

**Request For Proposal no.
Naber Polska/18/2018/1.4.4
dated 01 August 2018**

Request for proposal for the supply 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 select a supplier 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.

The proceedings are taken under a procedure of publishing the request for proposal according to the **principles of competitiveness**, on the basis of Eligibility Guidance on expenditures within the European Regional Development Fund, European Social Fund and Cohesion Fund for 2014- 2020.

III. SUBJECT OF THE ORDER

Subject of the Order comprises the supply of **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) Place of filling the order (delivery) – Production Plant of Naber Polska Sp. z o.o., 11-040 Dobrze Miasto, Nowa Wieś Mała 32.
- 3) Delivery time (lead time) – max. 130 days from offer's acceptance date.
- 4) Time limit for contract's accomplishment – up to 130 days from offer's acceptance date.
- 5) Warranty is to be provided within order's realization.
- 6) The Orderer stipulates the possibility to change the agreement in case of:
 - a. a change in the regulations in force, in the scope that would influence contract's accomplishment,
 - b. force majeure,
 - c. such directions or guidance from the Managing Authority, Intermediate Body or Second-Degree Intermediate Body, following which will be possible only after introducing changes in this agreement,
 - d. a change in the project, in the scope that would influence the subject of the agreement,
 - e. other circumstances that would make it impossible or difficult to accomplish the agreement,
 - f. that this change would lead to making the cooperation between the parties more effective and enhancing the accomplishment of the agreement or to improving the effectiveness or the quality of the subject of the agreement.
- 7) The Orderer stipulates that changes in the agreement, in the scope of the subject of the order, might apply mainly to:
 - a. time limit until when the agreement is binding,
 - b. time limit for the accomplishment of the agreement,
 - c. principles of recording the settlement of accounts,
 - d. such elements of the subject of the order that would not have a significant influence on its value,
 - e. obvious misprints and accounting mistakes in the agreement.

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 in days and warranty period in months.

- b. Attach technical documentation from the manufacturer of the device (operation and maintenance documentation, operating manual, specification, etc.) confirming that the offered device meets the required parameters and that it has the required technical elements listed in item 4 of this request of proposal.
 - c. 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. comparing technical documentation submitted by the Tenderer with the detailed order specification presented in item IV of this request for proposal, in the scope of requirement included in item VI.1.b,
 - c. “The Statement” which constitutes Annex no. 2 to this Request for Proposal – in the respect of requirement included in item VI.1.c.
- 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 will be made on the basis of the following criteria, to which the following proportional/score weights are assigned:
 - a) Net price in PLN – 70% weight (maximum score within this criterion is 70);
 - b) Lead time calculated in days – 10% weight (maximum score within this criterion is 10);
 - c) Warranty period calculated in months – 20% weight (maximum score within this criterion is 20).
- 4) The scoring system in this criterion will be established as follows:
$$\text{Net Price Criterion} = \frac{\text{net price of the cheapest offer}}{\text{net price submitted by the Tenderer}} \times 70$$
$$\text{Lead Time Criterion} = \frac{\text{the shortest lead time (in days) offered}}{\text{lead time (in days) offered by the Tenderer}} \times 10$$
$$\text{Warranty Period Criterion} = \frac{\text{warranty period (in months) offered by the Tenderer}}{\text{the longest warranty period (in months) submitted}} \times 20$$
- 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.

- c) Technical documentation, on the basis of which the Orderer will ascertain if the subject of the submitted offer complies with the detailed order specification (item IV of 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 08 August 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. INFORMATION ON THE RESULT OF PROCEEDINGS

- 1) Information on the result of the proceedings will be published at: www.bazakonkurencyjnosci.funduszeuropejskie.gov.pl.
- 2) The Tenderer, whose offer will be found the most advantageous, will be notified of formalities necessary for concluding a cooperation agreement individually. This information will be given on the phone or by email or by fax or in person.
- 3) Each Tenderer, who has submitted the offer, will receive information on the result of these proceedings. The information will be given on the phone or by email or by fax or in person.

XI. 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) The Orderer reserves the right to close the proceedings without selecting any offer or to cancel the proceedings without giving a reason.
- 3) This Request for Proposal has been published on the Orderer's website, www.naberpolska.pl, as well as at www.bazakonkurencyjnosci.funduszeuropejskie.gov.pl.

XII. ANNEXES

Annex no. 1 Tender Form to the Request for Proposal no. **Naber Polska/18/2018/1.4.4.**

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

Olsztyn, 01 August 2018

Katarzyna Stankiewicz
Vice-Chairman of the Board