



POLISH RED CROSS BUILDING IN WARSAW

6th FLOOR RENOVATION

**INVITATION TO PARTICIPATE IN A TENDER PROCEDURE
FOR THE AWARD OF A GENERAL CONTRACTOR WORKS CONTRACT**



9TH OF AUGUST 2023

I INVITATION AND INFORMATION

1. Introduction

Trebbi Poland – Project Manager and Consulting office – invites you to participate in a tender for Polish Red Cross Building Renovation. Trebbi Poland (hereinafter referred to as: *Trebbi*) acts on behalf of the Polish Red Cross (hereinafter referred to as: *PRC* or *Client*), who will be the contracting party.

The Contract will be based on the draft delivered in the tender package.

The following tender documents describe the scope and terms of the assignment:

1. This invitation to participate in a tender procedure for the award of a General Contractor Works Contract dated 9th of August 2023;
2. Appendix 1: Tender design package;
3. Appendix 2: Bills of Quantities;
4. Appendix 3: Works contract draft.

The Project Management and Design teams took every effort to make the documentation as detailed as possible considering the building condition. Moreover, Trebbi has endeavoured to avoid contradictions in the tender documents. If found, the parties will solve such contradictions by a sensible interpretation of the contract. If some specific requirement in the tender documents is more far-reaching than the more general requirements indicate, the specific requirement shall take precedence.

The contract language shall be English and Polish.

We ask potential bidders to notify Trebbi if anything contained in the tender documents listed above conflicts with common norms or generally accepted practices in Poland. It is important that we receive such information well before the bid submission deadline to make the appropriate adjustments in the tender documents. The Questions and Answers system is established to maintain equal access to information.

Furthermore, we generally urge potential bidders to make enquiries about specific points in the tender documents that seem unclear, contradictory or in need of additional information.

2. The Project

The Polish Red Cross Office in Warsaw, Poland is located at Mokotowska 14 Street. The main building is a listed historical seven-storey building of about net 3 400 square meters.

The scope of this tender is to perform a renovation of the 6th floor of the above building to provide refreshed working space for the employees, according to the execution design and BOQs.

Time for Completion: The project timing should assume to take no longer than 2 months to complete and hand over.

3. Technical and Financial Criteria

3.1 Technical qualification criteria

The bidder(s) awarded the contract according to the criteria listed below must, prior to the signing of the contract, meet the following qualification requirements:

Economic and financial standing of the Bidder will be subject to *due diligence*, conducted by the International Federation of Red Cross and Red Crescent Societies (hereinafter referred to as: *IFRC*), based on following documents, which must be appended to the bid (if not delivered at the survey stage):

- Company registration (KRS);
- Document confirming the right to sign the offer, power of attorney (if applicable);
- Financial statements and latest audit reports (2 years) signed by auditor;
- Dully filled Supplier Registration (may come from survey stage);
- Tax and Social Welfare certificates no older than 2 months;
- Appendix 4: Financial review form.

Adherence to good practice will be proven by signature of:

- Appendix 5: IFRC General terms and conditions;
- Appendix 6: PCK Ethical code of conduct – page 13 only to be delivered signed;
- Appendix 7: IFRC Code of Conduct;
- Appendix 8: Declaration of undertaking.

Bidder's capability will be assessed based on delivery of following documents:

- Detailed references of relevant projects with pictures and contact details to client's representative;
- Documents necessary to prove in front of Mazowiecki Wojewódzki Konserwator Zabytków (MWKZ) that the site manager has experience required to run a job in a historical building;
- A programme of the renovation split by weeks. Assumed starting date – 1st of October 2023.

The qualification criteria must be met in order to qualify for the tender. Failure to deliver any of the documents above will result in disqualification of the Bidder. The documents should be organised as outlined in the the:

- Appendix 9: Bid Cover Letter.

3.2 Financial criteria

Assuming that the company and competence documents will be provided in a satisfactory manner, the award criteria will be financial (60%) and technical (40%). The price will be stated by the Bidder in the:

- Appendix 10: Financial proposal.

4 The procurement procedure

4.1 General

The procurement procedure is not subject to current Polish Public procurement legislation (*Prawo zamówień publicznych - Dz.U. z 2019r., poz. 1843 ze zm.*). Nevertheless, its goal is to deliver a transparent process according to the internal procurement regulations of PCK and IFRC.

Trebbi will carry out the current procurement as an open procedure. Broad market screening was carried out prior to this invitation.

