



**Joint Stock Company  
«Grodno Khimvolokno»**

ul. Slavinskogo, 4, 230026, Grodno, Republic of Belarus

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Account 3012000350016 at OJSC “BPS-Bank”,  
Grodno branch, Grodno MFO 152101335 UNP 500048054

**Открытое акционерное общество  
«Гродно Химволокно»**

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р/с 3012000350016 в филиале ОАО “БПС-Банк”,  
по Гродненской области, МФО 152101335 УНП  
500048054

## INVITATION TO PARTICIPATION IN PROCEDURE OF DRAWING UP A COMPETITIVE LIST

**1. Joint Stock Company “Grodno Khimvolokno”** (Customer) invites interested participants to take part in procedure of drawing up a competitive list and to draw up your quotation correspondingly. Purchase procedure place: Management Office of JSC “Grodno Khimvolokno”, ul. Slavinskogo 4, Grodno, Republic of Belarus.

**2. Information on purchase:**

**2.1. Procurement item denomination:** services on execution of work on developing model and exhibition booth construction of JSC “Grodno Khimvolokno” from Executor’s material and equipment upon Executor’s esquisses approved by the Customer (OKRB Code – 93.05.12 - personal services other, are not included into other groups).

**2.2. Approximate quantity (scope) of purchased goods (works to be fulfilled, services to be rendered):** 24 square meters

**2.3. Purchased goods (works to be fulfilled, services to be rendered) delivery place:** At the Textextile Fair that will be hold at exhibition complex “Messe Frankfurt” from May 24-26, 2011.

**2.4. Purchase financing source:** own means

**2.5. Time (schedule) of goods delivery (works to be fulfilled, services to be rendered):** till May 27, 2011.

**2.6. Technical requirements:**

2.6.1. Design of individual booth construction (optional stand)

2.6.2. Stand equipment and materials in accordance with technical requirements (Appendix 1)

2.6.3. Usage of corporate colors and symbolics of JSC “Grodno Khimvolokno” at construction developing and booth constructing

**2.7. Other data:** none

**3. Information on procedure of drawing up a competitive list (requirements to offer drawing up):**

**3.1. An offer should have the following mandatory items:**

3.1.1. Participant data (with obligatory indication of requisites: name, legal address, Participant’s phone number, contact person’s full name).

3.1.2. Services name.

3.1.3. Total amount of a supposed purchase services contract (offer price).

3.1.4. Quantity (scope), time and terms of service performing, payment form and terms.

3.1.5. Quoted price for service.

**3.2. Currency to be used for evaluation of offers:** Euro.

For the purposes of objective comparison all the prices offered by participants shall be brought by the Customer into equal conditions.

**3.3. Contract provisions:** pursuant to Section 2 of the present Invitation.

**3.4. Offer drawing up requirements:** Letter of guarantee concerning force of offered prices and their invariance to be increased. An offer is to be composed in writing and signed by Manager or an authorized representative of a Participant. An offer submitted to purchase procedure is an engagement of a Participant to conclude a contract with JSC “Grodno Khimvolokno” on terms indicated in the offer. It is considered that Participants who submitted their offers agree with the above mentioned provisions.

**3.5. Qualification requirements:** Documents confirmed Participant’s qualification. Upon Customer’s request a Participant shall provide documents, evidencing his qualification sufficient for execution of a contract in case his competitive offer is accepted.

The list of documents submitted by Participant to evidence his qualification data:

- certificate of registration (an extract from trade register);
- A Participant (at any stage of the purchase) shall be excluded from participation in purchasing procedure if he refuses to provide upon request of JSC Grodno Khimvolokno the required qualification information, at provision of inadequate or inappropriate information. His offer shall be rejected.
- All documents referring to this Invitation and any information that shall be the case during this procurement procedure shall belong to JSC Grodno Khimvolokno.
- In case of any disagreement in selection of the winning Participant, the competitive documents shall be examined as composed in accordance with regulatory acts in force in the Republic of Belarus and issues shall be subject to investigation in Economic Court of Grodno region of the Republic of Belarus.

