

Bukowno, 14.11.2017

INQUIRY NO. 2/2016

I. ORDERER:

GRZANPOL Arkadiusz Grzanka, Joanna Ślęzak sp.j.
Address: ul. Kolejowa 50,32-332 Bukowno
Tel. ...+48 32 623 20 53.....
Fax. ...+48 32 623 20 53.....
E-mail: grzanpol@grzanpol.com.pl.....
Website: www.grzanpol.com.pl.....
NIP: ...925-200-04-93.....
REGON: ...080080488.....

II. CONTACT PERSON:

...Arkadiusz Grzanka.....
Tel.: ...+48 508 088 671.....
e-mail: arekgrzanka@grzanpol.com.pl.....

III. GENERAL INFORMATION

In connection with the implementation of the project named "Implementation of B&R authorial findings designed to produce polished twines intended to be brought into contact with food. Subsidized from Regional Operational Program for the Małopolska Region for 2014-2020" we request for a price offer for the contract subject specified below. NR PROJEKTU : **RPMP.03.04.04-12-0101/17**

IV. CONTRACT SUBJECT

The Contract Subject is:

Ring doubling and twisting machine
Twist construction : S and Z (first and second twist)
Number of spindles: 18
Ring 200 mm/25,4 mm
Automatic lubrication of the rings
Yarn break detectors : 20 per spindle for the first twist and 8 per spindle for the second twist
Electronic control of the drives

CPV code: 42710000-6

V. MODE OF THE CONTRACT:

The contract is granted in accordance with the principle of competitiveness – competitive offers

VI. DATE AND PLACE OF THE CONTRACT EXECUTION

The Contract Subject will be executed by **30.04.2018r** at the address 32-332 Bukowno ul. Kolejowa 50 Poland.



VII. REASONS FOR EXCLUSION FROM THE CONTRACT PROCEDURE:

1. From the procedure for the award of this contract will be excluded:
 - a) entities connected personally and financially with the Orderer. Through capital or personal ties should be understood interactions between the Orderer or persons authorized to enter into commitments on behalf of the Orderer or persons performing activities on behalf of the Orderer related to the preparation and implementation of the procedure for selection of the contractor, and the contractor, in particular by:
 - participation in the company as a partner of a personal or civil partnership,
 - owning at least 10% of the shares,
 - having a role of a member of the supervisory or management, a proxy,
 - remaining married, in consanguinity or affinity in a straight line, the second degree of kinship or affinity of the second degree in the collateral line or by adoption, guardianship or custody.

VIII. LIST OF DECLARATIONS AND DOCUMENTS TO BE SUBMITTED BY CONTRACTORS APPLYING FOR THE CONTRACT

In order to confirm the fulfilment of the conditions by the Contractors which have been defined by the Orderer in Chapter VII of this Invitation, the Orderer requires the following declarations

- a) **Declaration** on no grounds for exclusion – Annex No. 2 to the Invitation/Announcement

IX. DATE AND PLACE FOR THE SUBMISSION OF OFFERS

1. The offers must be submitted by courier or mail (date of receipt by the Orderer applies). The Orderer also allows an option to make the offer in a form of e-mail sent to the following address: arekgrzanka@grzanpol.com.pl, Joanna.silezak@grzanpol.com.pl (indicating inquiry no. to which the submitted offer applies in the e-mail subject) or in person at the Orderer.
2. The offers must be submitted by the deadline of **23.11.2017r 16:00PM**
3. In the case of any doubt concerning the content of the submitted offers, the Orderer reserves the right to ask the Offerer for clarification or additions.
4. The offer must be submitted in a sealed envelope described as follows:

„The Offer for ring doubling and twisting machine“

5. The Orderer will notify the Contractor about the award in writing, by fax or electronically.
6. The offers submitted after the deadline will be returned unopened.
7. Before the deadline for submission of the offers, the Contractor may change or withdraw the offer.

X. VALIDITY OF THE OFFER

The Contractors are bound by the offer for 120 days. The offer validity period begins with the offers submission deadline.

