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Strukturalne i Inwestycyjne



**For implementation of the project under Measure 2.1 Support for investments in R&D infrastructure of enterprises Sub-measure Smart Growth Operational Programme 2014-2020 Priority axis Support for the environment and capacity of enterprise for R&D&I activity**

Project title: "Development of the Research and Development Centre of Trefl S.A."

## **REQUEST FOR PROPOSAL**

for the purchase of a fixed asset: for a one of the elements of laboratory equipment 1pcs = 1 set device for measuring gaps for the purposes of the project "Development of the Research and Development Centre of Trefl S.A." under Measure 2.1 Support for investments in R&D infrastructure of enterprises, Sub-measure Support for the environment and capacity of enterprise for R&D&I activity

Gdynia, 08.07.2019.

## I. CONTRACTING AUTHORITY

**Trefl S.A.**

**Registered address: Plac Dwóch Miast 1, 81-731 Sopot**

**Registered office, correspondence address: ul. Kontenerowa 25, 81-155 Gdynia**

NIP 585-13-57-118

Contact person: Krzysztof Furmańczyk, Roman Kornela, Małgorzata Snider

Tel.: +48 58 66 67 100 Fax: +48 58 66 67 107

E-mail: [dotacje@trefl.com](mailto:dotacje@trefl.com)

## II. GENERAL PROVISIONS

1. The Contracting Authority initiates the procedure as a Request for Proposal.
2. The contract will be awarded according to the principle of competitiveness. The provisions of the Act of 29 January 2004 on Public Procurement Law do not apply to this Offer for Proposal.
3. The procedure is conducted in Polish and English.
4. The Contracting Authority does not allow for submitting partial bids.
5. The Contracting Authority does not allow for reimbursement of costs of participation in the procedure.
6. The Contracting Authority reserves the right to change the Request for Proposal and to cancel the procedure at any time before the end of the period for submission of bids.
7. In case of cancellation of the procedure, the Economic Operators shall not be entitled to any claims against the Contracting Authority.

## III. SUBJECT OF CONTRACT

1. The subject of the Contract is a one of the elements of laboratory equipment 1pcs = 1 set device for measuring gaps for the purposes of the project for Trefl S.A. under Measure 2.1 Support for investments in R&D infrastructure of enterprises, Sub-measure Smart Development Operational Programme 2014-2020.
2. The Subject of the Contract of the following parameters:
  - a. Accuracy of measurement  $\pm 0.035$  mm
  - b. Maximum speed of one measurement not more than 6 seconds
  - c. The ability to generate a report from the measurements made in the form of a "quality certificate"
3. The selected Economic Operator within the remuneration shall provide the following: the price of execution of the Subject of the Contract, its delivery, assembly, start-up and full insurance till the moment of receiving the press by the Contracting Authority.
4. The costs of transport and insurance against any risks of loss and damage during delivery to the Contracting Authority's registered office (including loading and unloading) shall be borne by the Economic Operator.
5. The Economic Operator shall put the Subject of the Contract into operation and start it at the Contracting Authority's registered office.
6. The Object of the Contract shall be new, unused, complete, free from physical and legal defects, not encumbered with any rights of third parties; it will not be the subject of collateral.
7. The Object of the Contract must have the certificates for use on the Polish market required by the Polish law and must comply with the standards in force in Poland and the EU.





8. If any trademarks, patents, types or specific origin are indicated in the description of the Subject of the Contract (if the reference is justified by the Object of the Contract), the Contracting Authority shall specify that it accepts the possible use of **equivalent solutions**.
9. When the Subject of the Contract is described by means of standards, approvals or technical specifications, the Contracting Authority accepts the possible use of **equivalent solutions**.
10. The Economic Operator shall deliver the following **documents in paper or electronic version** together with the Object of the Contract:
  - a. operation and maintenance manual, user manual in Polish,
  - b. guarantee document,
11. **Guarantee, warranty and warranty service:**
  - a. guarantee and warranty service period - **at least 12 months** following the date of signing (without reservation) **the final acceptance report. The guarantee period expressed in the number of months only is a criterion for the evaluation of bids** in accordance with the terms set out in the **Chapter VII** of the Request for Proposal.
  - b. Under the guarantee the Economic Operator is required to remove any defects in the Object of the Contract, provided that such defects are revealed within the guarantee period.
  - c. Guarantee liability includes both the defects in the Subject of the Contract at the time of acceptance by the Contracting Authority, and any other physical defects for reasons not attributable to the Contracting Authority, provided that such defects are revealed and reported to the Economic Operator within the guarantee period.
  - d. The warranty period shall be the same as the guarantee period.
12. **CPV code** – 38540000-2 Machines and apparatus for testing and measuring

