



Warsaw, 12.05.2026

## **Request for Quotation No. 1/2026/FENG.2.25**

### **I. TITLE OF THE CONTRACT:**

Request for Quotation No. 1/2026/FENG.2.25 concerns the design, delivery, assembly and dismantling of an exhibition stand with an area of 9 m<sup>2</sup> for the ESHRE 42nd Annual Meeting, which will take place on 05–08 July 2026 in London, as part of the project:  
*Promotion of the MIM Fertility product brand in foreign markets*

### **II. CONTRACTING AUTHORITY:**

MIM Fertility Sp. z o.o.  
VAT ID (NIP): 5213710082  
ul. Świeradowska 47  
02-662 Warsaw, Poland

### **III. CONTACT PERSON FOR CONTRACTORS:**

Justyna Mroczkowska  
Tel.: +48 502 125 722  
Email: justyna.mroczkowska@mimfertility.ai

### **IV. PROCUREMENT PROCEDURE**

The procurement procedure is conducted in the form of a request for quotation, based on the principle of competitiveness, in accordance with the guidelines on the eligibility of expenditures for the years 2021–2027.

### **V. CPV CODES:**

- 39154000-6 Exhibition equipment
- 39171000-1 Display cases
- 45223800-4 Assembly and erection of prefabricated structures
- 60000000-8 Transport services (excluding waste transport)
- 63521000-7 Freight forwarding agency services
- 66514200-8 Cargo insurance services
- 79342200-5 Promotional services
- 79950000-8 Exhibition, fair and congress organization services
- 79956000-0 Fair and exhibition organization services

### **VI. DESCRIPTION OF THE SUBJECT OF THE CONTRACT:**

The subject of the contract is the **design, delivery, assembly and dismantling of an exhibition stand** with an area of 9 m<sup>2</sup> for the ESHRE 42nd Annual Meeting, which will take place on 05–08 July 2026 in London.

1. Stand parameters



- area: 9 m<sup>2</sup>
- dimensions: 3 m × 3 m
- corner stand
- open on two sides
- stand height: approx. 2.4 m

## 2. Scope of the contract

The Contractor shall be responsible for:

- preparation of the detailed stand design,
- execution of the complete exhibition stand construction,
- delivery of all elements to the event location,
- assembly of the stand,
- provision of electrical installation and lighting,
- dismantling after the event,
- removal of all elements.

## 3. Stand construction requirements

Structure

The stand should include:

- two display walls forming a corner structure,
- a modern, minimalist design,
- finishing elements in white and wood-like colors,
- LED backlit elements,
- aesthetic finishing of all surfaces.

Branding and graphics

The Contractor shall provide:

- production and installation of graphics,
- installation of logos,
- preparation of advertising surfaces,
- aesthetic finishing of branding elements.

Graphic materials and logos will be provided by the Contracting Authority.

## 4. Stand equipment

Furniture

Required equipment:

- reception / information counter,
- 2 meeting tables,
- minimum 6 chairs,
- 1 bar stool,
- leaflet or promotional materials stand.

Multimedia

- TV screen min. 50",
- mounting and power supply preparation,
- concealed cabling.



## Lighting

- overhead LED lighting,
- decorative LED lighting,
- full electrical connection.

## 5. Electrical installation

The Contractor shall provide:

- main power connection,
- minimum 4 electrical sockets,
- full electrical installation compliant with the event organizer's requirements,
- protection and concealment of cables.

## 6. Flooring

- high-quality exhibition carpet,
- aesthetic edge finishing.

## 7. Quality requirements

- all elements must be new and free from defects,
- the structure must be stable and safe,
- execution must meet premium quality standards,
- all elements must comply with technical and fire safety requirements of the venue.

## 8. Completion deadline

The Contractor shall ensure:

- stand assembly before the start of the event,
- dismantling after the event,
- execution in accordance with the organizer's schedule.

## **Additional requirements:**

1. The stand construction and all structural and equipment elements must be made of aesthetic, durable and high-quality materials meeting the requirements specified by the Contracting Authority and the venue management.
2. The structure and assembly must ensure durability, aesthetics and safety throughout the entire duration of the event, and should be as environmentally friendly as possible.
3. All furniture and equipment must be in very good technical condition, new or without signs of use, clean, aesthetically finished and suitable for their intended function.
4. All electronic equipment must be fully functional and delivered with all necessary accessories.
5. All cables and connections must be installed in a way that does not interfere with the use of the stand (preferably in the floor) and must comply with safety standards.
6. Electrical connections must ensure safe use and, if necessary, be directly integrated into the stand structure.
7. The stand design must follow the principles of universal design, eliminating barriers to ensure accessibility for all visitors.



