

## Request for Proposal no 3 as of 23.11.2016

**Re:** Machines and equipment for glaze fabrication

as part of the Project:

**Submeasure 3.2.1 „Market Research”**

as part of 3<sup>rd</sup> priority axis: „Provision of support to innovations in companies”  
related to Smart Growth Operational Programme 2014-2020

Name & address of the awarding entity:	<b>Cerrad Sp. z o.o.</b> hereinafter the Awarding Entity ul. Radomska 49B; 27-200 Starachowice
Contract awarding procedure:	This is a tender procedure implemented in compliance with principle of fair competition that was determined in <i>European Regional Development Fund eligibility rules</i> ; Smart Growth Operational Programme eligibility rules; Art. 6c of the Act on PARP (the Polish Agency for Enterprise Development).
Invitation to tender:	23.11.2016
Deadline:	Proposals shall be submitted before or on 23.12.2016 at 15:00 CET Proposals received after the deadline shall not be considered. Time and date specified in the request for proposal shall apply.
Proposal submission:	Proposals shall be submitted to the following e-mail address: <a href="mailto:projekt@cerrad.pl">projekt@cerrad.pl</a> or in hard copy to the seat of the company: <b>Cerrad Sp. z o.o.</b> hereinafter the Awarding Entity ul. Radomska 49B 27-200 Starachowice
Description of the object of contract:	1. The object of the contract shall include:  <b>Process line for fabrication and storage of glaze for the purpose of</b>

	<p><b>production of 4 million m<sup>2</sup> glazed tiles in accordance with enclosed layout.</b></p> <p>2. In accordance with the Common Procurement Vocabulary, the object of the contract shall be defined as: <b>CPV: 42900000-5 - Miscellaneous general and special-purpose machinery.</b></p> <p>3. The Awarding entity reserves the right to limit the range of description of the object of the contract; however the Awarding Entity shall be obliged to submit a supplement of the detailed (excluded) specification of the object of the contract upon written request of all potential Contractors which shall oblige themselves, in a written form, to maintain confidentiality in relation to submitted information.</p>
<p>Admission to tender:</p>	<p><b>CONTRACTOR'S EXPERIENCE:</b></p> <p>1. Contractors shall demonstrate relevant <b>Letters of Reference.</b></p> <p>2. To confirm meeting requirements, it is necessary to enclose a specification of at least one project related to delivery of similar machines and equipment including brief description of the object of such project/s.</p> <p style="text-align: center;">***</p> <p>A. The Awarding Entity shall assess compliance with the tender participation requirements on the basis of declaration of a Contractor and foregoing description. The assessment shall be compliant/non-compliant.</p> <p>B. The documents requested by the Awarding Entity for the purpose of confirmation of compliance with the tender participation shall be submitted as originals or true copies certified by Contractors (in case of electronic proposals, scanned documents shall be submitted).</p> <p>C. Prior to conclusion of the contract, the Awarding Entity shall reserve the right to verify declarations submitted by the Contractors (compliant/non-compliant) related to provisions of the contract awarding procedure on the basis of relevant documents that acknowledge such declarations.</p> <p>D. <b>Entities related by capital or related personally with the Awarding Entity shall be excluded</b> from participation in the tender.        Capital or personal relationship shall be understood as mutual relations between the Awarding Entity - or persons authorised to incur liabilities on behalf of the Awarding Entity or persons undertaking actions, on behalf of the Awarding Entity, related to development and implementation of the contractor selection</p>

	<p>process - and the Contractor specifically including:</p> <ul style="list-style-type: none"> <li>- participation in a company as a partner in private partnership or in commercial partnership,</li> <li>- holding of at least 10 % of shares or actions,</li> <li>- holding the position of a member of the supervisory or managing body, proxy, plenipotentiary,</li> <li>- being in matrimony, second degree direct or secondary relationship or kinship, or in adrogation, carer, or guardian relations.</li> </ul>															
Contract delivery date:	The contract shall be completed not later than within 9 months upon its conclusion.															
Kryteria wyboru oferty oraz sposób dokonywania oceny:	<ol style="list-style-type: none"> <li>1. Selection of the most profitable proposal shall be based on the following criteria; <ul style="list-style-type: none"> <li>- Price (60%),</li> <li>- Payment dates (20%),</li> <li>- Guarantee period ( 10%),</li> <li>- Delivery date (10%).</li> </ul> </li> <li>2. The price shall be expressed in; <ul style="list-style-type: none"> <li>- Polish zloty (PLN) or in Euro; in case of Euro, for the purpose of comparison of submitted proposals the current exchange rate of the National Bank of Poland as of 20.12.2016, which is the proposal submission deadline, shall be applied.</li> </ul> </li> <li>3. The Awarding Entity shall assess and compare only those proposals that: <ul style="list-style-type: none"> <li>- have not been rejected by the Awarding Entity,</li> <li>- have been submitted by those Contractors that were not excluded by the Awarding Entity from this tender.</li> </ul> </li> <li>4. The proposals shall be assessed by the Awarding Entity on the basis of the following criterion and its reference: <table border="1" data-bbox="544 1469 1398 1839"> <thead> <tr> <th data-bbox="544 1469 938 1686">Criterion</th> <th data-bbox="938 1469 1126 1686">Criterion-referenced percentage</th> <th data-bbox="1126 1469 1398 1686">Maximum possible points that may be received in relation to criterion granted by each member of the committee.</th> </tr> </thead> <tbody> <tr> <td data-bbox="544 1686 938 1727">Price (C)</td> <td data-bbox="938 1686 1126 1727">60%</td> <td data-bbox="1126 1686 1398 1727">60 points</td> </tr> <tr> <td data-bbox="544 1727 938 1767">Payment dates (T)</td> <td data-bbox="938 1727 1126 1767">20%</td> <td data-bbox="1126 1727 1398 1767">20 points</td> </tr> <tr> <td data-bbox="544 1767 938 1807">Guarantee period (O)</td> <td data-bbox="938 1767 1126 1807">10%</td> <td data-bbox="1126 1767 1398 1807">10 points</td> </tr> <tr> <td data-bbox="544 1807 938 1839">Delivery date (R)</td> <td data-bbox="938 1807 1126 1839">10%</td> <td data-bbox="1126 1807 1398 1839">10 points</td> </tr> </tbody> </table> </li> </ol> <p><b>Established evaluation criterion "Price "</b></p>	Criterion	Criterion-referenced percentage	Maximum possible points that may be received in relation to criterion granted by each member of the committee.	Price (C)	60%	60 points	Payment dates (T)	20%	20 points	Guarantee period (O)	10%	10 points	Delivery date (R)	10%	10 points
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Delivery date (R)	10%	10 points														

