



Budzyn, 01.09.2020

REQUEST FOR QUOTES 3/2020

Concerning purchase of fixed assets within the project entitled: "Implementation of the production technology of a disc brake pad with improved performance parameters".

Priority axis III: Support for innovation in enterprises

Measure 3.2: Support for R&D result application

Sub-measure 3.2.2: Loan for technological innovation

of the Smart Growth Operational Programme 2014-2020.

1. GENERAL PROVISIONS

- 1) The public procurement proceedings are conducted in compliance with the principle of competitiveness, according to the conditions specified in the Guidelines of the Managing Authority of the Smart Growth Operational Programme, concerning eligibility of costs covered by co-financing from the means of the European Regional Development Fund.
- 2) The contract with the supplier shall provide for contractual penalty fees in virtue of delays in the realization or incompetent delivery of the order, amounting to 0.01% of the value of the subject matter of the order for every day of such delay.

2. ORDER TYPE

Deliveries

3. COMMON PROCUREMENT VOCABULARY (CPV) CODE

The order is identified by the following CPV codes:

44510000-8 - Tools

4. ORDERING PARTY

NAME: LUMAG Spółka z ograniczoną odpowiedzialnością [limited liability company].

ADDRESS: ul. Rogozińska 72, 64-840 Budzyn

Tax-payer's ID [NIP]: PL 7642400940

Company ID [REGON]: 572108415



Person authorized to contact bidders:

Name and Surname: Grzegorz Żak

Tel: + 48 67 2844 807

Mobile =48 607 086 572

E-mail: g.zak@lumag.pl

5. DESCRIPTION OF THE SUBJECT MATTER OF THE ORDER

- 1) Order type: Delivery.
- 2) The Ordering Party does not allow for submission of partial quotes.
- 3) The Ordering Party does not allow for submission of variant quotes.
- 4) Location of order realization: os. Cechowe 23, 64-840-Budzyń, Poland
- 5) The subject matter of the order is **purchase of new fixed assets:**

Progressive tool for fine blanking of backing plates (1 pcs)

The order covers delivery of the fixed assets, in compliance with the technical specifications provided in **Attachment No. 4 to this Request for Quotes.**

6. ORDER DELIVERY TERM:

The order shall be realized within the period between the date of signing a contract with the Supplier and **30th May 2021.**

The Ordering Party allows for the possibility of extending the order realization term upon submission of the selected Supplier's application for term extension or on request of the Ordering Party. Modification of the order delivery term shall result in preparation of an annex to the contract concluded with the selected Supplier.

7. CONDITIONS FOR PARTICIPATION IN THE PROCEEDINGS AND DESCRIPTION OF THE METHOD OF ASSESSING, WHETHER THEY HAVE BEEN MET:

The Suppliers who meet the condition of having know-how and experience may apply to be granted this public procurement order.

Description of the method of assessing, whether the condition has been met: The Ordering Party shall consider the condition to have been met if a Supplier demonstrates (see **Attachment No. 2 – List of Deliveries**) to have realized at least three deliveries that corresponded in type to the subject matter of the order under current procurement proceedings, and that were realized



within the last 5 years preceding the quote submission deadline or within the period of carrying out business activities if the latter is shorter.

The Contractor is obliged to submit a List of Deliveries based on the template provided as Attachment No. 2 to this Request for Quotes.

8. PLACE OF AND TERM FOR QUOTE SUBMISSION

1. The quote should be submitted:

— By e-mail to the address g.zak@lumag.pl by **02.10.2020**

The date a quote is received in the Ordering Party's e-mail box is considered to be the date of submission.

— By mail sent to the address: Lumag Sp. z o. o., ul. Rogozińska 72, 64-840 Budzyń
– For the attention of Mr Grzegorz Żak. The quote should be submitted in a sealed envelope.

The date of mail reception at the Ordering Party's registered office is considered to be the date of submission.

2. Quotes submitted after the deadline shall not be considered.

3. During assessment and examination of quotes, the Ordering Party may require Bidders to provide explanations concerning the content of submitted quotes and attached documents.

4. By submitting his quote, the Bidder simultaneously expresses his consent for the personal data - as defined in the personal data protection act (i.e. Journal of Laws of 2018, item 1000, as further amended) – included in the quote and attachments thereto to be processed by the Ordering Party, participants in the public procurement proceedings and other authorized entities.

5. The content of the quote must correspond to the content of the public procurement proceedings.

6. Amendments to the quote must be made in a legible manner and signed (name and surname) by the person who signs the entire quote.