Within the scope of the contract, the Contractor shall ensure:

1. Assembly, connection to electrical systems, configuration and full operability of all equipment, completeness of all stand elements (including consumables), and dismantling after the event;
  2. Continuous operation of all electrical equipment during the event;
  3. Immediate removal of any defects or failures throughout the duration of the event.
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1. All costs related to the performance of the contract should be included in the price.
  2. The offered price is a lump-sum price and shall not be subject to indexation during the performance of the order.
  3. The Contracting Authority does not allow partial offers.
  4. The Contracting Authority allows advance payments of up to 80% of the contract value.
  5. It is preferred that the price indicated in the offer be expressed in PLN. The Contracting Authority allows the possibility of submitting an offer in a foreign currency. For the purpose of evaluating the submitted offer, conversion shall be made according to the average exchange rate of the National Bank of Poland as of the closing date of the competitive procedure.
  6. In order to assess whether an offer contains an abnormally low price in relation to the subject of the contract, the Contracting Authority may request each Bidder to provide, within 3 calendar days, detailed explanations regarding the scope of the offer affecting the amount of the offered price. If the explanations requested by the Contracting Authority are not provided, the offer shall be rejected.
  7. The Contractor may request clarification of the contract terms from the Contracting Authority via the Competitiveness Database. The Contracting Authority shall provide clarifications no later than 3 days before the deadline for submission of offers, provided that the request for clarification was received by the Contracting Authority no later than by the end of the day on which half of the designated deadline for submission of offers expires, i.e. 15<sup>th</sup> May 2026. If the request for clarification is received by the Contracting Authority after this deadline or concerns clarifications already provided, the Contracting Authority may provide clarifications or leave the request unexamined. The Contracting Authority informs that no oral or telephone information, clarifications or answers to inquiries addressed to the Contracting Authority shall be provided, in order to maintain the written form of the procedure and equal treatment of Bidders. The Contracting Authority shall respond to the Contractor who asked the question and shall publish the response at: <https://bazakonkurencyjnosci.gov.pl/>
  8. Bidders who do not meet the conditions for participation in the procedure shall be excluded from the procedure. If, in the description of the subject of the contract, the Contracting Authority indicates a brand or trademarks, patents, source of origin, manufacturer's name or equipment, such provisions shall be interpreted as defining the required functional and quality characteristics, and the Contractor shall in each case have the right to apply a solution not inferior to the one indicated or used by the Contracting Authority in the description of the subject of the contract. Any proper names used in the description of the subject of the contract define the required quality standard of goods or services.



Equivalent solutions with characteristics not inferior to those described in this request for quotation are permitted. Equivalent solutions, elements, materials or equipment shall be understood as those having the same functional and quality properties as specified in the description of the subject of the contract, but marked with a different trademark, patent or origin. It is important that an equivalent product is not identical to the reference product, but has certain features and parameters similar to the reference product and significant for the Contracting Authority. Features and parameters significant for the Contracting Authority are those that will allow all systems, devices and products to maintain parameters and characteristics enabling, above all, proper cooperation with other systems and/or devices and/or products in the manner assumed by the Contracting Authority, while ensuring parameters not inferior to those assumed in the contract specification. The burden of proving equivalence rests with the Supplier.

#### **VII. CONTRACT IMPLEMENTATION SCHEDULE:**

1. The contract shall be completed in time for the opening of the trade fair.
2. The Contracting Authority shall be ready to sign the contract within a maximum of 14 days from the closing of the competitive procedure.

#### **VIII. CONDITIONS FOR PARTICIPATION IN THE PROCEDURE:**

The procedure is open to suppliers who meet the following conditions for participation in the contract:

- a) They accept the content of the request for quotation without reservations – submission of an offer shall mean acceptance of the content of the request for quotation without reservations.
- b) They have the authorizations to perform the specified activity or actions, if legal regulations impose the obligation to hold such authorizations. The Contracting Authority does not impose any specific requirements regarding fulfilment of this condition. The Contractor confirms fulfilment of this condition by submitting a statement.
- c) They have the necessary knowledge and experience regarding the subject of the contract and its execution. The Contractor confirms fulfilment of this condition by submitting a statement on the company's documented experience within the last 3 years, or if the period of business activity is shorter – within that period, in the implementation of at least 2 projects of similar nature and scale at international trade fairs in the medical / technology / life science sector, i.e. construction of an exhibition stand with an area of at least 9 m<sup>2</sup>. References shall be provided upon request of the Contracting Authority.
- d) They have appropriate human resources and equipment. The Contractor confirms fulfilment of this condition by submitting a statement.
- e) They are in an economic and financial situation ensuring proper and timely performance of the contract. The Contracting Authority does not impose any specific requirements regarding fulfilment of this condition. The Contractor confirms fulfilment of this condition by submitting a statement.