XI. OFFER PREPARATION MANNER:

1. The offer must be made on the offer model attached as Annex 1 to this Invitation/ Announcement.
2. Each contractor may submit only one offer and propose only one price. The submission of more than one offer by the Contractor or an offer containing alternative solutions or alternatives will result in rejection.
3. The offer must be signed by a person or persons authorized to represent the Contractor in accordance with KRS. The signature should be drafted in a way that it can be identified, e.g. signed with a name stamp or legible (with name and surname). If the content of the document defining the legal status of the Contractor or the power of attorney shows that there are a few persons authorized to represent the Contractor, the documents included in the offer must be signed by all these persons (the Contractor will attach to the offer documents which show the representation manner of the Contractor).



4. The authorization of persons signing the offer to sign it must directly arise from documents attached to the offer. This means that if such authorization does not result straight from the document stating the legal status of the Contractor (a copy of the register), the offer should be accompanied by the original or a notarized copy of the relevant power of attorney defining its scope and issued by the authorized persons.
5. Models of the documents attached to this Invitation/Announcement should be completed by the Contractor and attached to the offer or prepared by the Contractor in complying with the Invitation/Announcement.
6. The Contractor will bear all costs associated with the preparation and submission of the offer.
7. The offer must be made in writing or electronically in Polish or English, in a single copy.
8. Any place in the offer in which the Contractor made any amendments or changes of the content entered by him, must be initialled by the person signing the offer - otherwise it will not be considered. The offer may be corrected only so as to read the text or a primary number and enter the text or a correct number (by deleting the existing content and entering a new, while maintaining readability of the incorrect entry). Initials (signature) should be applied in a way that allows identification of the signature (e.g. with a personal stamp of a person drawing up initials) with the date of any amendment.
9. In the offer, the Contractor may stipulate that the Orderer will not be able to reveal secret information within the meaning of the provisions on unfair competition, i.e. technical, technological, organizational, business or other information having commercial value not disclosed to the public in relation to which the entrepreneur has taken the necessary steps to maintain its confidentiality.
10. The pages of the offer which constitute the secret within the meaning of the Act on combating unfair competition, which are reserved by the Contractor against making them available to other participants in the procedure, must be submitted as a separate part of the offer or put in a separate envelope marking it accordingly.
11. The Contractors may jointly apply for the award of this contract, and such an offer must meet the following requirements:
 - a) The Contractors jointly applying for the contract must establish a Representative to represent them in the present contract or to represent them in the procedure and conclusion of the contract.
 - b) The power of attorney must be signed by a person authorized to represent individual contractors and in the form of the original or a notarized copy must be included in a joint offer of the Contractors.

XII. MANNER OF THE OFFER PRICE CALCULATION:

1. Please note that the offer price must be expressed in PLN or EUR, rounded to two decimal places.
2. The total net and gross price must be given in PLN or EUR.
3. The price included in the offer must be a final, complete and clear price, moreover, it must take into account any requirements of the Orderer provided for in this Invitation/Announcement, any obligations of the Contractor and all costs to be incurred by the Contractor in respect of the due execution of the whole contract.
4. The offer price is the price which is determined by the definition given in art. 3 paragraph 1 of the Act of 5th of July 2001 on prices (Journal of Laws of 2001. No. 97, item 1050, as amended), i.e.: the price is a value expressed in monetary units, which the buyer is obliged to pay the entrepreneur for the goods or service; the price takes into account the value-added tax and excise tax, if under separate provisions of sale of goods (services) the price is subject to tax on goods and services and excise duty.
5. The offer price is the amount (including tax on goods and services) for the execution of the contract mentioned in the Offer Model.

