole of the present order in accordance with the contents of the Tender Inquiry;
- 3) the total remuneration for providing accomodation and meals from 9th to 15th September is gross (including VAT) (in words:.....) in accordance with the following unit prices:
 a single room with bathroom per day.....
 a double room with bathroom per day
 a breakfast per person
 a dinner per person
- 4) I accept without reservations the pattern of a contract form being the Enclosure No. 2 to the Tender Inquiry;
- 5) In case of receiving the order I (we) are obliged to enter a written contract;
- 6) I (we) hereby state that I (we) have got familiar in a complete and sufficient manner with the detailed scope of the order as enclosed in the Tender Inquiry, as well as with all information indispensable to realize the order. The failure to being familiar with the aforementioned status cannot establish the basis for posing financial claims.

7) I hereby state that **I am not/I am** personally or in equity related with the Ordering Party. By personal or equity relation they understand mutual relations between the Ordering Party or the persons authorised to establish liabilities in the name of the Ordering Party or the persons performing on behalf of the Ordering Party activities connected with preparing and delivering the procedure of selection of the Contractor and the Contractor, whereas the aforesaid relations consist in particular in:

- a) participating in the business company as a shareholder in a civil law (private) partnership or a partnership;
- b) possessing at least 10% of shares or stakes;
- c) performing the function of a member of a supervisory or management body, a plenipotentiary, a proxy;
- d) being a spouse, being in a kinship or affinity relationship direct (parents, children, grandchildren, parents-in-law, a son-in-law, a daughter-in-law), being in a kinship or affinity relationship secondary up to second degree (siblings, relatives of a spouse) or persons adopted, cared for or under guardianship.

.....,date.....

.....
(legible signature)

Enclosure No. 2 to the Tender Inquiry – Contract Form.

CONTRACT

NO.

entered on**2012**

in

between:

Stowarzyszenie Centrum Wspierania Aktywności Lokalnej CAL with a seat in Warsaw, ul. Podwale 13, 00-052 Warsaw, NIP:525-21-82-397, REGON: 016374389, registered in the register of associations, other social and professional organizations, foundations and public centres of health care service of the National Court Register (KRS) with the number: 0000042840, hereinafter referred to as „Ordering Party”,

represented by Bohdan Skrzypczak - President
and

....., hereinafter referred to as „Contractor”,
represented by

§ 1

The present contract was entered as a result of the delivered tender inquiry in the mode of the competitiveness principle.

§ 2

1. On the basis of the present contract, the Ordering Party commissions with the Contractor the service **of accommodation and meals during 4th study visit in GB (Leeds), 09 - 15 September 2012** (hereinafter referred to as „order”).
2. The subject of the order is to be performed in accordance with the requirements included in the Tender Inquiry (and possible explanations and corrections to the Tender Inquiry) and in accordance with the offer submitted by the Contractor. The copy of the Tender Inquiry and its explanation and changes are included in Enclosure No. 1 to the present contract, whereas a copy of the offer is Enclosure No. 2 to the present contract.
3. In case of any discrepancies between the contents of the Tender Inquiry and the Offer of the Contractor, the contents of the Tender Inquiry are decisive.
4. The Parties shall allow the possibility of lowering or increasing the number of persons covered with the order subject. The remuneration of the Contractor does not change in such case.
5. The Contractor is obliged in the course of performing the present contract to consider suggestions and wishes of the Ordering Party concerning the manner of its performance.
6. The Ordering Party may change the dates of performance of the service.
7. The Contractor states that the Contractor possesses sufficient personnel and technical resources necessary to realize the subject contract.

§ 3

1. For the realization of the whole order (with reservations concerning § 2 point 4), the Ordering Party is obliged to pay for the Contractor the total gross amount of: (in words:), in accordance with

- the price-list from an offer.
2. The remuneration defined in point 2 shall include all costs incurred by the Contractor due to realization of the order, diligent and in conformity with the contract as well as with binding legal regulations, and in particular the costs of services as enumerated in § 2 of the present contract.
 3. The Contractor shall not be entitled to claims concerning ordering works for the Contractor.

§ 4

1. Payment for performance of the subject of the present contract shall be provided on the basis of the invoice issued by the Contractor.
2. Payment shall be transferred via bank transfer to an account number provided by the Contractor, on the basis of the issued invoice, within 14 days upon the delivery of the properly issued invoice.
3. As the day of payment shall be regarded the day of placing the bank transfer order by the Ordering Party.
4. The Ordering Party accepts providing the advance payment.

§ 5

1. On the side of the Ordering Party, a person authorized to contacts with the Contractor in matters concerning realization of the subject of the contract is Kornelia Zagórska, tel. 22 636 92 00, e-mail: korneliaz@cal.org.pl. The person indicated in the previous sentence is authorized to undertake current decisions concerning the manner of performance of the contract.
2. On the side of the Contractor, a person authorized to contacts with the Ordering Party in matters concerning the realization of the subject of the contract is , tel., fax, e-mail:..... .

§ 6

1. The Ordering Party shall be entitled to terminate the contract in writing without notice in case of:
 - 1) not performing or improper performing of the contractual duties by the Contractor;
 - 2) termination of the contract concerning the co-financing/cooperation, on the basis of which the present contract is financed;
 - 3) not transferring by the Agent Unit/Leader the resources for the realization of the present contract.
2. The Ordering Party shall be also entitled to terminate the contract in writing with a one-week notice.

§ 7

1. All possible litigations between the Parties resulting from the present contract shall be resolved without undue delay, in the way of mutual negotiations.
2. Should such negotiations fail, the disputes shall be settled by the court proper for the seat and jurisdiction of the Ordering Party.
3. The gross remuneration as defined in the present contract shall be subject to changes depending on the alterations concerning VAT tax rates.

§ 8

1. The contract shall be binding upon a day of its signing by authorized representatives of the Parties.
2. The contract was drawn in two identical copies, one for each Party.

Ordering Party:

Contractor:

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