7. Submission by the Bidder of untrue information that influence or may influence the outcome of these public procurement proceedings shall constitute a basis for rejecting such quote.

8. All Bidders who participate in the proceedings in question shall be notified about the selection of the most advantageous quote.

9. The results of the public procurement proceedings shall be made available at the site: <https://bazakonkurencyjnosci.funduszeuropejskie.gov.pl>. Quote submission is equivalent to Bidder's consent for his data to be published.

9. **HOW TO PREPARE AND SUBMIT A QUOTE**

1. A quote should be prepared on the form that constitutes **Attachment No. 1 to this Request for Quotes**. Offers prepared on a different form shall also be taken into consideration if they comprise all the required quote elements, listed under point 7 below. All pages of the quote should be scanned and sent to the e-mail address **g.zak@lumag.pl** or mailed to the address: Lumag Sp. z o.o., ul. Rogozińska 72, 64-840 Budzyń – For the attention of Mr Grzegorz Żak.
2. The quote should comply with the detailed description of the subject matter of the order.
3. The Bidder may submit only one quote in answer to this Request for Quotes.
4. The Bidder may modify or withdraw his quote before the quote submission deadline.
5. A quote must cover all the costs related to order realization.
6. All costs related to quote preparation shall be incurred by the Bidder.
7. A quote must include the following:
 - a) Bidder's name,
 - b) Bidder's address or address of his registered office, e-mail address, telephone number and the tax-payer's ID [NIP],
 - c) The net price of the quote that the Ordering Party is obliged to pay to the Supplier for the subject matter of the order (a quote in a foreign currency shall be calculated according to the NBP exchange rate as of the date of quote submission and rounded up to 2 decimal places),
8. Each of the Suppliers is obliged to accompany their submitted offers with a complete set of attachments specified in item 16 LIST OF ATTACHMENTS REQUIRED FOR QUOTE SUBMISSION.
9. Date of opening submitted quotes: date: **05.10.2020**; time: **12:00**
10. Location of opening submitted quotes: submitted quotes shall be opened in the registered offices of the company at the address: ul. Rogozińska 72, 64-840 Budzyń.
11. The offer should contain all the required information and attachments required for its assessment in compliance with the criteria and requirements specified in the Request for Quotes.

12. The Supplier may address the Ordering Party to explain the content of the Request for Quotes. Potential explanation requests concerning the order should have been submitted in digital form to the address g.zak@lumag.pl by 12:00 till 21.09.2020.
13. Explanations, corrections and answers shall be sent by digital means to the interested Suppliers who have received the Request for Quotes (Suppliers who have submitted quotes by the date the inquiry in question made by a Supplier was received) or they shall be made public at the site <https://bazakonkurencyjnosci.funduszeuropejskie.gov.pl>.

10. QUOTE ASSESSMENT CRITERIA, THEIR SIGNIFICANCE (WEIGHT) AND DESCRIPTION OF THE METHOD OF RATING

- 1) The Ordering Party shall assess, whether the conditions for participation in the public procurement proceedings are met, on the basis of the relevant statement of the Supplier. Compliance with the conditions shall be assessed in binary terms: compliant/noncompliant.
- 2) The Ordering Party reserves the right to verify – before signing the contract – the Supplier's statement (in terms of compliant/noncompliant) concerning compliance with the conditions for the participation in the public procurement proceedings and to do so on the basis of relevant documents that confirm the Supplier's statement is true to fact.

Criteria for the evaluation of offers, their significance * (weight) and description of how to award points for fixed asset - Progressive tool for fine blanking of backing plates (1 pcs)

The maximum number of points that can be granted is 100. The offer from among formally correct offers that is granted the highest number of points shall be selected as the most advantageous one.

1. **Criterion 1 – “Net price”, max. weight: 100 points.** Points shall be granted to an offer in the following manner:

Number of points = (net price of the cheapest quote / net price of the quote in question) x 100 points.