## **IX. INFORMATION ON THE SCOPE OF EXCLUSION — RELATED ENTITIES**

In order to avoid a conflict of interest, the contract may not be awarded to an entity personally or financially related to the Contracting Authority. Therefore, the Bidder is obliged to submit, together with the offer, a statement on the absence of financial or personal links, constituting Appendix No. 2 to this request for quotation.

Financial or personal links shall mean mutual links between the Contracting Authority or persons authorized to incur obligations on behalf of the Contracting Authority, or persons performing activities on behalf of the Contracting Authority related to the preparation and conduct of the contractor selection procedure, and the Contractor, consisting in particular of:

- a) participation in a company as a partner in a civil partnership or partnership;
- b) holding at least 10% of shares or stock;
- c) acting as a member of a supervisory or management body, proxy or attorney-in-fact;
- d) being married, related by blood or affinity in a direct line, related by blood or affinity in the collateral line up to the second degree, or being in a relationship of adoption, guardianship or custody.

## **X. INFORMATION ON EVALUATION CRITERIA AND DESCRIPTION OF THE METHOD OF AWARDING POINTS FOR MEETING A GIVEN CRITERION**

When selecting the offer, the Contracting Authority shall apply the following criteria:

- Price – 80%
- Experience in implementing similar contracts at large events – 20%

The evaluated offer shall receive the number of points resulting from the offer evaluation criteria, rounded to two decimal places.

Each Bidder, i.e. an enterprise with one tax identification number, may submit only one offer.

The Bidder may amend or withdraw the submitted offer, provided that this is done before the deadline for submission of offers. Both amendment and withdrawal of the offer require written form.

The Contracting Authority shall award the contract to the Contractor whose offer meets all conditions and requirements and obtains the highest number of points.

If the selected Bidder refuses to sign the contract, the contract shall be signed with the Bidder who, among the remaining Bidders, submitted the offer with the next highest score, or the Contracting Authority shall cancel the procedure.

The evaluation of offers under the above criteria shall be carried out according to the following rules:

### **Criterion 1: Net price**

**Weight:** 80%

**Maximum number of points:** 80 points

**Formula:**

$$\text{Price} = (\text{C min} / \text{C offer}) \times 80\% \times 100$$



Where:

**C min** – the lowest price among the submitted offers

**C offer** – the price of the offer being evaluated

## **Criterion 2: Experience in implementing similar contracts at large events**

**Weight:** 20%

**Maximum number of points:** 20 points

Construction of stands at at least 2 large events, i.e. events with more than 10,000 participants  
– **20 points**

## **X. PLACE AND METHOD OF SUBMITTING OFFERS:**

1. The offer must be submitted no later than: 19th May 2026, by 23:59, via the Competitiveness Database.
2. Offers submitted after the deadline shall not be considered.
3. The offer binding period shall be 14 days from the closing date of the competitive procedure.

## **XI. AMENDMENTS TO THE CONTRACT PROVISIONS:**

1. After selecting the Contractor in accordance with the principle of competitiveness and after signing the contract with the selected Contractor, the Contracting Authority reserves the right to make significant amendments to the concluded contract, in particular if the need to amend the contract results from circumstances that the Contracting Authority, acting with due diligence, could not have foreseen.
2. The amendments referred to in point 1 may occur in justified cases, e.g. change of the project implementation period, delays in project implementation, changes in market conditions of the offered services, or changes resulting from pandemic-related restrictions.

The following types and conditions of amendments to the contract are permitted:

1. where there is a change in generally applicable legal provisions affecting the implementation of the subject of the contract;
2. in the event of a change in the statutory VAT rate, in which case the gross remuneration of the Contractor shall be changed accordingly to reflect the change in the VAT rate;
3. where the need to introduce changes results from amendments to agreements between the Contracting Authority and a party other than the Contractor, in particular the Managing Authority, Intermediate Body, or other institutions which, under applicable law, may influence the implementation of the contract;
4. where the need to introduce changes results from changes to the guidelines concerning the European Funds for a Modern Economy or the guidelines and recommendations of the Managing Authority or Intermediate Body, in particular regarding reporting;
5. where objective obstacles arise that prevent the implementation of the contract or achievement of its objectives according to the originally adopted implementation schedule;
6. change of the deadline for implementation of the subject of the contract, in the following situations:
  - a) where performance of the contract within the originally specified deadline is not in the interest of the Contracting Authority;



- b) force majeure preventing performance of the contract within the originally specified deadline;
- c) occurrence of objective factors beyond the control of the parties.

