



## **Request for quotation**

### **Online database of companies operating in the B2B sector in the Kingdom of the Netherlands**

15/05/2015

Trade and Investment Promotion Section of the Embassy of the Republic of Poland in The Hague is looking for a contractor for **services of providing unlimited (no limit of credits) access to an online database of Dutch companies operating in the B2B (business to business) sector** and hereby invites to submit the offers.

#### **I. Purchaser**

##### **Trade and Investment Promotion Section of the Embassy of the Republic of Poland in The Hague**

Van Lennepweg 51  
2597 LG Den Haag  
Tel.: +31 70 306 99 44  
Fax: +31 70 354 39 66  
e-mail: [haga@trade.gov.pl](mailto:haga@trade.gov.pl)  
[www.haga.trade.gov.pl](http://www.haga.trade.gov.pl)

#### **II. Detailed information about the subject of the order**

##### **The subject of the order is:**

a service consist of providing to the Purchaser unlimited (no limit of credits) access to an online database of Dutch companies operating in the B2B (business to business) sector, in period from 1<sup>st</sup> February to 31<sup>st</sup> December 2016.

##### **The Purchase requires that the database fulfils following requirements:**

1. The database must contain updated information about at least 2.000.000 (two million) Dutch business entities operating in the Netherlands. Information about the business entities need to be updated at least once a month.
2. The database must contain following functionality:
  - a) The ways of searching and filtering the data:

The database is to be able to search and filter the data according to the given criteria:

    - The full name of the company or abbreviated name of the company.
    - The industry in which the company operates - by keywords (e.g.: trade, services, production, export, import).

- Product and service – offered and/or searched products/services (by the name, or part of it) or according to the NACE/SIC classification at a level of at least 4 digits, or according to the EKD classification at a level of at least 4 digits.
  - Location:
    - o province
    - o city
  - Other information:
    - o name and surname of the owner/Director/Manager
    - o legal form
    - o year of establishment
    - o volume of sales
    - o amount of employment
  - Ownership:
    - o name of shareholder
    - o country of origin of the investor/capital
    - o name of subsidiary
    - o country of subsidiary
  - Keywords.
- b) The result of the search will be the list of companies that meet the prescribed criteria.
- c) The results of the search will be possible to be presented in a form of the single information sheet by a company in the pdf format, which includes, among others, following data:
- General information:
    - o full name of the company
    - o city
    - o street
    - o zip/postal code
    - o registration number (e.g. kvk number)
    - o capital
    - o telephone
    - o fax
    - o information about export/import
  - Main values:
    - o employment
    - o turnover.
  - Management.
  - Type of activity:
    - o production
    - o services
    - o distribution.
  - Offered products or services.
  - Any additional information, e.g. other locations of the company, business hours etc.
3. The database must be available in at least 2 languages: English and Dutch. The database has to have a complete translation of the interface in each language version at every stage of data search.
4. An access to the database has to be possible through Internet Explorer and Firefox web browsers.

5. The base must have features for easy export of the single basic data as well as group search results to external files with the possibility of direct saving on the user's computer. File formats of the exported data are .txt, .pdf, .csv-xls.
6. The database is to allow printing of the single and group data.
7. The database is to allow selecting any number of enterprises (desirable in one click) and the ability to select all search results by using the functionality of the "select all", with a large number of search results, in order to export the data to external files. The result of the export should be presented in the database file or the companies sheet.

The purchaser stipulates that the database is ready and complete product that at each stage of its usage meets the requirements set out above.

If the database would not meet only one of the above requirements, the Purchaser rejects the offer.

### **III. THE BEGINNING OF THE SERVICE: 1<sup>st</sup> February 2016**

### **IV. PERIOD OF SERVICE: 1<sup>st</sup> February – 31<sup>st</sup> December 2016**

### **V. EVALUATION CRITERIA**

PRICE – Maximum number of points = 100.

Number of points (rounded to full numbers) will be calculated according to the formula:

$$C = C_{min} / C_b \times 100$$

where:

C – means the number of points that given offer received for the criteria of “price”,

C<sub>min</sub> – the lowest price among all non-rejected offers,

C<sub>b</sub> – the price of the examined offer.

The purchaser will choose the most advantageous offer from the point of view of the most advantageous prices. In the event that the selected Contractor withdraws from the implementation of the subject of the order, the purchaser would choose from among the submitted offers the next the most advantageous offer.

### **VI. PAYMENT**

Payment will be done in one instalment by transfer to the bank account of the contractor upon delivery to the purchaser correctly make out invoice.

### **VII. DESCRIPTION OF THE OFFER PREPARATION**

The offer should be prepared by filling out the offer form - Annex No 1 to this request.

## VIII. PLACE AND TIME FOR A SUBMISSION OF OFFER

1. The deadline for the submission of offers: **22<sup>nd</sup> May 2015**.
2. The offer must be valid for at least **30 calendar days** from the date of sending it to the Section.
3. The offer should be **delivered or sent** to:
  - e-mail: **haga@trade.gov.pl**
  - or address:  
Trade and Investment Promotion Section of the Polish Embassy in The Hague  
Van Lennepweg 51, 2597 LG Den Haag

**The purchaser reserves the right not to choose any contractor at any time without giving any reason.**

*Purchase will be carried out in the framework of the system project "The Network of Investors' Assistance" co-financed by the European Regional Development Fund, Innovative Economy Operational Programme 2007-2013.*