**İstanbul Apparel Exporters’ Association**

**Technical Specification of Magic Las Vegas 2024 13-15 February and 7-9 August and 2024 February and August**

**GENERAL INFORMATION**

This Bid specification covers the procedures and conditions for the bids to be submitted for the work, which includes the 4-period booth construction service, covering the August period of February and August period of Magic LV SHOW 2023 fairs participation of İHKİB under the General Secretariat of Istanbul Textile and Apparel Exporters' Association.

**ADMINISTRATION:** İstanbul Apparel Exporters’ Association (hereinafter referred to as "IHKIB").

**BIDDER:** The Bidding Company.

**Scope of the Specification**

This bidding specification covers the procedures and requirements related to the bids to be submitted for Magic Las Vegas Show that is planned to be organized in Las Vegas Convention Center, Las Vegas, NV, USA on 13-15 February 2023 and 7-9 August 2023 and 2024 February and August, by the İstanbul Apparel Exporters’ Association (IHKIB) which is operating under the General Secretariat of Istanbul Textile and Apparel Exporters' Association.

**Scope of Work**

Booth construction service will be purchased for 4 terms MAGIC LV 13-15 February 2023 and 7-9 August 2023 and 2024 February and August. 3D renderings in the bid will be prepared for both IHKIB Info booth and exhibitor booths. At least two different materials must be used for 3D rendering material as 1 rendering will be a presentation of a booth made out of a chipboard one will be a different material.

The custom booth we have built in the last 4 terms is an average of 2550 sq ft.

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| --- | --- | --- |
| Season | M2 | SQ FT |
| MAGIC 2019-1 | 207 | 2300 |
| MAGIC 2019-2 | 126 | 1400 |
| MAGIC 2020-1 | 270 | 3000 |
| MAGIC 2022-1 | 315 | 3500 |
| Average  | 230 | 2550 |

Each 10\*10 100 sq ft booth materials are as follows down below

1. **Our standard package for 100 sq ft = 9 sq meter contained**

a) Booth walls can be MDF / Chipboard / Oktonorm / Fabric and aluminum skeleton.

b) Booth wall heights will be 8 feet.

* 1 table 3 chairs
* 2 shelves with 2 hanging rods(or Garment Racks on wheel) and 2 grid panels(with enough hooks) and It can be combination of these materials
* 1 track of lights
* 1 trash can
* standard carpet (color may vary but usually grey)
* 1 custom company fascial name
* 1 fabric/Vinly printings (poster) 8 Feet\*3,5 Feet. It can be horizontal or Vertical
* Turkish Apparel Logo and Türkiye logo on each booth
* 1 Manniquen (Man or Woman or 8 foot manniquen)
* One Electricity output with 2 entrance (power strip)
* 1 info desk

As the booth size increases materials increase accordingly

Note= 1 Grid panel is equal to 1 shelf or 1 hanging rod or Garment Racks on Wheel. Exhibitors are allowed to substitute one another and not limited to it unless we communicate with you in advance and get approval from you.

1. **INFO BOOTH:**

a) Booth walls can be MDF / Chipboard / Oktonorm / Fabric and aluminum skeleton.

b) Booth wall heights will be 8 feet.

* It will be 300 SQ FT.
* 1 table, 4 chairs
* 1 info desk TTG study will be implemented. (see: Sample Image)
* Water dispenser and 5 5 gallons water
* Coffee table in front of 2 seats (for 4 people)
* Kettle
* 1 track of lights
* 1 trash can
* Carpet covering inside the stand (color may vary)
* 1 Custom Fascial Board/ID
* Fabric or Vinly printing Poster / Banner to cover from Head To the toe of the booth walls
* 50-65 sq ft of storage area
* Large garbage can in the storage area
* Shelf unit in the warehouse area
* 5 power outlets in the booth
* Decorative Flowers

The offer must cover all the expenses regarding custom booths which are mentioned down below

* Installing and dismantling of the booth
* Material handling and drayage from the warehouse to Las Vegas Convention Center and from the convention center to the booths. Round trip
* Proper storage of materials
* Labor cost including their insurance that US government may require

The price proposal should be given gradually and regardless of the size of the booths.

The Gradual offer means that the bid for square meter/ square feet cost of the construction of 20 booths and the bid for square meter/ square feet cost of the construction of 2 booths are not the same. Therefore It should be offered a better price for 20 booths construction.

