

Malbork, 29 April 2016

**REQUEST FOR PROPOSAL NO. 01/2016
for the delivery of a vertical PU foam cutting machine
in the automatic version**

APPLICABLE TO THE PROJECT IMPLEMENTED UNDER
THE REGIONAL OPERATIONAL PROGRAMME OF THE POMORSKIE PROVINCE
FOR 2014-2020

Priority axis 2: Enterprises

Measure 2.2: Profiled investments

Sub-measure 2.2.1: Profiled investments – grant support

Project name: "Increase of the competitiveness of Firma Produkcyjno-Handlowa ARCONA, a Malbork production and retail enterprise"

This procedure is carried out under a request for proposal with adherence to the principle of competitiveness.

CONTRACTING ENTERPRISE:

Firma Produkcyjno-Handlowa

"ARCONA" Stefania Furgała

Al. Wojska Polskiego 91

82-200 Malbork

Tax Identification Number (NIP): 579-100-94-24

Statistical Identification Number (REGON): 170732636

Request for Proposal no. 01/2016 was available on Contracting Enterprise's website:
<http://www.arcona.pl/fundusze-europejskie> between 29 April 2016 and 13 May 2016.

Bids must be sent electronically (in a PDF format) to: piotr@arcona.pl between 29 April 2016 and 13 May 2016 at the latest by 23:59.

or

by post to the address of the registered office of the Contracting Enterprise: Al. Wojska Polskiego 91, 82-200 Malbork, between 29 April 2016 and 13 May 2016 at the latest by 15:00 (the date and time of receipt of the bid by the Contracting Enterprise prevails).

The bidding process will be concluded within 10 days after the end of the tender procedure. Bidders will be notified of results of the bidding process by post, mail or phone within 7 days after the selection of the successful bidder. The information will also be made public on the website of the Contracting Enterprise.

Contact person authorised in relation to bids:

Piotr Furgała, email: piotr@arcona.pl, T: +48 55 272-82-62 or +48 605-247-168

I. Subject of the contract:

Purchase of a vertical PU foam cutting machine in the automatic version, including installation and start-up in the registered office of FPH ARCONA in Malbork (PL).

II. Description of the subject of the contract:

Automatic vertical foam cutting machine for:

1. Polyurethane foam between 14 kg/m³ and 50 kg/m³
2. Viscor foam
3. Rebond foam

Technical criterion:

1. Standard power supply
2. dimension of the worktable on the right side of the cutting blade: 2 200 mm (+8% of the specified worktable length)
2. dimension of the worktable on the left side of the cutting blade: 2 200 mm (+8% of the specified worktable length)
3. cutting length: 2 400 mm (+8% of the specified cutting length)
4. cutting height: 1 300 mm
5. automatic cutting in both directions
6. machine manufacture in accordance with CE rules

Additional criterion:

1. Automatic programming
2. Programmer for thickness and number of boards to be cut
3. Manual control option

Main CPV code:

42900000-5 Miscellaneous general and special-purpose machinery

III. Description of bid preparation:

1. The bid should include:
 - a) the date of issue
 - b) the full name of the bidder, address and all the contact details
 - c) the reference to the number of request for proposal 01/2016
 - d) the description of the proposed machine, technical specifications, drawings, etc.
 - e) EXW (EX WORKS) price:
 - ☞ currency: PLN or another foreign currency (the value of the bid expressed in another currency will be converted at the average NBP exchange rate on the last business day preceding the day of selection of the successful bid).
 - f) the validity date of the bid (the bid validity period should be at least 60 days)
 - g) the period of contract performance
 - h) the description of the manner of maintenance
 - i) the warranty period (at least 12 months)
 - j) time and payment schedule (payment method and term, installation, start-up)
 - k) the bid must be signed by the person or persons authorised to participate in legal transactions on behalf of the bidder; the signature must be legible or described with name stamps

3. The absence of any of the above-listed elements will result in the rejection of the bid for formal reasons

4. Description of the method of price presentation:

The bid price must include all the costs of contract performance. The Contractor is obliged to specify the net price of the contract. The price specified by the Contractor is valid throughout the entire term of the agreement and will not be subject to indexation.

The price specified in the bid must include all the requirements of this request for proposal and all the costs related to the timely and proper performance of the subject of the contract. Any discounts and rebates should be directly included in the price calculation, so that the calculated price is the final price.