**3.6. Place (address) and procedure of offers submission:** offers shall enter our address: ul. Slavinskogo 4, Grodno 230026, Republic of Belarus in written:

1. by courier to the Secretariat of JSC Grodno Khimvolokno or
2. by mail to the abovementioned address or
3. to fax +375-17-210-81-71, or
4. email to [office@grodno-khim.by](mailto:office@grodno-khim.by)

with a note **“For procedure of competitive list drawing up: on developing model and exhibition stand construction of JSC “Grodno Khimvolokno” at the “Textextile Fair” (Frankfurt am Main, Germany). Pass to OMiR”.**

The offer shall be considered entered only if it enters the address, faxes and emails indicated herein.

The Customer is in no case liable for entering of offer that has been passed to the address of the Customer in the way other than mentioned above. Therefore we suggest you to send your offers beforehand and to check on its receipt.

**3.7. Deadline for competitive offers submission (reception): 15.03.2011, before 17:00 local time of JSC "Grodno Khimvolokno".** Offers received by the Customer after expiration of the indicated time shall not be considered.

**3.8. Exceptional rights of the Customer:**

- 3.8.1. The Customer reserves a right to terminate the whole procedure at any its stage but prior to awarding a contract.
- 3.8.2. The Customer reserves a right to accept or reject any offer or annul examination procedure and reject all offers at any moment prior to awarding a contract.
- 3.8.3. In case of implementation of the rights indicated in items 3.8.1 – 3.8.2 the Customer shall not bear responsibility to Participants for the actions mentioned therein.

**3.9. Information on admission of legal entities and (or) physical bodies to participate in the procedure of issuing a competitive list:**

limitation in admission according to the item 46 of Provision on a supplier (contractor, executor) selection procedure at procurement of goods (works, services) at the expense of own means of JSC "Grodno Khimvolokno", approved by Order No.747pp dd. July 28, 2009 of the General Director of JSC "Grodno Khimvolokno".

Requirements to the Participants:

- the only offers will be examined where payment after service delivery is suggested.

**3.10. Other provisions set by the Customer:**

- 3.10.1. The offers shall be valid within minimum 75 days after the deadline of offers submission.
- 3.10.2. The Customer in unconditional way offers to participants of the procedure to reduce the prices of the offers submitted by them (holds negotiations on offer price reduction) in the period after provision of such offers and prior to their evaluation. Negotiations on reduction of prices of the submitted offers shall take place in written on fax No.+375-17-210-81-17 or by e-mail address [office@grodno-khim.by](mailto:office@grodno-khim.by).

4. In all the rest, that is not provided by this Invitation of JSC "Grodno Khimvolokno", Participants of the procedure shall be guided by Order No.747pp dd. July 28, 2009 of the General Director of JSC "Grodno Khimvolokno" “Procedure at procurement of goods (works, services)”.

5. It is considered that the Participants who provided their competitive offers agree with provisions (requirements) mentioned hereinabove.

**6. Contact persons on purchase issues:**

T.V. Kishkel / Purchasing and Sales Department, phone: + 375 152 54 68 20

T.V. Solovey / Purchasing and Sales Department, phone: + 375 152 51 49 04

S.I. Kovalchuk  
Head of Commercial Department

**TECHNICAL TASK**  
**for stand construction of JSC “Grodno Khimvolokno”**  
**At the Textextile Fair that will be hold at exhibition**  
**complex “Messe Frankfurt” from May 24-26, 2011**

**Booth 4.1B42 / pavilion B42, hall 4.1/  
24 square meters (8 x 3 m)**

**1. Necessary requirement to the Booth:**

- one-decker (exposition plan is attached);
- closed area for negotiations of 10-12 square meters (table for negotiations, sofa, 1 arm-chair, 3 ottomans, coat peg);
- utility room of 3-5 square meters with an exit to the negotiations room;
- 1 booklet desk, information desk for 3 work places;
- open area (2 tables + 8 chairs);
- flower arrangement;
- small recesses or desks for samples;
- business – package.

*( indicated rooms dimensions and the quantity of equipment are approximate and can be changed at their developing if booth model requires it)*

- 2. Design:** Booth model should be developed with regard based on corporate colors and symbolics of the Customer.

*At developing design-project you should emphasize on accent lighting (i. e. luminous panel usage etc), corporate colors combination, construction and elements singularity, mobiles.*

**3. Booth price – Euro 10 000.**

Total amount of the booth construction should obligingly include:

- developing of the design-project;
- consumable material;
- assembling – disassembling of the booth;
- booth cleaning within the whole period of the Fair;
- business – package;
- electricity.