



**POLITECHNIKA
GDAŃSKA**

**CENTRUM TRANSFERU WIEDZY
I TECHNOLOGII**

Gdańsk, 25 th September 2014

Chancellor of Gdańsk University of Technology,

Proceedings No: ZZ/010/057/U/14

ANNOUNCEMENT OF GRANTED ORDER

I. NAME AND ADDRESS OF THE RECIPIENT

Gdańsk University of Technology,
Gabriela Narutowicza 11/12 Street,
80-233 Gdańsk,
NIP: 584-020-35-93,
REGON: 000001620

The proceeding is conducted by:

Center for Knowledge and Technology Transfer from Gdańsk University of Technology
Office of "Incubator for Innovations"

ul. Traugutta 115 A
Traugutta 115A Street
80-226 Gdańsk
tel.: +48 58 348 66 36,
email: magdalena.odziemkowska@pg.gda.pl,
[http:// www.ctwt.pg.gda.pl](http://www.ctwt.pg.gda.pl)

Information on public procurements are placed in the "TENDERS" section on the website:
www.dzp.pg.gda.pl

II. DESCRIPTION OF THE ORDER SUBJECT

1. Center for Knowledge and Technology Transfer from Gdańsk University of Technology on the basis of art. 8 par. 8 of the Public Procurement Act informs about granted order for the provision of hotel services for people participating in the Brussels Innova, the International Exhibition of Innovation, Entrepreneurship and New Technologies held in Brussels on 13-15 of November 2014, according to "Incubator for Innovations" project, co-financed with governmental science funds within the scope of systemic project "Scientific research and scientific research results management system support" implemented through Innovative Economy Operational Programme for years 2007-2013 (sub-action 1.1.3.) run by Center for Knowledge and Technology Transfer from Gdańsk University of Technology.
2. The subject of this order are hotel services (accommodation with breakfast) for people participating in the Brussels Innova, the International Exhibition of Innovation, Entrepreneurship and New Technologies held in Brussels on 13-15 of November 2014.
3. The provision of hotel services will be held once in the period of 12.11.2014 to 15.11.2014.

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4. Within the framework of the contract the Contractor shall provide 5 rooms for 5 guests of Recipient, in the period of 12.11.2014 to 15.11.2014, ie. 3 accommodations with breakfast.
5. The Contractor shall provide breakfast in the same hotel and building, in which the accommodation services will be provided, at the self-service buffet for all guests of Recipient using accommodation.
6. Check-in will begin no later than at 4:00 PM on the day of guests arrival and check-out would be no earlier than at 12:00 AM on the day of guests departure.
7. Requirements for the object:
 - a) hotel with a minimum three-stars rating in Belgium,
 - b) a hotel with an air conditioning in the public space and in accommodation space of the residence, fire protection in the form of sensors located throughout the facility and hydrant, ventilation throughout the facility, passenger lifts above 2 storey,
 - c) a hotel with restaurant, bar, etc. - available for an additional fee for Recipients guests (not applicable to breakfast service).
 - d) a hotel with non-smoking rooms,
 - e) rooms with en-suite with full bathroom (the bathroom must have basic equipment available for guests, for ex. soap, shower gel etc.).
8. Recipient requires that the hotel must be located in the City of Brussels (Belgium) within max. 40-minute drive by public transport from the hotel to Brussels Expo-Palais de Expositions.
9. The Recipient shall deliver to the Contractor by e-mail notification of the reservation, on the appropriate form recognized by the Contractor for 5 guests.
10. In the case if the Contractor, in the unique situation - denoting each event preventing execution of an obligation, beyond the control of the parties, which the parties could not have foreseen at the time of conclusion of the contract and which could not be prevented - will not be able to ensure the realization of the agreements subject is required to ensure accommodation as part of the remuneration referred to in paragraph 2 of this Agreement at a different hotel, with at least the same standard (rating) and the same location of what was presented and accepted in the offer.

III. TIME LIMIT FOR COMPLETION OF THE CONTRACT

Subject of the contract will be completed in the period of 12.11.2014 to 15.11.2014.

