

Request for Proposals no 15 dated 02.03.2018

ad.4

Re: Control and measurement instruments dedicated to monitoring of technological processes of pressing, drying, digital decoration, internal transportation, sorting and packing of slim, large-size ceramic tiles and control of quality of semi-finished products and ready products .

**In the Project entitled:
Sub-measure 3.2.1 “Research to the Market ”
In the 3rd Priority Axis: “Supporting Innovation in Enterprises”
Smart Development Operational Programme for 2014 – 2020**

Contract awarding procedure:	Bidding contest organised in compliance with competitive tendering defined in the <i>Guidelines on the eligibility of expenditure under the European Regional Development Fund</i> ; <i>Guidelines on the eligibility of expenditure under the Smart Development Operational Programme</i> ; article 6c of the Act on Polish Agency for Enterprise Development.
Date of announcement of the request for proposals:	02.03.2018
Deadline for submission of bids:	Bid may be submitted by 02.04.2018, 3:00 pm Bids submitted after the deadline will not be examined. Date and time of delivery of a bid to the company is of the essence.
Submission of bid:	A bid may be sent: electronically to: projekt@cerrad.pl or in paper form to the company’s registered office: Cerrad Sp. z o.o. hereinafter: the Awarding Entity ul. Radomska 49B 27-200 Starachowice
Description of the subject of the contract:	1. The subject of this contract consists of:

1-kilogram-scales – 3 devices

Technical specification: accuracy $\pm 0.01g$. Tare weight range – 1 kg, stabilisation time – 3 seconds, display with backlight, power consumption 6W + a battery
+ Guarantee with a calibration certificate

3-kilogram-scales – 3 devices

Technical specification: accuracy $\pm 0.01g$. Tare weight range – 3 kg, stabilisation time – 3 seconds, display with backlight, power consumption 6W + a battery
+ Guarantee with a calibration certificate

6-kilogram-scales – 6 devices

Technical specification: accuracy $\pm 0.01g$. Tare weight range – 6 kg, stabilisation time – 3 seconds, display with backlight, power consumption 6W + a battery
+ Guarantee with a calibration certificate

30-kilogram-scales – 4 devices

Technical specification: accuracy $\pm 0.5g$. Tare weight range – 30 kg, stabilisation time – 3 seconds, readout accuracy 0.5g,, LCD display, weighing pan dimensions 30x30, power consumption 6W + a battery
+ Guarantee with a calibration certificate

Moisture analyser – 5 devices

Technical specification: accuracy $\pm 0.01g$, maximum load 50g, maximum temperature 160°C, moisture readout accuracy 0.001%, quick, stepped, standard, mild drying mode, power 230 V, maximum power consumption 450 W, weighing pan dimensions $\varnothing 90mm$, $h=8mm$
+ Guarantee with a calibration certificate

F2-class weights

Technical specification: nominal values from 1 g to 5 kg, total weight 11 110g, 16 units, cylindrical forms with adjustable cavity

	<p>2. The Awarding Entity reserves the right to limit the scope of the description of the subject of the contract, but undertakes to supplement detailed (excluded) description of the subject of the contract at a written request of all interested prospect Contractors, who undertake to keep confidentiality of all presented information through submission of a statement signed by the Management Board.</p> <p>The Awarding Entity does not agree on submission of partial bids.</p>
<p>Conditions of participation in the procedure:</p>	<p>CONTRACTOR'S EXPERIENCE:</p> <ol style="list-style-type: none"> 1. The Contractor should present references, 2. To confirm this requirement, the Contractor is required to attach a description of at least 3 executed deliveries together with a short description of a subject, to which such delivery/deliveries referred. *** <ol style="list-style-type: none"> A. The Awarding Entity will evaluate fulfilment of the conditions of participation in the procedure on the basis of the Contractor's statement and the above mentioned description. Assessment of fulfilment of the requirement will be performed according to the criteria: fulfilled/not fulfilled. B. Documents required by the Awarding Entity for confirmation of fulfilment of the conditions of participation in the procedure should be submitted in original or in copies certified as true copies by the Contractor (if a bid is submitted in electronic form a scan of the above mentioned documents should be submitted). C. Before the agreement is signed, the Awarding Entity reserves the right to verify the Contractor's statements (fulfilled/not fulfilled) related to the of the conditions of participation in the procedure against respective documents confirming the Contractor's statement . D. <u>Entities that are personally and capially related to the Awarding Entity</u> are excluded from the procedure. Capital or personal relationships are understood as mutual relationships between the Awarding Entity or persons entitled to incur liabilities on behalf of the Awarding Entity or persons performing activities on behalf of the Awarding Entity as regards preparation and execution of the contractor selection procedure, and the contractor, which mean in particular:

