**Contracting Authority:**

Polskie Wydawnictwo Muzyczne

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Procurement Team

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**Procedure ref. no.: ZZP.261.10.2023**

**TERMS OF REFERENCE**

(TOR)

**BASIC MODE WITHOUT NEGOTIATION**

**conducted in accordance with the provisions of the Law of September 11, 2019. Public Procurement Law (unified text Journal of Laws 2022, item 1710, as amended)**

**for deliveries entitled:**

**"Successive purchase of sheet music publications from foreign publishers"**

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| **Part Designation** | **Part Name** |
| **Part III** | **Description of the subject matter of the procurement** |

**DESCRIPTION OF THE SUBJECT OF THE PROCUREMENT**

**Part of procurement no. 1 - Task 1**   
Successive purchase of sheet music publications of the following publishers: Willis Music, Unión Musical Ediciones, Wise Publications, Music Sales, Hal Leonard , Oxford University Press, Ricordi, ABRSM, Alfred Publishing, Alphonse Leduc, Durand, Max Eschig, Salabert

The Contracting Authority anticipates that during the term of the contract the value of the ordered publications will not exceed the amount of **PLN 560,000 net**. The contract will be valid for a period of 30 months from the date of the conclusion of the contract.

Bid Evaluation Criteria:

- delivery date - 30%

- guaranteed discount - 60%

- availability of catalogs - 10%

**Conditions for partial deliveries:**

1. Preferred way to order publications: through the supplier's website.
2. Method and frequency of settlement: invoices payable by wire transfer within 30 days from the date of the invoice.
3. Rules for determining the price of the ordered publication: retail prices are determined on the basis of prices available in the musicshopeurope.com catalog. A trade discount is included on net retail prices.
4. Delivery terms: order processing - according to the detailed specifications, if the ordered product is temporarily unavailable, it can be kept as a "pending order", with an order fulfillment deadline of up to 60 days. After this date, the order for this product is considered invalid, if there is a product temporarily unavailable in the order, the Contractor should inform the Contracting Authority about this within 3 days from the date of receipt of the order.

**Part of procurement no. 2 - Task 2**   
Successive purchase of publications of the Baerenreiter publishing house.

The Contracting Authority anticipates that during the term of the contract the value of the ordered publications will not exceed the amount of **PLN 225,000 net**. The contract will be valid for a period of 36 months from the date of the conclusion of the contract.

Bid Evaluation Criteria:

- delivery date - 40%

- guaranteed discount on list prices of publications - 60%

**Conditions for partial deliveries:**

1. Preferred way to order publications: through the supplier's website.
2. Method and frequency of settlement: invoices payable by wire transfer within 30 days from the date of the invoice.
3. Rules for determining the price of the ordered publication: retail prices are determined on the basis of prices available in the musicshopeurope.com catalog. A trade discount is included on net retail prices.
4. Delivery terms: order processing - according to the detailed specifications, if the ordered product is temporarily unavailable, it can be kept as a "pending order", with an order fulfillment deadline of up to 60 days. After this date, the order for this product is considered invalid, if there is a product temporarily unavailable in the order, the Contractor should inform the Contracting Authority about this within 3 days from the date of receipt of the order.