IV. DESCRIPTION OF THE METHOD OF CALCULATION THE OFFERS PRICE

1. The price of the offer is a remuneration of Contractor for the service provided and it must be defined in the Polish currency or in Euro.

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- To compare submitted tenders The Recipient will assume the Euro exchange rate at the date of submission of tenders.
- Price of the offer must be determined in the gross value (including VAT tax), with an accuracy of two decimal places.
- The rate of VAT tax must be determined by Contractor, in accordance to the law.
- Specifying the price in the tender form attached hereto as Annex 1 to this notice all elements related to the proper and timely execution of the contract subject should be included.
- The specified price will not be a subject to adjustment during the term of the contract
- Offered remuneration will include elements of price-setting resulting from the accommodation (accommodation with breakfast) and free access to Wi-Fi.
- All elements of price-setting related to personal needs of the guests, such as.: Extension of the hotel day, extension of stay beyond the time limit for service, extra bed, telephone, mini-bar, laundry facilities, Paid TV, etc. guests will pay the Contractor on their own, of which Recipient is obliged to inform their guests.
- Invoice will be issued to: Gdańsk University of Technology, Centre for Knowledge and Technology Transfer, Narutowicza 11/12 Street, 80-233 Gdańsk, Poland VAT: 584 020 35 93 and delivered to the office of "Incubator for Innovations", Student House no 12, Traugutta 115A Street, 80-226 Gdańsk.
- Payment of receivable will be paid by bank transfer within 7 days (from the date of delivery to the Recipient a document confirming the booking), from the Recipients to Contractors bank account .
- The payment date shall be the date of debiting bank account of the Recipient.

V. OFFERS EVALUATION CRITERIA AND SELECTION OF THE MOST PREFERRED OFFER

- When selecting the offer Recipient will be guided by the following criteria: Price - 100%.
- The Recipient will award the contract to the Contractor who submitted the lowest price.

VI. AGREEMENT ON PUBLIC PROCUREMENT

Contractor submitting the offer agrees (in case if his tender was selected) to provide the order subject and to invoice and deliver the invoice confirming the conclusion of the contract.

VII. PLACE AND DEADLINE FOR SUBMISSION AND OPENING OF TENDERS+

The tender must be submitted in written form using the Annex 1 to this notice until 06.10.2014 10:00 AM or by e-mail as a scan to: magdalena.odziemkowska@pg.gda.pl.

Attachments:

- Inquiry form.

Yours sincerely

Kancierz
Politechniki Gdańskiej

mgr inż. Marek Tłok

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Annex 1

.....
(Contractor's stamp)

....., day r.

Procedure no: : ZZ/010/057/U/14

APPLICATION FORM

Gdańsk University of Technology
G. Narutowicza 11/12 Street
80-233 Gdańsk

Referring to the notice on granting the order dated 25.09.2014 r. for the provision of hotel services for people participating in the Brussels Innova, the International Exhibition of Innovation, Entrepreneurship and New Technologies held in Brussels on 13-15 of November 2014.

We the undersigned: Name Surname
acting in the name and on behalf of:

Full name:		
Address:		
phone number:	Fax numer:	e-mail:

1. We offer the realization of the above contract subject, in accordance to the provisions laid down in the notice on awarding the contract.
2. We provide the execution of the contract subject for a gross price [PLN / EUR *]: ,
*) Delete as appropriate
3. We declare that the payment covers all elements of price-setting, resulting from the scope and how to implement the contract.
All other costs that we incur in the execution of the contract, not included in the offer price will not be borne by the Recipient.
4. We declare that we will implement the contract within the period of 12.11.2014 to 15.11.2014

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5. We declare that we have read the notice on awarding the contract, we do not bring any reservation to the content and consider ourselves bounded by the provisions laid down in it, and rules of the conduct.
6. We accept the following payment terms: by bank transfer within 7 days from the date of delivery to the Recipient a document confirming the booking.
7. The attachment to this notice is the application form.

.....
(signature and stamp of the
authorized representative
of the Contractor)

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