**General Requirements**

1. The purchasing process shall be carried out in accordance with the legislation of TIM (Turkish Exporters Assembly) and Exporters' Associations.
2. Bids must be submitted excluding VAT.
3. The bids shall be sent via e-mail to **idari@itkib.org.tr** -the designated e-mail address of the Contracting Authority at the latest on **November 14th, 2022.**
4. Bids will be prepared in USD.
5. Except for force majeure in the relevant legislation, the bidding company will make all kinds of notifications and applications required by the constructional work to the authorities specified in the relevant legislation within a maximum of 5 days and inform İHKİB after the bid is approved and the contract is signed.
6. Content of Bid:
	1. Bid Form,
	2. This technical specification, with each page signed and sealed by authorized signatory of the company,
	3. Detailed resumes and exclusivity/availability certificates of the experts involved in the team,
	4. Example Works and List of References,
	5. Current signature circular,
	6. Duration of Work and Project Plan.
	7. 3D Renders

You can contact the person stated below if you have any questions;

For Technical Questions: Mr. Kayhan AKTÜRK - kayhan.akturk@itkib.org.tr - +90 212 454 0339

For Administrative Questions: Ms. Meryem Bozkurt - meryem.bozkurt@itkib.org.tr - +90 212 454 02 07

**TERMS OF PAYMENT**

The bidding company must state all details related terms of payment.

**GENERAL TERMS AND CONDITIONS**

1. In the event that the bid is accepted, the contract regarding the work subject to the specification shall be signed between İHKİB and the bidding company, and the relevant contract will be the main legal text between the PARTIES.

If a clause of this Specification is legally invalid or becomes invalid, the other clauses of the contract are not affected.

1. In all kinds of disputes between the parties, the book records, documents and computer records of İHKİB will constitute definitive evidence on their own.
2. The bidding company accepts and undertakes that they have indicated their addresses specified in the proposal as their notification address, and that any notification made to these addresses will be valid unless the address changes are notified in writing through a notary public.
3. Any stamp tax, fee, fee arising from the contract will be paid by the bidding company after singing the contract.
4. Within 5 days following the signing of the contract, the bidding company is obliged to submit the guarantee check in the amount of the contract. This guarantee will be refunded if the service is received from the bidding company in full within the conditions specified in the contract. Otherwise, İHKİB reserves the right to convert the said security check into cash. The İHKİB reserves the right to unilaterally change the type and quality of this coverage and to request additional coverage if necessary.
5. The parties shall fully fulfill their legal, administrative and technical obligations in accordance with the Personal Data Protection Law No.6698 and the relevant secondary legislation regarding the issues related to the contract and the execution of the contract, and to fulfill each other's obligations under the aforementioned legislation.
6. İHKİB may terminate the contract without notice unilaterally and without paying compensation. In the event that the contract is terminated by İHKİB because of the bidding company’s failure, the Service Provider is obliged to compensate all direct and indirect damages incurred by İHKİB and also to pay the penalty price equal to the contract price.
7. The bidding company shall keep all kinds of information confidential, including but not limited to the commercial, technical, economic, financial information acquired within the scope of the work subject to this Specification. The bidding company shall not disclose and give access to any third parties. The bidding company will not use confidential information for any purpose other than work scope. The bidding company will be directly responsible in the event that he or his personnel or other persons working under him / her violates the obligation of confidentiality in any way, will indemnify all kinds of damages incurred by the General Secretariat of Istanbul Textile and Apparel Exporters' Associations (ITKIB) or 3rd persons or organizations, and will pay the penal clause to İHKİB in the amount of 50,000 USD. The confidentiality obligation will be valid indefinitely.
8. The bidding company cannot demand any additional fee in case of early completion or delivery of the work subject to the specification. In the event that the bidding company fails to complete the work subject to the specification for any reason or cannot deliver it properly, it will automatically be deemed to be in default. In this case, the penalty will be paid to İHKİB at the rate of 1% of the price of the work stipulated in the specification per day delayed.
9. If either party does not fulfill its obligations or some of its obligations due to force majeure, that party will not be responsible to the other. When a force majeure occurs, one of the parties has to inform the other party immediately. In case of such a situation, the parties will evaluate together and determine and implement the measures to be taken together. The Parties will not be able to claim damages that may arise from delays due to force majeure from each other.
10. The bidding company may not transfer or assign the work subject to this specification and any or all of its rights and obligations to any third party without the written approval of İHKİB. İHKİB has the right to transfer and assign its rights and obligations arising from the work subject to this specification.

