

# Cultural Center Building Management Service Bid Announcement

2023.07.11. Korean Cultural Center in Hungary

## 1. Bidding Information

Service name	Building management service for the nationalized building of the Embassy of the Republic of Korea, Cultural Center in Budapest		
Service site	1023 Budapest, Frankel Leo ut 30-34, Hungary		
Service period	3 years from the contract date in 2023		
Service contents	Refer to attached work order		
<u>Bid acceptance start date</u>	2023. 7. 12. (Wed) 09:00	<u>Deadline for submitting bids</u>	<b>2023. 7. 21. (Fri) 17:00</b>
Total project price (month/brutto)	HUF 5,119,757	Base amount (month/netto)	HUF 4,031,305
Estimated price (month/brutto)	HUF 5,119,757	VAT(AFA)	HUF 1,088,452

## 2. Bidding Overview

- Details: Refer to the attached ‘work order’
- Bid opening location: Korean Cultural Center in Hungary
- Opening date and time: 2023. 7. 24. (Mon) 09:00
- Announcement of eligible bidders and negotiation rankings: within 7 days from the day following the opening date
- Contract: Within 7 days after the end of negotiations between the client and the preferred bidder

## 3. Bidding Participation Qualification

- A person who has obtained permission, authorization, license, registration, report, etc. to carry out the relevant business in accordance with the Hungarian laws, or who meets the relevant qualifications

- Those who have violated the relevant regulations, such as cancellation of registration, suspension of business, closure of business, designation of unsuitable companies, and suspension of qualifications as of the date of announcement, cannot participate in the bidding, and if the above reasons occur even after qualification review, bidding qualifications and rights are revoked.
- A company that can perform its duties according to the attached document ‘work order’.

#### **4. On-Site Explanation**

- This service does not carry out an on-site explanation, and instead of a site visit to check the service details, please fully understand the service contents in advance to the bid.
- Bidders are responsible for failure to comply with the above.

#### **5. Bidding Method**

- This service is subject to limited competition eligibility screening.
- A bidding application form and necessary attached documents must be submitted via the representative mail of the Cultural Center (koreaikultura@koreaikultura.hu).

#### **6. Required Documents**

- Copy of business registration certificate or statement
- Service calculation plan (free format)
- [ATTN 1] Bid application form (amount stated in HUF, submitted in English or Hungarian)
- [ATTN 2] Confirmation of fulfillment of working conditions

#### **7. Contract partner determination method**

- Successful bidder decision method: Eligibility screening
- ※ Contract fulfillment capability is evaluated in the order of below the scheduled price, above the lower bidding rate and the lowest price, also if the bidder obtain a qualifying passing score (85 points) or higher, the

bidder is selected as a successful bidder (lower limit of bidding rate: 87.995%, refer to the points distribution limit and evaluation items below)

- The successful bidder must sign the contract within 7 days from the date of notification of the final successful bidder, and when signing the contract, he or she must fill out the ‘Bid Deposit Payment Memorandum’ and ‘Confidentiality Agreement’.
- If the superior is found to be unqualified and the contract partner decision is cancelled, or if the contract is not fulfilled due to unavoidable reasons, submit a waiver of the contract and exclude it from the contract partner decision, the contract is concluded after examining disqualification in the order of the next highest ranking person.

## 8. Eligibility Screening Items and Point Allocation Limit

(unit: points)

<b>Division</b>	<b>Examination area</b>	<b>Review item</b>	<b>Scoring limit</b>
I. Ability to perform the service	1. Business status	Suspension history of the company's tax number and bankruptcy etc	25
II. Appropriateness of working conditions fulfillment plan		Hungarian labor law and minimum wage law compliance, etc.	5
III. bid price(monthly, brutto)		※ Refer to the bid price rating formula below	70
Total			100
Bid Price Rating Formula			
Rating (points) =			

Limit point(70) - 4×	$\left( \frac{88}{100} - \frac{\text{Bid price}}{\text{Estimated price}} \right) \times 100$	
<p>-     indicates absolute value</p> <p>- If the result of dividing the bid price by the estimated price has a number below the decimal point, round off to the fifth decimal place.</p> <p>- If the bid price is less than the scheduled price and is 94% or more of the scheduled price, it is evaluated with the score obtained when the bid price is 94% of the scheduled price.</p> <p>- The lowest score is 2 points.</p>		

### 1) Criteria for evaluating service performance capability

(unit: points)

Review item	Evaluation points (limit of point allocation)	
	No record	Record
Suspension history of the company's tax number	5	0
Beginning and end of settlement	5	0
Commencement and termination of bankruptcy proceedings	5	0
Commencement and termination of liquidation	5	0
Data relating to a member or representative subject to a ban	5	0

## 2) Evaluation Criteria for Adequacy of Working Condition Implementation Plan

(unit: points)

Review item	Evaluation points (limit of point allocation)	
	Submission	In case of non-submission
Submission of ‘Confirmation of Fulfillment of Working Conditions’ to comply with Hungarian Labor Law	5	0

### 9. Bidding deposit payment and attribution

- **Payment Exemption:** Payment of the bid deposit is exempted in accordance with Article 50 of the Enforcement Decree of the Act on Contracts to which the State is a Party, but a ‘Bidding deposit payment memorandum’ must be submitted.
- **Reversion to the national treasury:** If the successful bidder does not conclude a contract within the specified period, the bid deposit is reverted to the national treasury in accordance with Article 38 of the Enforcement Decree of the Act on Contracts to which the State is a Party, and unfair traders are subject to sanctions.

### 10. Others

- Bidders must be aware of the matters necessary for bidding, such as the work order, and participate in the bidding.
- Submitted documents will not be returned, and all expenses related to this proposal will be borne by the proposing company.
- For other details, please feel free to call to the Korean Cultural Center in Hungary, Park Soyoung (+36-1-550-0240, [sypark@koreaikultura.hu](mailto:sypark@koreaikultura.hu))