	<ul style="list-style-type: none"> - Participation in a partnership as a partner, - Holding at least 10 % of shares or stock, - Performing a function of a member of a supervisory or management body, a proxy, a plenipotentiary, - Being a spouse, a straight line relative or in straight line affinity, collateral line of 2nd degree relationship or affinity or adoption, guardianship or custody. 												
Deadline for delivery of the subject of the bid (agreement):	The delivery will be executed by the Contractor no later than by 15.04.2018.												
Bid selection criteria and the manner of evaluation:	<p>1. Selection of the best bid will be based on the following criteria:</p> <ul style="list-style-type: none"> - Price (50%), - Delivery date (25%), - Due date (25%), <p>2. The price of the bid should be denominated:</p> <ul style="list-style-type: none"> - In Polish zloty (PLN) or euro (EUR); if the price is denominated in EUR, the current average exchange rate of the National Bank of Poland of 02.04.2018, that is of the last day for bid submission, will be used for the purpose of comparison of bids. <p>3. The Awarding Entity will assess and compare only the bids that:</p> <ul style="list-style-type: none"> - have not been rejected by the Awarding Entity, - have been submitted by Contractors, which are not excluded from this procedure by the Awarding Entity. <p>4. A bid will be assessed by the Awarding Entity on the basis of the following criteria and their importance:</p> <table border="1" data-bbox="544 1310 1396 1646"> <thead> <tr> <th>Criterion</th> <th>Percentage importance of a criterion</th> <th>Maximum number of points that may be received by a bid for a criterion, as assigned by every committee member.</th> </tr> </thead> <tbody> <tr> <td>Price</td> <td>50%</td> <td>50 pts</td> </tr> <tr> <td>Delivery date</td> <td>25%</td> <td>25 pts</td> </tr> <tr> <td>Due date</td> <td>25%</td> <td>25 pts</td> </tr> </tbody> </table> <p>Principles of evaluation of the “Price” criterion</p> <p>In case of the “Price” criterion, a bid shall receive the number of points rounded up to two decimal places as calculated according to the following formula:</p> $P_i(C) = (C_{min} / C_i) \cdot \text{Max}(C)$	Criterion	Percentage importance of a criterion	Maximum number of points that may be received by a bid for a criterion, as assigned by every committee member.	Price	50%	50 pts	Delivery date	25%	25 pts	Due date	25%	25 pts
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	<p>where:</p> <table border="1" data-bbox="544 360 1398 618"> <tr> <td>Pi(C)</td> <td>-</td> <td>number of points obtained by bid "i" for the "Price" criterion;</td> </tr> <tr> <td>Cmin</td> <td>-</td> <td>the lowest price among all valid bid, which have not been rejected;</td> </tr> <tr> <td>Ci</td> <td>-</td> <td>price of bid "i";</td> </tr> <tr> <td>Max (C)</td> <td>-</td> <td>maximum number of points that may be obtained by a bid for the "Price" criterion;</td> </tr> </table> <p>Principles of evaluation of the "Delivery date" criterion</p> <p>In case of the "Delivery date" criterion, points will be assigned according to the following formula:</p> <ol style="list-style-type: none"> 1) Delivery date by 15.04.2018 as from notification that the equipment is ready for collection – 25 pts 2) Delivery date after 15.04.2018 – 0 pts. <p>Principles of evaluation of the "Due date " criterion</p> <p>In case of the "Due date" criterion, points will be assigned according to the following formula:</p> <ol style="list-style-type: none"> 1) Due date – 45 days from the date of receipt of the contract – 25 pts, 2) Shorter due dates – 0 pts. 	Pi(C)	-	number of points obtained by bid "i" for the "Price" criterion;	Cmin	-	the lowest price among all valid bid, which have not been rejected;	Ci	-	price of bid "i";	Max (C)	-	maximum number of points that may be obtained by a bid for the "Price" criterion;
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<p>A bid must contain the following elements:</p>	<ul style="list-style-type: none"> – Identity data of a bidder (name, address, tax identification number (NIP), National Court Registration number (KRS)/(Business Activity Record number (EDG), – Date of preparation and validity period of a bid (at least 30 days from the deadline for submission of bids, that is 02.04.2018) – Scope and detailed description of offered machines and equipment in compliance with the subject of the contract described in this request for proposals, including technical parameters enabling assessment of a bid from the perspective of the selection criteria referring to the technical aspects, – Information on the Contractor's knowledge and experience in the subject of the contract (according to the requirements presented in the section: conditions of participation in the procedure), – The Contractor's declaration that it meets the condition of no relations with the Awarding Entity as defined in the section: 												

	<p>conditions of participation in the procedure,</p> <ul style="list-style-type: none"> – Total net and gross price, – Terms of payment and due date, – Guarantee period, – Information on the technical assistance offered, – Date/period of delivery of the subject of the Contract, – Data of a contact person (name and surname, phone number, e-mail address), – Signature of a person authorised to issue a bid. <p>The Awarding Entity will not accept partial bids.</p> <p>If any of the above mentioned elements is missing, a bid may be rejected.</p>
<p>Amendment of the agreement:</p>	<p>The Awarding Entity reserves a right to amend the agreement concluded with the selected entity in result of a performed public procurement procedure due to the following reasons:</p> <ol style="list-style-type: none"> a) reasonable changes related to the manner of execution of a subject of the contract, b) objective reasons beyond control of the Awarding Entity or a bidder, c) an event of force majeure, d) amendments of legal provisions in force on the date of the agreement, e) receipt of a decision of an entity, which is funding the project, with changes of the scope of tasks, delivery dates or additional provisions, which will be binding for the Awarding Entity.
<p>Additional information:</p>	<ol style="list-style-type: none"> 1. The Awarding Entity reserves the right to grant a supplementary contract (in compliance with the description of the subject of the main contract) to the Contractor in the amount that is not higher than 50% of the value of the main order, as specified in an agreement concluded with the contractor. 2. The Awarding Entity reserves the right to grant additional contracts to the Contractor, which are not subject to the main contract and account for not more than 50% of the value of the executed main contract, which are necessary for its correct execution and because for instance: <ul style="list-style-type: none"> – Due to technical or economic reasons a separation of an additional contract from the main contract would entail disproportionately high costs, – Execution of the main contract depends on execution of an

	<p>additional contract.</p> <p>3. The Awarding Entity reserves a right to change or cancel the procedure any time without a reason and without prior notification of the Bidders.</p> <p>4. This procedure <u>is not</u> conducted in compliance with the provisions of the Public Procurement Act of 29 January 2004.</p>
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