

Prudnik, 28.07.2017

REQUEST FOR QUOTATION No. 4/2017

**1. THE CONTRACTING PARTY INFORMATION**

Szwedo Group s.c. Leszek Szwedo, Elżbieta Pożniak  
3 Meblarska Street  
48-200 Prudnik

Reference:

Leszek Szwedo – co-owner tel. 601 078 288

e-mail: [szwedo@szwedogroup.eu](mailto:szwedo@szwedogroup.eu)

**2. GENERAL INFORMATION:**

Regarding project implementation called „ The alteration of the hall, machines and equipment purchase for lunching production of innovative permanent make-up pigments and pigment dosing nozzles ” within the first call for proposals for submeasure 2.1.3. New products and services in SMEs (small and medium-sized enterprises) for funding under the Regional Operational Programme for the Opolskie Province 2014-2020 of cross-border, we kindly request to submit an offer for described object of the contract.

**3. THE OBJECT OF THE CONTRACT:**

Pigment dispensing and closing system for small-sized packages smaller than or equal 1 ml. Dispensing accuracy is smaller than or equal 1% with volumes that measure less than 1 ml. PCV transparent plastics duty system to work with plastics 0,1 mm, 0,15 mm and 0,2 mm thick. Dispensing range from 0,3 ml to 3,5 ml. 230 V power supply.

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**OTHER REQUIREMENTS:**

Guarantee and warranty period should be at least 12 months,  
Remote controlled 24-hour service, in other cases up to 5 working days not including bank holidays.

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**SCOPE OF DELIVERY:**

1. The object of the contract
2. Maintenance service training
3. Performing test runs
4. Run and calibration of the machine
5. Operation and maintenance manual
6. Software manual

#### **4. CONTRACT AWARDING PROCEDURE**

Contract is awarded according to the principle of competitiveness – invitation for tenders.

#### **5. DATE AND PLACE OF THE EXECUTION OF THE CONTRACT**

The object of the contract shall be executed until the date of 31.01.2018 and the place of delivery: 48-200 Prudnik, 3 Meblarska Street

#### **6. THE EXTENT OF EXCLUSION:**

1. The Contracting Party hereby informs that entities having capital or personal ties with it shall be excluded from the proceedings and the contract being the object of the current proceedings shall not be awarded to them. Capital and/or personal ties are understood as mutual ties between the Contracting Party or persons authorised to incur liabilities on behalf of the Contracting Party or persons performing, on behalf of the Contracting Party, activities associated with preparing and carrying out the procedure for selecting the Contractor, and the Contractor, involving, in particular:
  - a) participation in the Company as a partner of a civil law partnership or partnership;
  - b) having at least 10% of shares or stocks;
  - c) holding the position of member of a supervisory or management body, proxy and/or attorney-in-fact;
  - d) being in a marital relationship, in lineal consanguinity or affinity, in collateral consanguinity or affinity up to the second degree or under adoption, custody or guardianship
2. The Contracting Party requires that the contractor submits a declaration of the absence of the relations mentioned in Item 1 , comprising Annex no. 2 to the request for quotation

#### **7. TERMS AND CONDITIONS OF PARTICIPATIONS IN THE PROCEDURE:**

1. The quotation will be given the admission to tender if the tenderer :
  - does not have capital or personal ties with the Contracting Party (fill in Annex 2)
  - is entitled to conduct business activities or services that cover the object of this contract;
  - has necessary knowledge and experience as well as technical potential.

There is no possibility of placing partial offers.

The evaluation will be carried out on the basis of: meets / does not meet criteria on the basis of the signed offerr, in which the declarations and documents indicated above were concluded.

## **8. PLACE AND DEADLINE FOR SUBMITTING QUOTATIONS:**

Submission deadline 18.09.2017, to 23:59.

The offers shall be submitted in one of the allowable forms: in person, by post or courier or via email.

The time and date of receipt of the offer, not the date of the offer or its preparation, counts. The office is open to 4p.m.

Submission place:

Registered office : Szwedo Group s.c., 3 Meblarska Street, 48-200 Prudnik

E-mail address: [szwedo@szwedogroup.eu](mailto:szwedo@szwedogroup.eu)

In case of any doubts regarding the contents of submitted offers, the Contracting Party reserves the right to call on the tenderer to submit explanations or additions.

## **9. OFFER VALIDITY:**

The tenderers are bound by this offer for the period of 120 days. The offer commitment period commences upon expiration of the time for offer submission.

## **10. PREPARATION OF THE OFFER:**

1. The offer should be prepared on the offer form - Appendix No. 1 to the request.
2. Each tenderer shall submit only one offer and propose one price only. The tenderer submitting more than one offer or proposing an offer containing variant (alternative) solutions will result in rejection.
3. The offer must be signed by a person or persons authorized to represent the tenderer in accordance with the NCR (National Court Register). The signature should be made identifiable (name stamp or legible).
4. The price stated in the offer shall be the final price and it must also take into account all the requirements of the Contracting Party in this request and shall cover all obligations and costs the Contractor will incur for proper performance of the object matter of the request.
5. Disclosure of false information in the offer affecting the outcome of proceedings will result in the exclusion of the tenderer from the proceedings.

## **11. TENDER CRITERIA AND EVALUATION**

The offers will be evaluated in a two-stage procedure:

At the first stage, the Contracting Party will evaluate offers that meet conditions of completeness, technical specification compliance and correctness of submission.

The offers considered to be invalid will be rejected and will not be subjected to further evaluation.

At the second stage, The Contracting Party will evaluate valid offers according to numeric grade with the regard to fulfillment of evaluation criteria. The offers will be evaluated based on following three criteria.

Technical parameters, functionality, quality will be evaluated on a scale from 1 to 5, where rating 5 is the maximum rating that can be awarded.

Criterion	Point weight	Evaluation criterion method
Technical parameters, functionality, quality	50%	Tested assesment /highest assesment*100 points * 0,5
Net price	40%	Lowest price/the price given by the offerer *100 points * 0,4
Warranty period [in months]	10%	Given period/ longest period* 100 points *0,1

Maximum possible points amount to 100. The winning bid will receive the highest rating from all the above criteria.

In case of equal scores among the tenderers, the winning bid will be the one offering the lowest price.

In case where tenderer submitted the winning bid refuse signing the contract, the Contracting Party shall have right to choose winning bid among other submitted offers.

Information on results on winning bid shall be provided via email or in writing.

## **12. ANNULMENT OF THE TENDERING PROCEDURE:**

The Contracting Party reserves the right to cancel the tendering procedure at any stage without giving reasons. In this case, the tenderers shall not have any claims against the Contracting Party.

## **13. SUPPLEMENTARY ORDERS**

The Contracting Party shall not provide submission for supplementary orders.

## **14. AMENDMENTS TO THE CONTRACT:**

The Contracting Party shall not provide possibility to change the contract concluded as a result of the conducted tendering procedure

## **ANNEXES:**

1. Annex no. 1 Offer proposal form.
2. Annex no. 2 Declaration of the absence of capital or personal relations.