



aicep Portugal Global

AGÊNCIA PARA O INVESTIMENTO E COMÉRCIO EXTERNO DE PORTUGAL, E.P.E.

(AICEP)

Store Manager

CPR 49/2021 (Concept Store)

TENDER SPECIFICATIONS



TENDER SPECIFICATIONS

Article 1 (Scope)

1. The present Tender SPECIFICATIONS includes the clauses to be inserted in the Contract to be signed between AICEP, EPE and the successful tenderertenderer for the supply of the items identified in annex A with the characteristics mentioned in that annex.
2. In addition to its own clauses, the contract to be signed will include:
 - a) the correction of errors or omissions of the Tender Specifications identified by the tenderertenderers that are expressly accepted by AICEP, EPE under the terms of article 61 of Decree-law 18/2008 of the 29th of January;
 - b) the clarifications and corrections that may be issued by AICEP, EPE under the terms of article 50 of Decree-law 18/2008 of the 29th of January;
 - c) the Tender Specifications;
 - d) the winning tender;
 - e) the clarifications provided by the successful tenderer concerning its proposal.
3. In case of discrepancy between the various documents referred to in paragraph 2, the ones listed first in that paragraph will prevail.
4. In case of discrepancy between the documents referred to in paragraph 2 and the clauses of the contract, the first ones will prevail, except for the adjustments proposed under article 99 of Decree-law 18/2008 that are accepted by the successful tenderer under article 101 of the same decree-law. Those adjustments will be included in annex II to the contract.

Article 2 (Successful tenderer's obligations)

Among other obligations provided for in the applicable law and in this Tender Specifications, the successful tenderer shall:

- a) assure that the services it provides comply with the required specifications set out in the annexes of this document;
- b) provide the required information;
- c) Guarantee the secrecy of the information.

Article 3 (Contract Term)

The contract is effective for 7 months in accordance with the respective terms and conditions and provisions of the law, without prejudice to the obligations that must last beyond the termination of the contract;

Article 4 (Price and payment conditions)

1. The maximum price that AICEP, EPE is willing to pay to the winning tenderer for providing all the services referred to in the Tender Specifications is 25.000,00 €, VAT not included.
2. For the acquisition of all the services provided by the winning tenderer, AICEP, EPE will pay the amount corresponding to the price proposed by the winning tenderer, plus VAT.
3. The winning tenderer will invoice AICEP, EPE for the whole amount of the payable price for one year at the time of the contract signature.



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4. The invoice will be paid within 30 days after being received.

Article 5
(Applicable law)

The Contract is ruled by Portuguese law.

Article 6
(Termination)

1. Either AICEP, EPE or the Winning Tenderer may terminate the contract if:
 - a) the successful tenderer defaults and does not fulfil its obligation within the time limit that is reasonably given by the Tender Document or resulting contract or AICEP, EPE; or AICEP, EPE defaults and does not fulfil its obligations within the time limit that is reasonably given by the Tender Specifications or resulting contract or Winning Tenderer.
 - b) there is a material breach of the obligations set out in this Tender Specifications by either party that in the case of AICEP, EPE causes an objective lack of interest in receiving the services that those obligations imply.
2. The termination of the contract under any of the circumstances referred to above determines the termination of any credit that the successful tenderer may hold against AICEP, EPE.

Article 7
(Interpretation of the Contract)

1. In case of doubt concerning the interpretation of the rules applicable to the fulfilment of the contract, the winning tenderer must ask, in writing, for a clarification from AICEP, EPE.
2. The winning tenderer commits to take into account the guidelines that are transmitted by AICEP, EPE as long as those guidelines do not collide with the rules applicable to the fulfilment of the contract.

Article 8
(Management of the Contract)

Carlos Pacheco is designated for the purposes of monitoring the performance of the contract under the terms of article 290 of the Code of Public Procurement.



ANNEX A

1. Context

Portuguese Trade & Investment is seeking a Store Manager for its Store in the Republic of Portugal Pavilion in Expo Dubai 2020. The Store named Portugal Concept Store will operate from October 1 to March 31. The store Manager will start on September 15 and end its duties in April 15 in order to prepare the opening make the final closure once Expo Dubai 2020 ends.

2. Technical Requirements

2.1 Job description

The Store Manager will be responsible for overseeing all aspects of daily operations including managing salespeople, cashiers, controlling finances, providing daily reports of sales, evaluating the supply and availability of stocks and deciding when to restock, monitoring shelf stocks and product displays and the general appearance of the store. Address customer requests, comments and complaints. Suggest and implement in-store marketing proposals to improve sales.

The candidate should have at least 3 years of experience in a similar role and experience in managing a store in the context of an Exhibition.

2.2 No. of hours/day and no. of day off/s

8 to 9 hours daily. 1 day off per week for a period of 7 months.

2.3 Certification required?

Only the certifications required in the UAE for the role.

2.4 Nationality preference

Nice to have European. Portuguese would be a plus.

2.5 Type of store

This is a store of Iconic Portuguese Products in the scope of Expo Dubai 2020.