

**Request For Proposal no.
Naber Polska/15/2018/1.4.4
dated 9 July 2018**

Estimating value of the order for delivery of **laboratory devices**, within the project titled: *'Enabling Naber Polska Sp. z o.o. to expand its business internationally by goods certification and adapting its Laboratory's R&D capabilities, as well as ordering and packaging systems to meet the requirements of foreign contractors'*, co-financed within the sub-measure 1.4.4 'The Internationalization of SMEs' of the Regional Operational Programme for Warmińsko-Mazurskie Voivodeship for 2014-2020.

I. ORDERER

Naber Polska Spółka z ograniczoną odpowiedzialnością, with the seat in Olsztyn, 93g Piłsudskiego St., 10-449 Olsztyn, Poland, VAT number: PL7393474246, REGON (Statistical number): 280009975, KRS (Court Register number): 0000232654, the object of company's activity connected with the project – 20.30 Z – Manufacture of paints, varnishes and similar coatings, printing ink and mastics.

II. OBJECTIVE OF TENDERING

The objective of tendering is to estimate the value of delivery of laboratory devices, presented in the Subject of the Order to Naber Polska Sp. z o.o., carrying out the project co-financed within the sub-measure 1.4.4 'The Internationalization of SMEs' of the Regional Operational Programme for Warmińsko-Mazurskie Voivodeship for 2014-2020.

III. SUBJECT OF THE ORDER

Subject of the Order comprises **laboratory devices** destined for powder coating manufacturers, specified in the below items:

Item I – Laboratory Extruder – 1 piece; CPV code (38000000-5) **Laboratory, optical and precision equipments (excl. glasses)**

Item II – Laboratory Grinding System – 1 piece; CPV code (38000000-5) **Laboratory, optical and precision equipments (excl. glasses)**

IV. DETAILED ORDER SPECIFICATION

1) Required parameters and technical aspects of the Subject of the Order:

Item I – Laboratory Extruder – 1 piece

- Top feeder made of stainless steel;

- Twin-screw (perpetual-screw) design;
- Perpetual screw diameter: 55 mm;
- Perpetual screw speed: between 0 and 600 rpm;
- Output: between 50 kg/h and 300 kg/h;
- Main motor power: min. 30 kW, AC supplied, IP 55;
- Discharge at the end of extruder;
- Conveyor belt motor power: min. 1.1 kW, AC supplied, IP 55;
- Crusher motor power: min. 0.75 kW, AC supplied, IP 55;
- Motor speed controlled by VFD;
- Digital regulator to control extruder's subassemblies;

Item II – Laboratory Grinding System – 1 piece

- Particle size adjustable by interchangeable sieves;
- Adjustable mill speed;
- Design meeting requirements of EU ATEX/PSR 11;
- Recovery rate >98%;
- Feeding airlock output: between 50 kg/h and 300 kg/h;
- Feeding airlock motor power: min. 0.75 kW, AC supplied, IP 55;
- Mill output: between 50 kg/h and 300 kg/h;
- Maximum mill rotor speed: 7,000 rpm;
- Maximum classifier speed: 3,000 rpm;
- Main motor in the mill: power: min. 11 kW, AC supplied, IP 55;
- Fan motor power: min. 15 kW, AC supplied, IP 55;
- Vibration isolators;
- Pressure meter in the dust collector;
- Cyclone separator;
- Anti-static fabric filters in the dust collector;
- Temperature sensor inside the mill;
- Automatic weighing system made of stainless steel;
- Conveying belt speed: 10-14 m/min.;
- Tolerance in the weighing system: 10-15 g;

V. ADDITIONAL INFORMATION CONCERNING THE ORDER

- 1) Devices being the Subject of the Order should be brand-new, free from any physical or legal defects, as well as they cannot be encumbered with third-party rights.

- 2) This announcement is for estimating the value of the subject of the order. After the value estimation is finished, there will be an actual tender put out, including the required lead time.