XIII. EVALUATION OF OFFERS:

1. The Offers of the Contractors who show that they are not excluded and that meet the procedure participation requirements will be examined for their compliance with the requirements of the Orderer given in the order specification.
2. In the course of the evaluation of the submitted offers, the Orderer may require the Contractor to provide clarifications regarding the contents of the offer. The Orderer will call Contractors who within a specified period did



- not submit declarations or documents confirming the fulfilment of the procedure participation requirements, or who did not submit powers of attorney or who have submitted documents containing errors or those who submitted defective powers of attorney to submit the offer within the prescribed period, unless despite their submission the Contractor's offer would be rejected or the cancellation of the procedure would be necessary.
3. The offers which do not comply with the requirements specified in this Invitation/Announcement will be rejected, other offers will be admitted to the evaluation.
 4. The Orderer will evaluate the submitted offers based on the following evaluation criteria:

| Name of the criterion | Weight of the criterion |
|-----------------------|-------------------------|
| Offer price (net) | 70% |
| Guaranty | 30% |

The offer price in this procedure is the gross price for the whole contract indicated in Annex 1 to the Invitation/Announcement.

5. For the best offer will be considered an offer which obtains the highest number of points in the framework of the above criteria calculated as follows:

$$S = C * 0,70 + G * 0,30$$

where:

S - a sum of obtained points

C - points from the criterion of net price

G - points from the criterion of guaranty

The method of calculating the points of the individual criteria:

$$C = (C_{min}/C_{of}) \times 100$$

where:

C - a number of points obtained through the price criterion of the given offer

C_{min} - the lowest price among submitted offers

C_{of} - a price of the given offer

$$G = (G_{max}/G_{of}) \times 100$$

where:

G - a number of points obtained through the guaranty criterion in months

G_{max} - the longest guaranty period in months

G_{of} - a proposed period of guaranty of the given offer

- a. If the Contracting Party cannot select the most advantageous tender due to the fact that there are tenders which obtained the same number of points, the Contracting Party shall select the offer with a lower price.
- b. The Contractors submitting additional offers cannot offer higher prices and shorter guaranty than those specified in the submitted offers.

XIV. THE CONTRACT AMENDMENT CONDITIONS

The Orderer allows for amendments to be made of the contract provisions in relation to the content of the offer, on the basis of which the Contractor was selected, especially when it is beneficial for the Orderer and was not foreseeable at the stage of signing the contract. The amendments relating to the following matters shall be possible:

1. Amendments of the date of contract subject execution upon the request of the Orderer or for reasons not



attributable to or justified by the Contractor,

2. Updating the details of the Contractor and the Orderer by: changing the name of the Contractor, changing the address of the registered office, changing the legal form, etc.
3. A change in the generally applicable law in matters affecting the contract subject execution,
4. New circumstances arisen due to external factors such as force majeure, unpredictable weather conditions and other external circumstances that may affect the execution of the contract,
5. Objective reasons not attributable to the Orderer or the Contractor/Tenderer, the Amendment Conditions: Any amendments and additions to the contract concluded with the selected Contractor must be made in writing in the form of annexes to the contract signed by both parties under pain of nullity.

XIV. INFORMATION ON THE SELECTION OF THE BEST OFFER:

1. The Orderer will notify all Contractors who submitted the offers in the procedure about the best selected offer.
2. The Contract will be signed with the contractor who has submitted the best offer.
3. If the Contractor who has submitted the best offer refuses to sign the contract, the Orderer will have the right to choose the most advantageous offer from the other submitted offers.
4. **CANCELLATION OF THE PROCEDURE:**
The Orderer reserves the right to cancel the tender procedure due to any reason.

XV. SUPPLEMENTARY CONTRACT

Buyer reserves the rights to provide current contractor supplementary contract over a 3 years from the date of providing main order, not exceeding 50% order value covered by agreement with contractor, as long as orders are compliant with subject and scope of main order

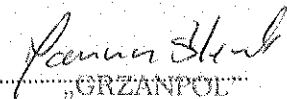
XVI. APPLIED MEASURES TO MADE INFORMATION AVAILABLE TO THE PUBLIC:

1. Sending the inquiry to 3 potential suppliers,
2. Posting the inquiry on the applicant's website www.grzanpol.com.pl
3. Placing the inquiry on the bulletin board in the company office at the address

XVII. ANNEXES:

1. Offer Model
2. Declaration on no grounds for exclusion

Regards,


.....**GRZANPOL**.....
Arkadiusz Grzanka, Joanna Słezak
Spółka Jawna
32-332 Bukowno, ul. Kolejowa, 50
NIP 925-200-04-93, REG. 080050489