#### IV. TIME LIMIT FOR COMPLETION (AGREEMENT PERFORMANCE PERIOD)

1. The time limit for completion of the Object of the Contract (agreement performance period) - up to 20 calendar days from the agreement date.
2. The time limit for completion of the Object of the Contract is the same as the agreement performance period.
3. The starting date is the agreement date, and the final date is the acceptance date, when the Object of the Contract is fully ready for use.
4. A **final acceptance report** shall be prepared for the acceptance of the Subject of the Contract.

#### V. BID PREPARATION METHOD

1. The proposed value should be presented in the **Bid Form (Appendix 1)**.
2. The bid value must be presented as a **net value**.
3. The bid value should be expressed in monetary units to two decimal places.
4. The values indicated in the bid shall apply throughout the bid term and shall be binding for the concluded agreement.
5. If any amounts are expressed in foreign currency, the Contracting Authority shall convert them into PLN according to the average exchange rate of the National Bank of Poland in force on the last day of the submission of bids.
6. The prices should take into account all the elements related to the proper and timely completion of the Subject of the Contract, including fees and taxes, any discounts and rebates, costs in





connection with delivery, assembly, commissioning, staff training and the costs of full insurance until the press is accepted by the Contracting Authority, and other activities required to start the Subject of the Contract.

## VI. PLACE AND DEADLINE FOR SUBMISSION OF BIDS

1. The bid must be submitted by **22.07.2019** in the registered office of the Contracting Authority, in Gdynia, at 25 Kontenerowa St., or by e-mail to: [dotacje@treffl.com](mailto:dotacje@treffl.com).
2. Offers submitted after the deadline will not be considered.
3. The bid must be valid until at least **31.08.2019**. In the event that the offer is not binding or the time limit is shorter, the Economic Operator's bid will be rejected as inconsistent with the contents of the Request for Proposal. The Contracting Authority informs that it allows for extension of the bid term upon prior consent of the Economic Operator.
4. Before the end of the bid submission deadline, the Economic Operator may make changes to the submitted bid or withdraw it. Changes to the bid or its withdrawal should be delivered to the Contracting Authority before the end of the bid submission deadline, in writing to be valid. Change or withdrawal of the bid should include an additional inscription: **"CHANGE OF BID"** or **"WITHDRAWAL OF BID"**.
5. In the course of examination and evaluation of bids the Contracting Authority may demand clarifications from the Economic Operators regarding the content of the bids submitted within a prescribed period. In the absence of clarifications within the prescribed period, the bid will be rejected.
6. In the absence of the necessary declarations or documents, the Economic Operator will be asked to provide them within a prescribed period. In the absence of the said documents or declarations within the prescribed period, the bid will be rejected.
7. To be valid, the bid must be submitted in writing or as a scan of the signed bid sent by electronic means.
8. The bid and appendices thereto must be signed by persons authorised to represent the Economic Operator in accordance with the representation under the relevant register (records) or on the basis of the granted power of attorney.
9. The bid should include the bid form filled out in accordance with the request for proposal, and appendices to the request, and also a power of attorney to act on behalf of the Economic Operator, if applicable.
10. Changes to the content of the Request for Proposal and clarifications provided by the Contracting Authority to the inquiries of the Economic Operators will become an integral part of the Request for Proposal and will bind the Economic Operators.