Trebbi will endeavour to ensure a fair and equal treatment of all bidders. Similarly, the bidders shall not by way of common arrangement, co-ordination or similar steps, try to influence the outcome of the tender procedure.

4.2 Non-conforming bids

We advise potential Bidders not to submit bids that do not conform to the terms of the tender requirements. If a bid does include such non-conforming terms, the Bidder should state them at a prominent place in the bid in a precise and unambiguous manner.

According to principles of this procurement process, bids that do not meet technical criteria will not be assessed financially.

Non-conforming terms that challenge basic elements in the tender documents will always lead to a rejection of the bid.

Trebbi urges all bidders to contact us about the tender documents, as prescribed in the introduction above, rather than submitting a bid that does not conform to the tender documents.

4.3 Cancellation or alteration of bid

A bid cannot be changed or cancelled after the bid submission deadline specified in this invitation to tender.

4.4 Bid acceptance

Acceptance of the bid is binding once the Bidder has received a notice of acceptance before the specified bid expiry date. When Trebbi has thus accepted a bid, the other bids shall no longer be binding.

4.5 Bid evaluation

In the first stage of the assessment, bid will be evaluated in the technical criterion, which is crucial for the successful execution of The Project. Therefore, all Bidders are required to submit all the necessary documents that will confirm their technical capacity to carry out the Project. Only after the verification of these documents will we proceed to the second stage of evaluation.

The second stage of evaluation will be based on the financial criterion. Offers that meet the minimum technical requirements will be evaluated according to a ratio of 60% for the financial criterion and 40% for the technical criterion.

During the financial analysis, we will consider the most favorable offers in terms of price, provided that they meet the technical requirements.

4.6 Cancellation of procedure without contract award

THE CLIENT MAY TERMINATE THE PROCEDURE WITHOUT AWARDING THE CONTRACT TO ANY BIDDER. THE CLIENT SHALL INFORM THE BIDDERS ACCORDINGLY WITHOUT UNDUE DELAY.

II SUBMISSION OF BIDS

Bid is considered as submitted once delivered by post or delivered in person in sealed envelope to the PRC HQ at Mokotowska Street 14, 00-561 Warsaw. The main (external) envelope must be entitled: **“Oferta na remont szóstego piętra budynku Polskiego Czerwonego Krzyża przy ul. Mokotowskiej 14 w Warszawie”**. Bid should be submitted along with the digital version on thumb drive or CD/DVD (editable files should be included).

Please note that Bidders must sign and stamp the Financial Proposal (Appendix 10) together with price breakdown (filled Bills of Quantities) and put it to additional, sealed envelope, placed inside the abovementioned, main envelope. This additional, sealed envelope containing Appendix 10 together with price breakdown, should be entitled: **“Financial proposal – Appendix 10”**.

Bids should be prepared in two languages: Polish and English, making sure that both language versions are identical in terms of content and data presented. Bid should include **net and gross prices in Polish złoty (PLN)**. After bid submittal the Bidder may be asked to deliver source files of bids for easier translation of certain documents (if applicable).

The bid submission deadline is:

13/09/2023, 16:00 (CET)

Bid should not expire before 90 days (counting from the day indicated above as the bid submission deadline).

Before bid submission, Bidders may ask formal and technical questions regarding the Project via email or ask for a formal meeting on site (only within the timeframe indicated in Tender

agenda), within the scope of Questions and Answers (Q&A) and technical meetings with Bidders. Please find below a contact list to people responsible for answering the questions and making appointments:

1. Bartosz Zamara – Project Manager – bartosz.zamara@trebbipoland.com
2. Mateusz Gimziński – Project Coordinator – mateusz.gimzinski@trebbipoland.com

Tender agenda, from the moment of issuing this invitation to tender until the bid submission deadline:

- 09/08/2023 - publishing of this invitation to tender (by publishing on www.PCK.pl in the section "Przetargi") and STARTING DATE FOR BID SUBMISSION
- 09/08/2023 - 23/08/2023 - time for Questions and Answers (Q&A) and technical meetings with Bidders
- 24/08/2023 - 29/08/2023 - publication of Questions and Answers (Q&A) and MOMs from technical meetings with Bidders (by publishing on www.PCK.pl in the section "Przetargi")
- 30/08/2023 - 13/09/2023, 16:00 (CET) - time for introducing updates to bids, after Bidder's analysis of Questions and Answers (Q&A) and MOMs from technical meetings with Bidders
- 13/09/2023, 16:00 (CET) - BID SUBMISSION DEADLINE

Warsaw, 09/08/2023

(sign.)

Bartosz Zamara
Trebbi Poland