



Fundusze Europejskie
dla Nowoczesnej Gospodarki



Rzeczpospolita
Polska

Dofinansowane przez
Unię Europejską



Warsaw, 23.04.2026

Contracting Authority:

AP-Tech Sp. z o.o.
Ul. Zagłoby 5
22-400 Zamość
NIP: 9223050755

REQUEST FOR QUOTATION No. 1/2026

In connection with the implementation of a project under the Fundusze Europejskie dla Nowoczesnej Gospodarki (European Funds for a Modern Economy) programme, AP-Tech Sp. z o.o. invites contractors to submit offers for the comprehensive design, execution, and service of a trade fair stand construction during the event: Airspace World 2026 (Lisbon, Portugal) within the project "Promotion of the ATOS brand on selected foreign markets".

The procurement procedure is conducted in accordance with the principle of competitiveness, as defined in the Guidelines on the eligibility of expenditure for 2021–2027.

1. Description of the subject of the contract

The subject of the contract is the comprehensive design, execution, and service of a trade fair stand construction during the event:

Airspace World Fair, Lisbon (Portugal), 26–28 May 2026

The scope of the contract includes:

- Development of the stand concept (min. 1–2 proposals),
- Preparation of 3D visualisations,
- Execution of the stand construction,
- Transport of stand elements to the event venue,
- Assembly and disassembly at the fair site,
- Provision of necessary equipment (furniture, lighting, installations),
- Technical coordination with the event organiser.

Requirements:

- Stand area: 15 m²
- Individual stand (custom build)
- Separation of functional zones (e.g. meeting area, exhibition area, storage/back-office)



The Contracting Authority provides for the possibility of partial acceptance of the subject of the contract, covering the approval of the concept and 3D visualisations before the production phase of the stand begins.

The Contractor with whom the contract is concluded shall transfer to the Contracting Authority the copyright (economic rights) to the developed concept and design materials.

Detailed description of the service is provided in Appendix No. 1 to the Request for Quotation. The Contracting Authority will agree with the Contractor on the exact travel date, no later than ... days before the planned departure date.

CPV codes:

- 39154000-6 – Exhibition equipment
- 79956000-6 – Fair and exhibition organisation services
- 79930000-2 – Specialised design services

Deadline for performance of the contract: May 2026

Expected date of contract signing: May 2026

2. Conditions for participation in the procedure

The contract may be awarded to Contractors who:

- Have experience in the execution of at least 2 trade fair stands within the last two years,
- Possess technical capacity to perform the contract,
- Are in an economic and financial situation ensuring proper performance of the contract,
- Are not personally or capital-relatedly linked with the Contracting Authority,
- The Contractor awarded the contract will be required to hold, throughout the entire contract period, valid civil liability insurance (OC) covering the subject of the contract.

3. Evaluation criteria for offers

The most advantageous offer will be selected based on the following criterion:

- Net price (PLN) – 100%

The Contracting Authority will award points for the net price criterion as follows:

- The offer with the lowest net price receives 100 points,
- Other offers will be scored according to the formula:

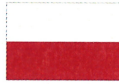
$(X / Y) \times 100$, where X = lowest price, Y = price of the evaluated offer

4. Deadline and method for submission of offers

- Offers shall be submitted via the Competition Database or by e-mail to: biuro@ap-tech.pl
- The offer must be submitted no later than 3 May 2026 (end of day)
- Offers submitted after the deadline will not be considered.
- Selection of the most advantageous offer will be made by 4 May 2026 (end of day), The Contracting Authority shall, within 3 business days of selecting the most advantageous tender, notify the Contractors of the results of the procedure.



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- Additional information is provided by Bartłomiej Górniak, e-mail: b.gorniak@ap-tech.pl

5. Preparation of offers

- The offer shall be prepared using the Offer Form (Appendix No. 2 to the Request for Quotation)
- The offer shall include net and gross prices; offers may be submitted in PLN or EUR. Offers submitted in EUR will be converted into PLN using the average NBP exchange rate applicable on the last day for submission of offers indicated in section 4
- The price must include all costs of contract performance, including all fees and taxes, as well as any costs incurred by the Contractor in connection with the execution of the contract; costs of preparing the offer shall be borne by the bidder
- The offer must remain valid for at least 30 days from the deadline for submission of offers
- The offer must include: Experience Statement (Appendix No. 3) and Declaration of absence of links (Appendix No. 4)

6. Additional information

- The Contracting Authority reserves the right to cancel the procedure
- The Contracting Authority allows for amendments to the contract in justified cases
- Offers may be submitted in Polish or English
- Offers submitted without properly completed Appendices No. 2, 3 and 4 will not be considered
- The Contracting Authority reserves the right to cancel the procedure without providing a reason

Agata Przychodzeń

Kierownik Działu Administracji



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Warsaw, 23.04.2026

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APPENDIX No. 1 TO REQUEST FOR QUOTATION No. 1/2026

DETAILED SPECIFICATION OF REQUIREMENTS

The purpose of the contract is to ensure a professional, visually consistent and functional trade fair stand construction enabling effective presentation of the Contracting Authority's offer and conducting business meetings.