## VII. CRITERIA FOR EVALUATION OF BIDS AND INFORMATION ABOUT SCORE WEIGHTS ASSIGNED TO RESPECTIVE BID EVALUATION CRITERIA AND THE METHOD OF SCORING FOR FULFILLING THE BID EVALUATION CRITERION

1. The Contracting Authority will evaluate valid bids according to the following evaluation criteria:

CRITERION	WEIGHT (score)
NET VALUE	90
GUARANTEE PERIOD	10
TOTAL	100

### a) NET VALUE - PC

The score for the price is calculated as follows:

$$P_c = \frac{C_n}{C_b} \times 90$$

$P_c$  – points received  
 $C_n$  – net value of the lowest Bid submitted  
 $C_b$  – net value of the Bid examined

A Bid may obtain no more than **90 points** for the "Net value" criterion.

The Contracting Authority reserves the right to negotiate the price with all the Economic Operators who have not been excluded from the proceedings, then the price determined as a result of the negotiations shall be subject to evaluation. These negotiations shall concern the final price.

### b) GUARANTEE PERIOD - PG

The Contracting Authority shall evaluate the criterion based on the information included in the bid form (the Economic Operator shall specify in the bid form the guarantee period for the Subject of the Contract in months only, without any additional limitations). At the same time the Contracting Authority informs that the **minimum guarantee period is 12 months**. The guarantee period starts on the date of the acceptance report. If the Economic Operator specifies a **guarantee period of less than 12 months or determines additional conditions related to the guarantee**, the Economic Operator's bid will be **rejected** as incompatible with the Request for Proposal.

Under the "guarantee period" criterion, the bid shall be evaluated as follows:

No.	Guarantee period in months	Score
1	12	0
2	13-16	2
3	17-19	5
4	20-23	7
5	equal to or above 24	10





If the Economic Operator does not specify the guarantee period in the bid form, the Economic Operator's bid under this criterion will receive 0 points, and the guarantee period will be set to 12 months.

A Bid may obtain no more than **10 points for the "guarantee period"** criterion.

2. Calculations shall be made by the Contracting Authority to two decimal places.

3. **THE CONTRACTING AUTHORITY WILL CHOSE AS THE BEST BID THE BID THAT RECEIVES THE HIGHEST SCORE FOR RESPECTIVE CRITERIA, SUMMED UP AS FOLLOWS:  $P = PC + PG$  where:**

**P** - total score

**PC** - score obtained under the "net value" criterion

**PG** - score obtained under the "guarantee period" criterion

#### **VIII. CONDITIONS FOR PARTICIPATION IN THE PROCEDURE AND THE METHOD FOR DETERMINING WHETHER THEY ARE MET**

The Contracting Authority does not set conditions for participation in the proceedings.

#### **IX. DOCUMENTS AND DECLARATIONS TO BE ATTACHED TO THE BID**

1. The Contracting Authority requires the following documents to be submitted with the bid:
  - a. declaration of absence of grounds for exclusion (Appendix 2),
  - b. technical and performance parameters (Appendix 3).

#### **X. INFORMATION ON FORMALITIES THAT SHOULD BE COMPLETED AFTER THE SELECTION OF THE BEST BID FOR IMPLEMENTATION OF THE SUBJECT OF THE CONTRACT**

1. The Contracting Authority will publish information about the results of the proceedings on its own website and provide information to The Economic Operator who make an offers.

#### **XI. INFORMATION ON THE SCOPE OF EXCLUSION OF THE ECONOMIC OPERATOR**

1. The Economic Operators who fail to demonstrate that they meet the conditions for participation in the procedure and that there are no grounds for exclusion will be excluded from this procedure.
2. Operators with personal or capital ties to the Contracting Authority are excluded from the procedure. Capital or personal ties are understood as mutual relationship between the Contracting Authority or the persons entitled to incur liabilities on behalf of the Contracting Authority or the persons performing for the Contracting Authority the activities related to the preparation and execution of the Economic Operator selection procedure and the Economic Operator, involving in particular:
  - a. participating in the company as a partner in a civil law company or partnership,
  - b. owning at least 10% of shares,
  - c. acting as a member of a supervisory or management body, proxy or representative,
  - d. relationship such as marriage, kinship or secondary affinity, relationship within the second degree by consanguinity or secondary affinity within second degree, or adoption, care or guardianship.



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## XII. APPENDICES

1. **Appendix 1** - Bid form
2. **Appendix 2** - Declaration of absence of grounds for exclusion from participation in the procedure.
3. **Appendix 3** Technical and performance parameters.