IV. Description of criteria and method of bid evaluation:

The Contracting Enterprise will select the best bid based on the following bid evaluation criteria:

1. Net price: 60%

The maximum number of points (60 points) will be given to the Contractor who proposes the lowest net price for the contract ("Price"), whereas the remaining Contractors will receive a respectively lower number of points in accordance with the following formula:

$$P = C_N / C_{OB} \times 100 \text{ points} \times 60\%$$

where:

P – the number of points given to the Contractor for the Price

C_N – the lowest proposed net Price

C_{OB} – the Price proposed in the examined bid

2. Delivery term: 30%

In case of the above-mentioned criterion, the Contracting Enterprise will give the following number of points to the Contractor:

The maximum number of points (30 points) will be given to the Contractor who proposes the shortest delivery term, whereas the remaining Contractors will receive a respectively lower number of points in accordance with the following formula:

$$P = D_N / D_{OB} \times 100 \text{ points} \times 30\%$$

where:

P – the number of points given to the Contractor for the delivery term

D_N – the bid with the shortest delivery term

D_{OB} – the delivery term in the examined bid

3. Warranty period: 10%

$$P = T_N / T_{OB} \times 100 \text{ points} \times 10\%$$

where:

P – the number of points given to the Contractor for the warranty period

T_N – the warranty period of the examined bid

T_{OB} – the longest warranty period from among valid bids that have not been rejected

The minimum warranty period for the subject of the contract is agreed as 12 months. If the Contractor offers a warranty period that is shorter than the agreed minimum period, this will result in the rejection of the bid as inconsistent with the content of the request. At any rate, the Contractor who offers a warranty period longer than 24 months will receive the maximum of 10 points. The proposed warranty period should be expressed in full months.

Points awarded for each criterion will be rounded to two decimal places and their total number will comprise the final bid evaluation. The bid with the highest number of points will be deemed as the successful bid.

V. Bid selection method:

1. If at least two bids receive the same number of points for meeting the evaluation criteria, the one with the lower price will be selected.
2. In case of a bid with a price expressed in a currency other than PLN, the value of such a bid will be converted at the average NBP exchange rate on the last business day preceding the day of selection of the successful bid.
3. All the costs related to the participation of the bidder in these proceedings are borne by the bidder. The submission of a bid does not create any obligations for the parties.
4. The Contracting Enterprise does not allow the submission of partial bids or partial bid selection.
5. Bids in a language other than Polish are allowed.
6. The Contracting Enterprise reserves the right to cancel the proceedings at any time without giving its reasons.

VI. Scope of Contractor exclusion:

The Contracting Enterprise may not award the contract to the entities that are personally or equity related to it. Personal or equity relationships are understood as mutual relationships between the Contracting Enterprise or persons authorised to incur liabilities on behalf of the Contracting Enterprise or persons performing actions on behalf of the Contracting Enterprise in relation to the preparation and implementation of the proceedings to select the Contractor, in particular including:

- a. participation in a partnership as a partner of a civil law partnership or a commercial law partnership;
- b. holding at least 10% of shares or stocks;
- c. acting as a member of a supervisory or management board, registered attorney, duly authorised representative;
- d. being married, in a relationship by blood or by marriage in a straight line, in a secondary relationship by blood or by marriage to the second degree, or in a relationship by adoption, guardianship or custody.

Therefore, each of the bidders should sign a relevant mandatory declaration comprising Schedule 1

VII. Information on the signature of the contract

Up to 30 days after the date when the Contracting Enterprise notifies of the bid selection, the Contractor whose bid has been considered successful in the proceedings is obliged to sign the contract. The content of the agreement must include all the elements of Contractor's bid.

VIII. Additional information:

- a) The Contracting Enterprise requests that the bid be submitted in accordance with the guidelines included in the bid description
- b) The Contractor may submit only one bid concerning request for proposal no. 01/2016
- c) Bids submitted after the bid submission deadline will not be taken into consideration when selecting the successful bid.
- d) The Contractor may modify or withdraw a submitted bid provided that it does so before the bid submission deadline.
- e) In the course of bid examination and evaluation, the Contracting Enterprise may request that bidders explain the content of submitted bids.
- f) The Contracting Enterprise reserves the right to cancel this request for proposal without giving its reasons.

Schedule 1 – Declaration on the absence of personal or equity relationships between the Contractor and the Contracting Enterprise

.....
Place and date

.....
Contractor's stamp

DECLARATION

In reference to request for proposal no. dated

I, the undersigned,

(first name and surname of the person authorised to represent the Contractor)

acting for and on behalf of:

.....
(data of the Contractor: full name and address)

I hereby declare that:

the Contractor is not personally or equity related with the Contracting Enterprise, i.e. there are no personal or equity relationships between the Contracting Enterprise or persons authorised to incur liabilities on behalf of the Contracting Enterprise or persons performing actions on behalf of the Contracting Enterprise in relation to the preparation and implementation of the proceedings to select the Contractor, in particular including:

- participation in a partnership as a partner of a civil law partnership or a commercial law partnership,
- holding at least 10% of shares or stocks,
- acting as a member of a supervisory or management board, registered attorney, duly authorised representative,
- being married, in a relationship by blood or

by marriage in a straight line, in a secondary relationship by blood or by marriage to the second degree, or in a relationship by adoption, guardianship or custody.

.....
(Contractor's signature and stamp)