The stand should fulfil the following functions:

- Presentation function (display of the offer and marketing materials),
- Business meeting area,
- Technical/storage area (optional, if it can be separated within the design).

Stand parameters:

- Area: 15 m²
- Type: individual stand (custom build)

Minimum equipment requirements:

- carpet/floor covering across the entire stand area,
- 1 television screen for presentations,
- counter/exhibition desk (must accommodate 3 × 27" monitors),
- coffee table,
- 2 armchairs,
- storage unit with lockable doors, hanger, shelf, and waste bin,
- lighting (minimum 2 LED lighting points),
- refrigerator,
- coffee machine,
- graphic and branding elements (logos, wall graphics).

Optional elements (if design and space allow):

- 2 bar stools,
- 1 bar table.



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Additional requirements:

- The design must ensure a coherent visual identity of the Contracting Authority,
- The structure must provide an aesthetic and professional appearance of the stand,
- The solutions must enable comfortable conduct of business meetings,
- All elements must comply with the technical requirements of the trade fair organiser.

The contractor is required to present the booth concept in the form of a 3D visualization.



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.....
Place and date

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Ul. Zagłoby 5
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NIP: 9223050755

APPENDIX No. 2 TO REQUEST FOR QUOTATION No. 1/2026

OFFER FORM

Contractor details:

Name:
Address:
Tax Identification Number (NIP/VAT):
E-mail:
Phone:
Contact person:

This offer concerns the execution of the trade fair stand construction and stand services during the event Airspace World (Lisbon, Portugal), in accordance with Request for Quotation No. 1/2026.

Price:

Net price:
VAT:
Gross price:
Currency (PLN/EUR):

Declarations:

I hereby declare that:

- I have read the content of Request for Quotation No. 1/2026 and its appendices and accept all its terms and conditions;
- I meet the participation requirements specified in the Request for Quotation;
- I have the required experience, as confirmed in the attached Experience Statement (Appendix No. 3);
- The offered price includes all costs of contract performance, in particular: design, production, transport, assembly, disassembly, equipment, coordination, as well as all applicable fees and taxes;
- I undertake to perform the contract within the timeframe specified in the Request for Quotation;
- The offer remains valid for at least 30 days from the deadline for submission of offers;



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- There are no personal or capital links between the Contractor and the Contracting Authority
– a relevant declaration is attached as Appendix No. 4.

Attachments to the offer:

- Appendix No. 3 – Experience Statement
- Appendix No. 4 – Declaration of absence of links

Signature:

.....

Date and signature



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.....
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APPENDIX No. 3 TO REQUEST FOR QUOTATION No. 1/2026

EXPERIENCE STATEMENT

Contractor details:

Name:

Address:

Tax Identification Number (NIP/VAT):

E-mail:

In response to Request for Quotation No. 1/2026, I hereby declare that:

1. I have the knowledge and experience necessary to perform the contract, and I have adequate technical capacity and personnel capable of performing the contract;
2. I am in an economic, financial and organisational situation ensuring proper performance of the contract.

List of completed services (trade fair stands)

Client name	Event name	Scope of work	Year of completion	Gross value (PLN/EUR)	Location

I hereby declare that the above information is true and accurate and that the indicated projects have been properly and duly completed.

Signature:

.....
Date and signature



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APPENDIX No. 4 TO REQUEST FOR QUOTATION No. 1/2026

DECLARATION OF ABSENCE OF LINKS

Contractor details:

Name:

Address:

Tax Identification Number (NIP/VAT):

E-mail:

I, the undersigned, acting on behalf of (name of the Contractor), hereby declare that the Contractor is not personally or capital-relatedly linked with the Contracting Authority.

For the purposes of this declaration, personal or capital-related links mean mutual relations between the beneficiary or persons authorised to incur liabilities on behalf of the beneficiary, or persons performing activities related to the selection procedure on behalf of the beneficiary, and the Contractor, consisting in particular of:

- Participation in a company as a partner in a civil partnership or partnership,
- Holding at least 10% of shares or stocks, unless a lower threshold is required by law or specified by the Managing Authority in programme guidelines,
- Serving as a member of a supervisory or management body, proxy, or authorised representative,
- Being in a marital relationship, consanguinity or affinity in the direct line, consanguinity of the second degree or affinity of the second degree in the collateral line, or in a relationship of adoption, guardianship or custody.

Signature:

.....
Date and signature