**TREFL S.A.**  
Plac Dwóch Miast 1  
81-731 SOPOT  
tel. (+58) 666-72-67, fax (+58) 666-72-66  
NIP: 585-13-57-118

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**DYREKTOR**  
ds. Organizacji i Administracji  
Prokurent  
*Matgorzata Snider*

**PEŁNOMOCNIK ZARZĄDU**  
ds. inwestycji i nowych technologii  
*Roman Kornela*



## Appendix 1 to the Request for Proposal

### BID FORM

Place and date.....

.....

.....

Name and address, phone number, e-mail of The Economic Operator

**Trefl S.A.**

**Registered address: Plac Dwóch Miast 1, 81-731 Sopot**

**Correspondence (registered office)**

**address: ul. Kontenerowa 25, 81-155 Gdynia**

In reference to the Request for Proposal for acquisition of a fixed asset for a one of the elements of laboratory equipment 1pcs = 1 set device for measuring gaps In reference to the Request for Proposal for acquisition of a fixed asset for the project for Trefl S.A. under Measure 2.1 Support for investments in R&D infrastructure of enterprises, Sub-measure Smart Growth Operational Programme 2014-2020 co-financed by the European Development Fund we offer to implement the Subject of the Contract according to the request for proposal for the price of:

Subject of the Contract	Quantity	Name/Model/ Manufacturer	Net value	Currency
The device for measuring gaps	1 pcs = 1 set			

1. We declare that we have read the request for proposal and the appendices and we do not raise any objections.
2. We declare that we have obtained all the necessary information to prepare the bid.
3. We declare that we have read the terms of the agreement and we do not raise any objections to them.
4. We declare that the aforementioned price includes the fulfilment of all the obligations of the Economic Operator described in the request for proposal with appendices.
5. We declare that the bid is valid **until** .....
6. We declare that the **guarantee period is .... months.**
7. We declare that the **delivery date is .... days.**
8. Appendices to this Bid, which constitute an integral part thereof, include:
  1. Declaration of absence of grounds for exclusion from participation in the procedure.
  2. Technical and performance parameters.

.....  
(signature and/or stamp of the authorised  
Representative of Economic Operator)



**DECLARATION  
OF ABSENCE OF GROUNDS FOR EXCLUSION FROM PARTICIPATION IN THE PROCEDURE**

When submitting a bid in the tender procedure conducted under the Request for Proposal for the purchase of a fixed asset, a one of the elements of laboratory equipment 1pcs = 1 set device for measuring gaps 2.1 Support for investments in R&D infrastructure of enterprises, Sub-measure Smart Growth Operational Programme 2014-2020 co-financed by the European Regional Development Fund, I declare (we declare) that there are no grounds for excluding me (us) from the contract award procedure due to personal or capital ties to the Contracting Authority, i.e. the Purchaser, i.e. mutual relationship between the Contracting Authority or the persons entitled to incur liabilities on behalf of the Contracting Authority or the persons performing for the Contracting Authority the activities related to the preparation and execution of the Economic Operator selection procedure and the Economic Operator, involving in particular:

1. participating in the company as a partner in a civil law company or partnership,
2. owning at least 10% of shares,
3. acting as a member of a supervisory or management body, proxy or representative,
4. relationship such as marriage, kinship or secondary affinity, relationship within the second degree by consanguinity or secondary affinity within second degree, or adoption, care or guardianship.

.....  
(place, date)

.....  
(signature and/or stamp of the authorised  
Representative of Economic Operator)

### Appendix 3 to the Request for Proposal

#### TECHNICAL AND PERFORMANCE PARAMETERS

No.	Parameters required by the Contracting Authority	Confirmation of the parameters offered by the Economic Operator by entering YES/NO accordingly	Notes
1	Accuracy of measurement $\pm 0.035$ mm		
2	Maximum speed of one measurement not more than 6 seconds		
3	The ability to generate a report from the measurements made in the form of a "quality certificate"		

If the answer is negative (NO) the Economic Operator is required to specify the **equivalence** of the offered parameter in the "Notes" column. At the same time, I hereby inform that the offered equivalence can not be worse than the requirements of the Contracting Authority.

.....  
(place, date)

.....  
(signature and/or stamp of the authorised  
Representative of Economic Operator)