**INELIGIBLE BIDDERS**

The persons listed below may not bid directly or indirectly. Even if they have submitted a bid, their bids shall not be taken into consideration and if purchasing decision has been taken, such decision shall be canceled.

1. Members serving in the Board of Directors and Board of Auditors of TİM/Association that will make the purchase and the TİM/Association personnel;
2. The employees who have left TİM/Association and who have left the membership of the Board of Directors and the Board of Auditors for a period of three years from the date they left;
3. The spouses of the persons listed in subparagraphs (a) and (b) of this paragraph and their first-degree relatives and relatives by marriage;
4. Legal entities in which those listed in subparagraphs (a), (b) and (c) of this paragraph have a shareholding;
5. The BIDDERS who were once awarded the work but were unwilling to enter into a contract in due form, and the BIDDERS who abandoned the contract and failed to fulfill their commitments according to the contractual provisions except for the events of force majeure;
6. Those who have been prohibited by various laws to participate in public tenders.

**REASONS FOR DISQUALIFICATION**

In the following cases, the BIDDERS shall be disqualified from the tender if such cases are identified:

1. Those who have finalized social security obligations according to the legislative provisions in force in Turkey or their own country;
2. Those who have finalized tax obligations according to the legislative provisions in force in Turkey or their own country;
3. Those who were convicted by a court decision for their professional activities within 5 years prior to the date of the tender.

**EVALUATION OF BIDS AND SELECTION CRITERIA:**

1. The bids shall be evaluated by a commission consisting of the Board of Directors of İHKİB and the General Secretariat.
2. In the evaluation, the reasonable price and the service quality provided by the bidding company in similar works shall be taken into account.
3. The evaluation results shall be notified to the bidding company in writing.
4. The bidding company agree and undertake that they shall not have any compensation and other claim rights it they are not awarded the contract for their bids as a result of the evaluation.

**CANCELLATION OF TENDER**

1. İHKİB has the right not to make the tender if deemed necessary.
2. In case İHKİB cancels the tender for any reason whatsoever, the bidding company agree and undertake that they shall not have any compensation and other claim rights irrespective of the name under which it is claimed.

**SETTLEMENT OF DISPUTES**

The İstanbul Arbitration Center is authorized to settle any disputes arising out of this specification. The Turkish law and arbitration rules of the İstanbul Arbitration Center shall apply to such disputes.

**ANNEX 1 PROPOSAL FORM**

**Subject of Service Procurement :** 4-terms booth construction service to cover period of February and August periods of Magic LV SHOW 2023 and 2024 fairs.

**Bidder Company Name :**

**Gradual Offer Table**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name of the Fair for which the Offer was submitted** | ***Min. Stant Participation Guarantee*** | ***Cost Per Sq ft*** |
| 1 |  Magic LV SHOW 2023 and 2024 February and August Fairs |

|  |
| --- |
| 100 sq ft -1.000 sq ft |
| 1001 sq ft- 2000 sq ft |
| 2001 sq ft- 4000 sq ft |

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***Regardless of the size offer table***

|  |  |  |
| --- | --- | --- |
|  | **Name of the Fair for which the Offer was submitted** | ***Cost Per Sq ft*** |
| 1 |  Magic LV SHOW 2023 and 2024 February and August Fairs |  |

***Bids to be given;***

* It should have a validity period until December 2024. Bids must be submitted including all costs.,
* in the employment contract of for people of whom are not Citizen of the Republic of Turkey but residing in Turkey, It is possible to decide the contract price and other payment obligations arising from these contracts in foreign currency or indexed to foreign currency.
* It is possible to decide the contract price and other payment obligations arising from these contracts in foreign currency or indexed to foreign currency for those who are Outside of residents in Turkey; branches, representation offices, liaison offices, companies with a shareholding of fifty percent or more directly or indirectly, and companies in the free zones within the scope of their activities in the free zone.

*Date*Full Name

*Signature*

Company Stamp