**Palikówka, 22.02.2017**

**REQUEST FOR QUOTATION NO. 1/2017**

for purchase of IZO panel casing for production line for lamellar coating

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| |  | | --- | | 1. **Name of Ordering Party** | |  |

[Gaweł Zakład Produkcji Śrub S. A.](https://mscg.make.pl/customers,view,542.html)

Palikówka 198

36-073 Strażów, Poland

NIP (Tax ID): 5170282359

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| 1. **General provisions** |

1. This tender procedure is a request for quotation, while respecting the applicable principles of competitiveness, in connection with execution of the project ”Environment-friendly lamellar zinc coating technology – Green Industry – Poland”under the programme***Green Industry Innovation for Poland.***
2. This request for quotation is not subject to the provisions of the Act of 29 January 2004, the Public Procurement Law.
3. The Ordering Party shall not reimburse the costs related to participation in the procedure.
4. The Ordering Party reserves the right to change the request for quotation prior to expiry of the deadline for submission of offers, and to cancel this procedure at any time without giving reasons. In the event of cancelling this procedure, the Contractor is not entitled to any claims towards the Ordering Party.
5. The request for quotation has been published on the Ordering Party's website <http://www.gzps.pl/inwestycje/green-industry-innovation/>

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| 1. **Subject of procurement** |

The subject of procurement concerns purchase of the IZO panel casing for production line for lamellar coating by the Ordering Party - 1 piece.

Procurement specification

Minimum technical parameters:

Housing should consist of lightweight eco-friendly materials, easy and fast to install and ensure the separation of production factors such as:

• A high level of noise emanating from the cooling zone.

• No leakage associated with evaporation of volatile organic compounds generated during the coating process lamellar

• Adequate insulation of heat produced by high-temperature baking paint on the coated articles

• Appropriate acoustic properties in order to suppress noise during production.

• Adequate insulation preventing the transmission of heat from the inside to the outside.

• An appropriate seal prevents ingress of volatile organic compounds into the environment

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| 1. **Procurement completion period** |

1. Procurement completion period - up to 4 weeks from the signing date of the contract with the selected Contractor, however not later than by 31.03.2017.
2. The Ordering Party reserves the right to change the procurement completion period. New dates shall be agreed with the selected Contractor.

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| 1. **Procurement location** |

* 1. The location of procurement completion: town Łąka, gmina Trzebownisko, podkarpackie voivodeship.
  2. The Contractor must be able to complete the procurement covered by the request for quotation in the location indicated in point 1.

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| 1. **Legal, economic, financial and technical information** |

1. The procurement shall be awarded in the form of a request for quotation, while respecting the principles of competitiveness.
2. Submission of offer does not give rise to any obligations towards the parties. The offers shall be prepared at the Contractors’ costs. Each Contractor may submit one offer only.
3. Contractors who have personal or capital relationship with the Ordering Party, shall be excluded from the procedure for awarding procurement. Personal or legal relationship shall be interpreted as mutual relationship between the Ordering Party or persons authorised to undertake legal obligations on behalf of the Ordering Party or persons performing activities connected with preparation and processing of selection of Contractors on behalf of the Ordering Party, and the Contractor, involving in particular:
4. Participation in a company as a shareholder of a private partnership or partnership;
5. Owning at least 10% of shares or stock;
6. Performing a function of member of a supervision or management body, proxy, representative;
7. Being in a marriage, direct relationship or affinity, secondary relationship or affinity up to second degree or in adoption, custody or guardianship.
8. The Contractor is obliged to attach to the offer a declaration of non-existence of the above mentioned relationships, according to the following template attached as **Appendix no. 3** hereto.
9. The Ordering Party will evaluate compliance with the conditions for participation in the procedure by using the criterion - complies – does not comply, that is in accordance with the principle, if the documents have been attached to the offer and if they comply with the conditions specified in the request for quotation. Lack of any of the declarations or documents required, or attaching them in an improper form or contradictory to the requirements stipulated in the request for quotation, shall result in rejection of the Contractor's offer, except for existence of capital or personal relationships between the Contractor and the Ordering Party, in the event of which the Contractor shall be excluded from participation in the procedure.
10. The Ordering Party reserves the right to end the procedure without selecting any of the offers,

in particular in the case, when the offer value shall exceed the funds allocated by the Ordering Party to finance the procurement.

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| 1. **Offer price calculation method** |

1. The Contractor is obliged to indicate price for execution of the procurement in accordance with the offer template.
2. The price indicated in the offer must be stated in PLN or EUR. The price must include all requirements of this request for quotation and cover all costs connected with timely and correct performance of the procurement, as well as conditions and guidelines stipulated by the Ordering Party, concerning the subject of the procurement.
3. Only one price can be offered, price variations are not allowed. Any discounts, rebates shall be already included in the price calculation, so that the price calculated for performance of the procurement, is a final price, and the Ordering Party will not have to recalculate and do any other actions in order to determine the price.
4. The offer priced is a gross amount.