The contractual amendments provided for above are permitted under the following conditions:

1. reduction of the scope of the subject of the contract within the limits of the justified interest of the Contracting Authority;
2. to the extent that they do not increase the Contractor's remuneration specified in the contract.

Amendments to the contract may be introduced only in the form of written annexes to the contract signed by both Parties, otherwise being null and void.

4. It is permitted to award supplementary contracts to contractors selected under the principle of competitiveness, up to an amount not exceeding 50% of the value of the contract specified in the agreement concluded with the Contractor, provided that such contracts are consistent with the subject of the basic contract.
5. It is permitted to award additional contracts not covered by the basic contract and not exceeding 50% of the value of the contract being performed, necessary for its proper performance, where their performance has become necessary as a result of a situation impossible to foresee earlier, if:

a) for technical or economic reasons, separating the additional contract from the basic contract would require disproportionately high costs.

## **XII. GROUNDS FOR REJECTION OF THE OFFER:**

The Contracting Authority shall reject an offer if:

1. its content does not correspond to the content of the request for quotation;
2. it is submitted after the deadline for submission of offers;
3. it is incomplete;
4. it does not meet the requirements specified in the request for quotation.

In order to avoid conflicts of interest, public contracts awarded by the Contracting Authority may not be awarded to entities personally or financially related to it.

Financial or personal links shall mean mutual links between the Contracting Authority or persons authorized to incur obligations on behalf of the Contracting Authority, or persons performing activities on behalf of the Contracting Authority related to the preparation and conduct of the contractor selection procedure, and the Contractor, consisting in particular of:

- a) participation in a company as a partner in a civil partnership or partnership, holding at least 10% of shares or stock, unless a lower threshold results from legal provisions, acting as a member of a supervisory or management body, proxy or attorney-in-fact;
- b) being married, related by blood or affinity in a direct line, related by blood or affinity in the collateral line up to the second degree, or related by adoption, guardianship or custody, or cohabiting with the Contractor, their legal representative or members of the management or supervisory bodies of contractors applying for the contract;
- c) being in such a legal or factual relationship with the Contractor that there is a justified doubt as to their impartiality or independence in connection with the contract award procedure.

## **XIII. FINAL PROVISIONS:**



1. The Contracting Authority shall inform all Bidders of the results of the procedure immediately by publishing the information on the website: <https://bazakonkurencyjnosci.funduszeuropejskie.gov.pl/>
2. Submission of an offer does not constitute conclusion of a contract. The contract shall be concluded upon signature by the Contracting Authority and the Contractor whose offer is deemed the most advantageous according to the specified evaluation criteria.
3. Offers that do not meet any of the requirements contained in the request for quotation shall not be considered.
4. The Contracting Authority does not allow variant offers. Variant offers shall not be taken into account.
5. The Contracting Authority reserves the right to extend the deadline for submission of offers and the deadline for evaluation of submitted offers.
6. The procedure is conducted in the form of a request for quotation in accordance with the principle of competitiveness set out in the Guidelines on the eligibility of expenditures for 2021–2027, without applying the provisions of the Act of 29 January 2014 – Public Procurement Law.
7. In connection with the situation described in point 6, the Contractor shall not be entitled to any appeal measures provided for in the above-mentioned Act.
8. The request for quotation has been published on the website: <https://bazakonkurencyjnosci.funduszeuropejskie.gov.pl/>
9. The Bidder whose offer is selected shall be obliged to sign a contract corresponding in content to the submitted offer, at the place and time indicated by the Contracting Authority.
10. The Contracting Authority may at any time, without giving reasons, cancel or amend the content of this Request for Quotation. If the amendments affect the content of offers submitted in the procedure, the Contracting Authority shall extend the deadline for submission of offers.
11. If the content of the offer and the documents submitted by Bidders is incomplete or contains inaccuracies in relation to the scope required in the request for quotation, the Contracting Authority may request Bidders to supplement missing information or provide written explanations within a specified deadline. Supplemented documents may bear dates later than the deadline for submission of offers in this procedure, provided that they confirm the Contractor's fulfilment of the conditions for participation in the procedure no later than on the day on which the deadline for submission of offers expired.
12. The Contracting Authority reserves the right to correct obvious clerical errors and calculation errors in the calculation of the price in the offer, taking into account the accounting consequences of the corrections made, and shall immediately notify the Contractor whose offer has been corrected.
13. The Contracting Authority may request the Contractor to provide explanations regarding the content of the offer and to supplement the required documents.
14. The Contracting Authority allows price negotiations with three Bidders who meet the requirements of the Request for Quotation and submitted the most advantageous offers, i.e. the three Bidders with the lowest prices.