



COMPETITIVE BID

FOR SELECTION OF AN EQUIPMENT SPONSOR AND PARTNER OF THE POLISH TABLE TENNIS ASSOCIATION FOR 2017-2020

Proposal submission deadline	17 February 2017, 12:00 noon
Proposal opening time	17 February 2017, 02:30 p.m.


Time limit for and place of submission and opening of proposals:

Registered seat of the Polish Table Tennis Association:

ul. Mokotowska 24, 00-561 Warszawa, 4th floor

POLSKI ZWIĄZEK TENISA STOŁOWEGO
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Dyrektor Biura PZTS


Marek Przybyłowicz

2017.02.02

WARSAW, FEBRUARY 2017

Competitive Bid

for Selection of an Equipment Sponsor and Partner of the Polish Table Tennis Association for 2017–2020

RULES OF PROCEDURE

Polski Związek Tenisa Stołowego (*Polish Table Tennis Association*), seated at ul. Mokotowska 24, 00-561 Warszawa, Poland (hereinafter referred to as the "PTTA"), calls for proposals as part of the competitive bid for selection of a table tennis equipment supplier and sponsor of the PTTA for 2017–2020.

Terms, Conditions, and Requirements.

1. To participate in the competitive bid, the Bidder is required to submit its proposal drawn up in accordance with the proposal template that constitutes Appendix No. 1 to these Rules of Procedure.
2. A proposal of the Bidder has to be accompanied by:
 - 1) an up-to-date certificate confirming that the Bidder is an economic operator, issued in a country of business of the Bidder not earlier than 3 months prior to the proposal submission date
 - 2) a declaration of the Bidder according to which it is neither a party to any liquidation or bankruptcy proceedings nor under the restructuring, and is not in arrears on any taxes, social & health insurance premiums or other legally required fees
 - 3) an initial confirmation of acceptance of the terms and conditions of the draft contract presented in the contract template that constitutes Appendix No. 2 to these Rules of Procedure, by signing each of its pages
 - 4) up-to-date catalogues of sports clothing and equipment
 - 5) unit (catalogue) prices of equipment offered.
3. The PTTA does not allow the submission of variants or bids for lot; a proposal shall concern all of the items of the equipment and all of the terms and conditions specified by the PTTA.
4. Form of the proposal:
 - 1) a proposal shall be submitted in writing or else it will be null and void
 - 2) a proposal shall be submitted in compliance with Appendix No. 1 – Proposal Template
 - 3) a proposal shall be drawn up using the computer, in Polish or English
 - 4) a proposal shall be signed by duly authorised people
 - 5) a letter of authorisation to sign the proposal has to be attached to it unless other documents accompanying the proposal include such letter of authorisation
 - 6) a proposal shall be submitted in a closed envelope addressed to the PTTA, with the following name of the bid on it: "Competitive Bid for Selection of an Equipment Sponsor and Partner of the Polish Table Tennis Association for 2017–2020." The Bidder shall put its full name, business address, and phone number on the envelope

- 7) the Bidder may change or withdraw its proposal prior to the proposal submission deadline by providing a declaration in an envelope addressed as specified in item 7 and additionally described: PROPOSAL WITHDRAWAL or PROPOSAL CHANGE; in the event of withdrawal, it is also necessary to provide a letter of authorisation to represent the Bidder
- 8) all pages of a proposal shall be linked together, numbered, and signed.
5. The Bidder may at any moment request the PTTA to explain or interpret these Rules of Procedure, but not later than five days prior to the proposal submission deadline. Any such requests shall be sent to the following email address: pzts@pzts.pl.
6. A proposal will be rejected if the Bidder:
 - 1) submits it in a form different than specified herein
 - 2) does not attach the documents referred to herein together to the proposal
 - 3) submits a variant or a bid for lot
 - 4) submits it without having it signed by authorised people
 - 5) does not include in its proposal an offer to provide the sports equipment and clothing (Appendix No. 1 to the Rules of Procedure) referred to in items 1–3 as well as amounts to sponsor the events and awards referred to in items 4 and 5.
7. This competitive bid is for sports equipment, clothing, and accessories for the Polish national table tennis teams and the Polish national para table tennis team.

People authorised to contact the Bidders.

Office Director of the PTTA Marek Przybyłowicz

Monday–Friday, 9:00 a.m. to 4.00 p.m.

Polski Związek Tenisa Stołowego, ul. Mokotowska 24, 00-561 Warszawa;

email address: pzts@pzts.pl

Time Limit for Submission and Opening of Proposals.

1. A proposal shall be submitted at ul. Mokotowska 24, 00-561 Warszawa, Poland, by 17 February 2017, 2:00 p.m.
2. Proposals submitted after that time will be rejected and returned.
3. The PTTA shall open all proposals on 17 February 2017, on 2:30 p.m., at ul. Mokotowska 24, 00-561 Warszawa.

Proposal Evaluation Criteria.

1. Proposals shall be evaluated by a Committee appointed by the Board of the PTTA on 17 February 2017. The Committee shall act in its capacity under the Committee Regulations.
2. The Committee will evaluate:
 - 1) quantitatively and qualitatively:
 - a Bidder's offer to provide sports clothing
 - 2) quantitatively and qualitatively:
 - a Bidder's offer to provide table tennis accessories
 - 3) quantitatively and qualitatively:

- a Bidder's offer to provide fully equipped table tennis tables
 - 4) amounts the Bidder is able to spent on sponsoring the following sporting events:
 - ITTF Polish Open
 - ITTF Polish Junior & Cadet Open (Cetniewo, Poland)
 - Senior Polish Table Tennis Championship
 - 5) awards offered by the Bidder for teams and players for sporting achievements during championships (World Championships, European Championships, World Cups)
 - 6) a percentage discount on additional sports equipment offered by the Bidder.
3. The evaluation criteria weigh as follows:
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| 1) offer to provide sports clothing | 20% |
| 2) offer to provide table tennis accessories | 20% |
| 3) offer to provide fully equipped table tennis tables | 20% |
| 4) sponsorship of sporting events | 25% |
| 5) awards for teams and players | 5% |
| 6) discount on equipment | 10% |
4. In addition, the PTTA will compare quantities of clothing and equipment, amounts to be spent on sponsoring sporting events, and the amount of awards offered.
5. The PTTA will award a contract to:
the Bidder that offers the largest quantities and the best quality of sports clothing and equipment as well as the largest amounts to be spent on sponsoring sporting events and awards for teams and players.

Effectiveness of the Contract.

The contract is concluded for a definite period of time and shall remain in effect until 31 December 2020.

Validity of the Proposal.

The Bidder's proposal shall be effective for 60 days of its submission.

Legal Protection.

The PTTA reserves the right to cancel the competitive bid without giving reasons for it at any time during its duration.