In case of "Price" criterion, the proposal shall receive a value rounded to two decimals on the basis of the following formula:

$$P_i(C) = (C_{min} / C_i) \cdot \text{Max}(C)$$

where:

P <sub>i</sub> (C)	-	points granted to the proposal "i" in relation to "Price" criterion;
C <sub>min</sub>	-	the lowest price from all valid non-rejected proposals;
C <sub>i</sub>	-	"i" proposal price;
Max(C)	-	maximum points that may be granted to a proposal for "Price" criterion;

**Established evaluation criterion „Payment date”**

Within „payment date” criterion relevant points shall be granted as per the following formula:

- 1) payment date – 10% advance payment, 80% within 30 days upon delivery, 10% upon achieving intended output – 20 points.
- 2) shorter dates – 0 points.

Points related to „payment date” criterion shall be granted in accordance with the declaration of a contractor that is provided in the Tender Proposal Form.

**Established evaluation criterion „Guarantee period”**

Within „guarantee period” criterion relevant points shall be granted as per the following formula:

- 1) 24-month guarantee – 10 points.
- 2) guarantee under 24 months – 0 points

**Established evaluation criterion „Delivery date”**

Within „delivery dates” criterion relevant points shall be granted as per the following formula:

- 1) up to 7-month delivery date upon contract conclusion – 10 points.
- 2) Delivery date exceeding 7 months upon contract conclusion – 0 points.

<p>The proposal shall include the following components:</p>	<ul style="list-style-type: none"> <li>– Tenderer’s identification data (name, address, NIP [Tax Identification Number], KRS/EDG [National Court Register Number/entry into the Business Activity Register]),</li> <li>– Date of development and validity of the proposal (min. 30 days from the deadline, that is 20.12.2016),</li> <li>– Scope and detailed specification of offered machines and equipment in compliance with the object of the contract,</li> <li>– Information related to knowledge and experience of the Contractor with regard to the object of the contract (<b>in accordance with the requirements specified in section: Admission to tender</b>),</li> <li>– Declaration of the Contractor that the Contractor meets the condition related to non-personal relations with the Awarding Entity specified in section: Admission to tender,</li> <li>– Total net and gross price,</li> <li>– Terms and dates of payment,</li> <li>– Guarantee period,</li> <li>– Date/period of implementation of the object of the contract,</li> <li>– Primary contact (name &amp; surname, phone number, e-mail),</li> <li>– Signature of a person authorised to submit the proposal.</li> </ul> <p>Missing any of the foregoing components may result in proposal rejection.</p>
<p>Contract alteration:</p>	<p>The Awarding Entity reserves the right to alter the contract awarded to the entity selected in the course of public contract awarding procedure due to:</p> <ul style="list-style-type: none"> <li>a) justified alterations in the range of performance of the contract,</li> <li>b) objective reasons beyond the control of the Awarding Entity or a tenderer,</li> <li>c) force majeure,</li> <li>d) changes in law regulations applicable on the date of the contract conclusion,</li> <li>e) receipt of a decision of the project finance entity related to changes in the range of tasks, completion dates, or determination of additional provisions to which the Awarding Entity shall be obliged.</li> </ul>
<p>Additional information:</p>	<p>1. The Awarding Entity reserves the right to grant a supplementary order (as per description of the object of the project) to the Contractor in an amount not exceeding 50% of the basis order value that was determined in the contract concluded with the contractor.</p>

	<p>2. The Awarding Entity reserves the right to grant a supplementary orders - to the Contractor – which are excluded from the basis order and non-exceeding 50% of the value of the basic order which are necessary to ensure correct implementation of the project occurring among others from:</p> <ul style="list-style-type: none"><li>– separation of additional order from the basis order on technical or economical grounds; it would require bearing disproportionately huge costs,</li><li>– provision of the basic order that is subject to provision of the additional order.</li></ul> <p>3. The Awarding entity reserves the right to alter or cancel the tender procedure at any time without giving reasonable reason or without notification of the Tenderers.</p> <p>4. This tender procedure <u>shall not</u> be carried out in accordance with provisions of the Act as of 29 January 2004 on Public Procurement.</p>
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