The above-mentioned criterion shall be verified on the basis of the quote form that constitutes **Attachment No. 1 to this Request for Quotes.**

- 3) The Ordering Party shall reject a quote if its scope does not correspond to the content of the Request for Quotes, which means that:
- it has been submitted after the deadline,
 - it has been submitted by an entity that is subject to exclusion,
 - it offers a blatantly low price, compared to the subject matter of the order, its content does not correspond to the content of this Request for Quotes,
 - the offer does not meet the requirements of the minimum technical specification in accordance with Annex 4 to the Request for Quote No. 3/2020
 - its submission is an act of unfair competition, as understood in the regulations on countermeasures against dishonest competition,
 - it does not comply with the legal regulations in force,
 - it is incomplete (e.g. it does not include the required attachments, properly prepared in formal terms).
- 4) Bidders have no right to claim any damages against the Ordering Party in virtue of quote rejection.
- 5) Once the most advantageous quote has been selected, the Ordering Party shall notify all the Suppliers applying for the public procurement order about the results of the public procurement proceedings and shall do so, without undue delay, by e-mail and by publishing the results at the site: <https://bazakonkurencyjnosci.funduszeuropejskie.gov.pl>

11. OFFER VALIDITY TERM

The offer shall be valid for 30 days.

12. INFORMATION ON THE SCOPE OF EXCLUSIONS

In order to avoid conflict of interests, the order may not be granted to entities that remain in any personal or capital relations to the Ordering Party. Capital or personal relations are understood to mean mutual interrelations between the Supplier and the Ordering Party or persons authorized to contract obligations in the name of the Ordering Party or persons who, in the name of the Ordering Party, carry out activities related to the preparation and execution of the procedure aimed at selecting a Supplier, which includes in particular interrelations consisting in:



1. participating in a company in the capacity of a partner of a civil company or partnership;
2. holding shares or at least 5% of stocks;
3. acting in the capacity of a member of a supervisory or management board, of an authorized agent or a plenipotentiary;
4. remaining in a marriage relationship, a relationship of consanguinity or kinship in direct line, a relationship of consanguinity or kinship in lateral line, up to the second degree, or in the relation of adoption, guardianship or tutelage.

The Supplier is obliged to submit a *Statement of absence of capital or personal interrelations with the Ordering Party*, based on the template provided as Attachment No. 3 to this Request for Quotes.

13. CONDITIONS FOR CONTRACT AMENDMENTS

- 1) The Ordering Party reserves the right to make amendments in the contract concluded with the Supplier, in relation to the content of the quote submitted by the Supplier:
 - when a legal, economic or technical circumstance arises which makes it impossible to duly perform the contract and the circumstance was impossible to be foreseen at the moment of signing the contract,
 - due to force majeure,
 - with reference to an extension of the term for the realization of the delivery, when it turns out during the realization process that such extension is indispensable, while it was impossible to be foreseen at the stage of preparation of these public procurement proceedings and/or of signing the contract.
- 2) Any amendments and supplements to the contract concluded with the selected Supplier must be made in the form of annexes to the contract, made in writing and signed by both parties, under pain of invalidity.
- 3) Any amendments to the contract concluded with the selected Supplier shall be executed in accordance with, among others, *The Information and Promotion Guide for Applicants and Beneficiaries of the 2014-2020 Cohesion Policy Programmes*, Orders granted within projects, Ministry of Investment and Economic Development, valid as of the date of publishing the announcement.
- 4) The Ordering Party shall notify the selected Supplier about the date and place, where the contract shall be signed.

14. CANCELLATION OF THE PUBLIC PROCUREMENT PROCEEDINGS


1. The Ordering Party reserves the right to cancel the public procurement proceedings at any stage without justification.
2. The Ordering Party shall cancel the public procurement proceedings if:
 - a) no valid quote has been submitted;
 - b) the price of the most advantageous quote or the quote that presents the lowest price exceeds the amount intended by the Ordering Party to be allocated to finance the order, unless the Ordering Party is able to increase the amount up to the price of the most advantageous quote;
3. In case the public procurement proceedings is cancelled, the Ordering Party shall not be liable for the costs incurred by Bidders in connection with quote preparation and submission.
4. Bidders have no right to claim any damages against the Ordering Party in virtue of quote rejection.
5. The act of submitting a quote by a Bidder does not constitute an act of concluding an agreement.

15. SUPPLEMENTARY ORDERS:

The Ordering Party does not expect any supplementary orders to be granted.

16. LIST OF ATTACHMENTS REQUIRED FOR QUOTE SUBMISSION

1. Attachment No. 1 – Model Quote Form.
2. Attachment No. 2 – List of Deliveries
3. Attachment No. 3 – Model statement of absence of capital or personal interconnections.
4. Attachment No. 4 – Technical specifications

(**lumag**) Sp. z o.o.
PREZES ZARZĄDU

Marek Zak.....

(signature of the Ordering Party)