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| 1. **Description of criteria to be considered by the Ordering Party when selecting offers, definition of these criteria and offer assessment methodology** |

1. Offer assessment criteria: Gross price - 100%
2. Offer assessment methodology:

“Price” criterion - Contractors will be given points for gross price of the procurement in the 1:100 scale, calculated as per the following formula:

***The lowest gross price offered***

C= --------------------------------------------------------x 100

***Gross price of assessed offer***

1. The Ordering Party will award the procurement to the Contractor, whose offer complies with all the requirements comprised in the request for quotation and will be assessed in the specified selection criterion as the most favourable - obtaining the highest score.
2. In case of refusal to sign the contract by the selected Contractor, the Ordering Party may conclude the contract with the Contractor, who complies with the requirements of the request for quotation, and whose offer obtained the second highest score.
3. In the case the Ordering Party is not able to select the most favourable offer due to the fact, that the submitted offers obtained the same number of points, then the Ordering Party will call the Contractors, who submitted those offers, to submit additional offers, within the deadline specified by the Ordering Party. The Contractors who submit additional offers, may not offer higher prices that the prices proposed in the previously submitted offers.
4. In the situation, when the most favourable offer has higher value than the project budget for execution of the task under the offer, then the Ordering Party reserves the right to negotiate the offer price with the Contractor, who submitted the most favourable offer.

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| 1. **Offer preparation** |  |

1. The offer shall be prepared on the form “Offer Template” attached as **Appendix no. 1 hereto,** in the Polish language, in a written form, legible, using indelible ink or pen, typed or computer generated. The offer must be signed by the Contractor or person authorised to represent the Contractor (this applies also to offers sent by e-mail).
2. The Offer Template attached as **Appendix no. 1** hereto, must have the following documents attached:
3. Declaration of the Contractor's compliance with the conditions for participation in the procedure, as stipulated in the point 6 and point 3 of the request for quotation, attached as **Appendix no. 2** hereto.
4. Declaration of non-existence of personal or capital relationships between the Contractor and the Ordering Party, attached as **Appendix no. 3** hereto.

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| 1. **Place and date for submitting offers, contact person** |  |

1. The offer prepared in accordance with the attached form and this request for quotation must be submitted by 01.03.2017.
2. The offers shall be submitted in person or via mail (date of receipt is decisive) to the bellow address:

Gaweł Zakład Produkcji Śrub S.A., Palikówka 198, 36-073 Strażów, Poland. Offers may also be submitted via e-mail to the following address: mariusz.skora@gzps.pl

1. Contact person for Contractors: Mariusz Skóra.

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| 1. **List of Appendices** |  |

1. **Appendix no. 1** - Offer template;
2. **Appendix no. 2** - Declaration on compliance with conditions for participation in the procedure;
3. **Appendix no. 3 -**Declaration of non-existence of personal or capital relations between the Contractor and the Ordering Party.

**Appendix no. 1 - Offer template**

………………………………. ………………………………..

Contractor's stamp Place and date

**OFFER**

Contractor's data

First and last names/Name……………………………………………

Address ………………………………………………………………

NIP (Tax ID)………………………… REGON (State Statistical Number) …………………………….

KRS (National Court Register) no. ……………………………………………………………

Tel./Fax. ……………………………………………………………

E – mail………………………………………………………

In response to the request for quotation of ……………………….., we propose the following price offer:

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| **Description** | Net amount | VAT rate | Gross amount |
| **IZO panel casing for production line for lamellar coating - 1 piece** |  |  |  |
| Total: |  |  |  |

The warranty period for the IZO panel casing for production line for lamellar coating is .........................months from signing date of the acceptance protocol by the Ordering Party.

I/we declare, that I/we are familiarised with the conditions of the request for quotation and I/we do not raise any objections thereto, and I/we have obtained the information and explanations necessary to prepare the offer.

I/we declare that I/we consider myself/ourselves to be bound by the offer by the period of ...........................................calendar days, counting from the day of expiry date for submission of offers.

I/we declare, that in the case the Ordering Party selects this offer, I/we commit to sign the contract on the date and in the place indicated by the Ordering Party.

……………………………………………………

(Contractor’s signature and stamp)

**Declaration**

In relation to the request for quotation of ……………………………………………………………

I, hereby undersigned ……………………………………………………………………………………….

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

acting for and on behalf of:

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(Contractor details – company full name and address)

hereby declare that:

1. ……………………………………………………………………………………………………….

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(Contractor signature and seal)