VI. CONDITIONS FOR PARTICIPATION IN THE PROCEEDINGS

- 1) In order to be admitted to participate in the proceedings, the parties (Tenderers), shall:
- a. Submit an offer for freely chosen items presented in the Subject of the Order, including: price, delivery time, warranty period and confirmation of meeting the required parameters of the offered device.
 - b. Fulfil the conditions on impartiality and independence in relation to the Orderer – they are not personally or financially tied to the Orderer (it is forbidden to place orders at parties who are personally or financially tied to the Orderer). What is meant by capital or personal ties is mutual connections between the Orderer or persons authorized to enter into commitments on behalf of the Orderer or persons performing, on behalf of the Orderer, activities connected with carrying out the procedure for choosing the Tenderer, and the Tenderer, consisting particularly in:
 - participation in the company as a partner in partnership or personal company,
 - holding at least 10% of shares or stock, unless the law provides a lower threshold,
 - fulfilling the function of a member of the supervisory or management body, agent or proxy,
 - remaining married, in consanguinity or affinity in a straight line, second-degree consanguinity or affinity in the collateral line, in adoption relationship, guardianship or custody.
- 2) The Orderer shall assess the fulfilment of conditions presented in item VI.1 according to 0/1 criterion, “meets/doesn’t meet”, on the basis of:
- a. Tender Form submitted by the Tenderer and being Annex no. 1 to this Request for Proposal – in the respect of requirement included in item VI.1.a.,
 - b. “The Statement” which constitutes Annex no. 2 to this Request for Proposal – in the respect of requirement included in item VI.1.b.
- 3) The Orderer assures to obtain an appropriate declaration (concerning the lack of capital or personal ties with Tenderers) from persons performing, on behalf of the Orderer, activities connected with the procedure for choosing the Tenderer (including

those taking part in the process of offer assessment). Moreover, the Orderer declares that these persons will be impartial and neutral.

VII. OFFER SELECTION CRITERIA

- 1) Only non-rejectable offers submitted by Tenderers qualified to take part in the proceedings will be considered.
- 2) Each item in the order will be examined individually.
- 3) The selection of most advantageous offer for the particular items will be made on the basis of the following criterion, to which the following proportional/score weight is assigned:
 - a) Net price – 100% weight (maximum score within this criterion is 100);
- 4) The scoring system in this criterion will be established as follows:
$$\text{Net Price Criterion} = \frac{\text{net price of the cheapest offer}}{\text{net price submitted by the Tenderer}} \times 100$$
- 5) The final result of the above calculation will be rounded to the decimal point.
- 6) Taking into account the above criterion for offer evaluation, the offer with the highest score will be selected for each item of the Subject of the Order.
- 7) The Orderer reserves the right to enter into additional negotiations with Tenderers in the situation when two or more offers receive the same score and for this reason the selection of most advantageous offer will not be possible.

VIII. OFFER

The Orderer allows submitting offers for items of the Subject of the Order selected by the Tenderer.

- 1) The complete offer must be drawn up in the written form and include:
 - a) Tender Form to the Request for Proposal, completed in reference to at least one item of the Subject of the Order and being Annex no. 1 to this Request for Proposal.
 - b) Statement on the lack of capital or personal ties, which constitutes Annex no. 2 to this Request for Proposal.
- 2) Offers incomplete in the respect of items applicable to the Tenderer, illegible, unsigned by persons authorized to act on behalf of the Tenderer or submitted after the deadline will be rejected.
- 3) The Tenderer is bound by the offer for 30 calendar days calculated from the last day when tenders may be submitted.
- 4) The offer must include net price in PLN. In case of offers submitted in a foreign currency, the offer will be converted to PLN according to NBP (National Bank of

Poland) middle exchange rate announced for the day preceding the date when the offer was submitted.

- 5) The Orderer does not allow variants.
- 6) The Orderer allows the submission of partial offers.
- 7) Questions regarding the Subject of the Order shall be addressed in electronic form to ksiegowosc@naberpolska.pl.

IX. DEADLINE AND MEANS OF SUBMITTING OFFERS

- 1) Offers may be delivered in person, sent by post to the Orderer's seat or via email to ksiegowosc@naberpolska.pl before the deadline which is 16 July 2018, 11:59 pm (CEST).
- 2) The fact of meeting time limit requirement indicated in item IX.1 is determined by the receipt date at the Orderer's seat.

X. ADDITIONAL PROVISIONS

- 1) The Orderer reserves the possibility to introduce changes to the tender documents, including annexes and deadline for offer submission. If the said changes might influence the content of offers submitted within the proceedings, the Orderer shall extend the deadline mentioned in item IX of this Request for Proposal.
- 2) This Request for Proposal has been published on the Orderer's website, www.naberpolska.pl, as well as on www.bazakonkurencyjnosci.funduszeuropejskie.gov.pl.

XI. ANNEXES

Annex no. 1 Tender Form to the Request for Proposal no. **Naber Polska/15/2018/1.4.4.**

Annex no. 2 Statement on the lack of capital or personal ties.

Olsztyn, 9 July 2018

Katarzyna Stankiewicz
Vice-Chairman of the Board