

Inquiry No. 01/2017 for comprehensive advice to the Board and the Sup4Nav team on the identification and effective acquisition of partners.

Sup4Nav Sp. Z o.o., NIP 8513171892, address: Niemierzyńska 17a, 71-441 Szczecin, applying the principle of transparency and fair competition, invites you to submit an offer for comprehensive advice to the Management Board and the Sup4Nav team regarding the identification and effective acquisition of partners. Consultancy will be funded under the 1.15 competition. Regional Operational Program of Zachodniopomorskie Voivodeship.

1. Object of the inquiry

The subject of the inquiry is:

- A) Comprehensive advice to the Board and the Sup4Nav team on the identification and effective acquisition of partners.
- B) As a result of the query, it is expected that:
 - I. Advising on the selection of foreign clients or market segments, as well as sales activities that will most effectively bring about a sales effect,
 - II. Consulting on the design of the Sup4Nav offer, financial and organizational conditions,
 - III. Comprehensive advice on the preparation of the Sup4Nav stand at NorShipping in Oslo from 30 May to 2 June 2017.
 - IV. Participation in the NorShipping Fair in Oslo from 30 May to 2 June 2017 at the Sup4Nav stand and direct contact advice.
 - V. Communication consultancy for Sup4Nav offers in the pre-exhibition, fairs and after trade fairs, direct contacts with clients / partners, media selection, choice of communication channels, marketing tools.
 - VI. Consulting on the identification of potential customers ahead of the fairs, activities aimed at cooperating with them and maintaining contacts after the fairs,

- VII. Consultancy on building relationships with clients and foreign partners not participating in trade fairs,
- VIII. Consulting on effective contact initiation, generating sales leads for Sup4Nav team
- IX. Participation in trade negotiations

2. Date of the inquiry

30.04.2017

3. Orderer data

Sup4Nav Sp. Z o.o., NIP 8513171892, address: Niemierzyńska 17a, 71-441 Szczecin

4. Offer selection criteria

Criterion to allow tenders for consideration:

At the tenderer's disposal is the person who has the following experience

Conducting wide-ranging effective negotiations, building sales teams, having 8 years of **management experience in the companies of the commercial law firm type, guaranteeing the ability to run a business according to the subject matter of the inquiry.**

Among all offers fulfilling the above criteria, the Purchaser will select the most economically advantageous tender based on the only criterion which is the lowest net price.

5. Time limit for order fulfillment

Consultancy should be completed between May 2017 and February 2018. The signing of the contract is subject to a free one-month training at Sup4Nav, during which the Tenderer will demonstrate the following skills:

- A) ability to build a team
- B) ability to build image in mass media
- C) ability to conduct broadly understood sales negotiations
- D) experience in the management of commercial law companies

In the event that the cheapest bid does not meet the effect requirements, the Orderer will ask the next bidder in the order of rising bid prices.

6. How to bid

A) The offer must be submitted on the attached form (Appendix No. 1).

B) The offer should include:

- the name and address of the Tenderer,
- date of preparation and signature of the Tenderer,
- contact details for the authorized person,
- price information (subject to evaluation).
- statement by the tenderer about the resources available to carry out the required consultancy

C) The bid price must include all costs associated with the execution of the contract, including VAT (if applicable) at statutory rates. Price should be given in numbers and words, allowing you to calculate the total net price.

D) In the course of examination and evaluation of tenders, the Purchaser may demand clarification from the Tenderers regarding the content of submitted tenders.

E) The tender must be delivered to the company by 10.05.2017, 16.00.

F) The offer may be submitted:

- by mail to: Niemierzyńska 17a, 71-441 Szczecin or
- via email (message containing scans of signed documents), to: info@navdec.com

Tenders delivered after the specified deadline will not be considered.

7. Additional information

A) In the tender procedure, entities related by persons or capital with the Employer may not participate.

Capital or personal ties are understood as the relationship between the Purchaser or the persons authorized to incur liabilities on behalf of the Ordering Party or persons performing on behalf of the Ordering party the activities related to the preparation and conduct of the selection procedure for the contractor and the contractor, consisting in particular of:

- participating in the company as a partner in a civil law partnership or partnership,

- holding at least 10% of shares ,
- acting as a member of a supervisory or management body, proxy, attorney,

Marry, kinship or affinity in a straight line, second degree affinity or second degree affinity in the sideline or in relation to adoption, care or guardianship.

The tenderer is obliged to submit an appropriate statement with the offer.

B) The tenderer is obliged to submit a statement with the offer that he is conducting business activity (or will be initiated) and the relevant documents will be submitted no later than one month after the tenderer is selected.

C) Each Bidder may request the Ordering Party electronically for explanations related to the subject of the inquiry.

D) The tenderers are not entitled to any remedies, the proceedings are not conducted pursuant to the provisions of the Act of 29 January 2004 - Public Procurement Law (Journal of Laws of 2007, No. 223, item 1655 as amended) Act of 14 June 1960 Code of Administrative Procedure.

E) The Purchaser reserves the right to cancel the procedure at any stage without giving a reason