

Białystok, 21.06.2017

REQUEST FOR QUOTATION no 1/06/2017/Innovation grants

I. INTRODUCTION:

1. The provisions of the Act of 29 January 2004 – Public Procurement Law (Journal of Laws Dz. U. of 2007, No. 223 Item 1655 with subsequent amendments) hereinafter referred to as the 'Law' do not apply to the proceedings.
2. The proceedings are performed according to the principles of fair competition, effectiveness, disclosure and transparency.
3. The language of the proceedings is Polish.

II. NAME AND ADDRESS OF THE ORDERING PARTY:

Masterpress Spółka Akcyjna with its registered office in Białystok (15-569), ul. J. Kuronia 4

NATIONAL COURT REGISTER NUMBER (KRS): 0000297195 , TAX IDENTIFICATION NUMBER (NIP): 7391801250 , NATIONAL BUSINESS REGISTRY NUMBER (REGON): 510431484

Correspondence address:

Masterpress Spółka Akcyjna
ul. J. Kuronia 4
15-569 Białystok

III. DESCRIPTION OF THE OBJECT OF THE ORDER:

The object of the Order is the purchase of the service of a Technology audit evaluating the production process of shrink sleeve labels including two stages of production process: printing process and packaging process (cutting, applying adhesive, inspection).

Goals to achieve:

- To shorten the production process;
- To reduce material waste;
- To minimize qualitative deficiencies during the process;
- To enable ongoing control of compliance with expected production input thanks to constantly available information on the input available during each production process;
- To enable the integration of production systems for the purposes of automation of transfer of technical data.

The Ordering Party expects two compilations – one for each stage of production process: printing process and packaging process (cutting, applying adhesive and inspection). Each of them should include:

- Aim and scope of the audit,
- Technical description of processes,
- Evaluation or analysis of current situation,
- Conclusions and recommendations for further exploitation,
- Expected ecological, substantive and economic effects.

CPV code and name: 79212000-3 Auditing services

MASTERPRESS S.A.

ul. Kuronia 4, 15-569 Białystok,

WPISANA DO REJESTRU PRZEDSIĘBIORCÓW PRZEZ SĄD REJONOWY W OLSZTYNIE VIII WYDZIAŁ GOSPODARCZY POD NR
KRS: 0000297195, NIP: 739-18-01-250, REGON: 510431484

IV. DESCRIPTION OF A PART OF THE ORDER – IF SUBMITTING TENDERS FOR LOTS IS ACCEPTED:

The Ordering Party does not accept submitting tenders for lots.

The Ordering Party does not accept the possibility to transfer the Order to subcontractors partially nor totally.

V. EXECUTION PERIOD OF THE ORDER:

The execution period will be established between the Ordering Party and the selected Supplier and specified in the Contract between the Parties.

VI. CONDITIONS FOR PARTICIPATING IN THE PROCEEDINGS:

Tenderer entering into the proceedings should comply with the following conditions:

1. Has over 10-year experience in polygraphic industry within the scope of the following printing techniques: offset, flexo, roto, screen printing, digital printing.
2. Has knowledge related to technical parameters and operating systems of printing and packaging machines.
3. Is truly capable of performing the Order, which means, inter alia, being in possession of appropriate rights, technical potential and personnel necessary to execute the Order.
4. According to the business of the company, is entitled to render services of this type.
5. Is in economic and financial situation ensuring the performance of the Order.
6. Is not subject to exclusion from the procurement award proceedings under the provisions of Article 24 (1) and (2) of the Public Procurement Law.
7. While analyzing and evaluating the tenders, the Ordering Party is entitled to request the Tenderers to explain the content of the submitted tenders.
8. **Tenderes related with Masterpress SA personally or financially are excluded from the participation in the proceedings.** Personal or financial ties are mutual connections between the Contractor and Beneficiary or persons authorized to enter into commitments on behalf of the Beneficiary or persons performing activities related to the preparation and performance of the procedure for selecting a Contractor on behalf of Masterpress SA, in particular consisting of:
 - participating in the company as a partner in a civil law partnership or a partnership,
 - being in possession of at least 10 % of shares or interests,
 - holding the role of a supervisory or management body member, proxy, authorized representative,
 - being in matrimony, in direct affinity or consanguinity, in second degree consanguinity or second degree affinity or in androgation guardianship or custody relations.

VII. INFORMATION ON WAYS OF COMMUNICATION BETWEEN THE ORDERING PARTY AND CONTRACTOR AND ON WAYS OF SUBMITTING DECLARATIONS AND DOCUMENTS:

In the course of proceedings, the Ordering Party agrees that the parties of the proceedings can submit declarations, applications, notifications or data in writing or via electronic mail to the address indicated below:

MASTERPRESS S.A.

ul. Kuronia 4, 15-569 Białystok,

WPISANA DO REJESTRU PRZEDSIĘBIORCÓW PRZEZ SĄD REJONOWY W OLSZTYNIE VIII WYDZIAŁ GOSPODARCZY POD NR
KRS: 0000297195, NIP: 739-18-01-250, REGON: 510431484

Masterpress Spółka Akcyjna
ul. J. Kuronia 4
15-569 Białystok
e-mail: jtrykozko@masterpress.com, mwalczuk@masterpress.com

VIII. INDICATION OF PERSONS AUTHORISED TO CONTACT THE CONTRACTORS:

The persons authorized to contact the Contractors in relation to the proceedings are: Jacek Trykozko: e-mail: jtrykozko@masterpress.com, tel.: (85) 664 75 30, mobile: 604 433 516 and Magdalena Walczuk: e-mail: mwalczuk@masterpress.com, tel.: (85) 664 75 30, mobile: 662 241 352.

IX. PLACE AND PERIOD OF THE TENDERS' SUBMISSION:

Tenders submitted in response to the present Request for Quotation should be submitted in writing, **personally or by postal channels**, in a closed envelope, with a note 'Tender in response of Request for Quotation no. 1/06/2017/Innovation grants' to the address indicated below:

Masterpress Spółka Akcyjna, ul. J. Kuronia 4, 15-569 Białystok

or sent via electronic mail to the following address:

mwalczuk@masterpress.com

1. The final date of submitting a tender is: **04.07.2017 r. at 23:59:59.**

In case of tenders submitted by postal channels, the date taken into account is the date of their reception in the Ordering Party's office at the following address:

ul. J. Kuronia 4, 15-569 Białystok.

X. DESCRIPTION OF THE TENDERS' PREPARATION:

- A tender should be executed in one counterpart on the tender form constituting Enclosure no 1 to the present Request for Quotation and comply with the detailed description of the object of the Order.**
- The tender and enclosures should be signed and sealed by a person authorized to represent to the Tenderer** in accordance with the specific form of representation defined in the court register or other document relevant to the organizational frame of the Tenderer or by a person who is empowered by an authorized person, whereas the power of attorney has to be attached to the tender.
- A Tenderer should enclose completed and signed 'Declaration of Lack of Equity Links and Personal Relations with the Ordering Party', constituting Enclosure no 2 to the present Request for Quotation, and the declaration stating that they conduct a business activity or are endowed with necessary knowledge and experience** within the scope of orders or services encompassed by the Request for Quotation and are truly capable of performing the Order, which means, inter alia, that they are in possession of appropriate rights, technical potential and personnel necessary to execute the Order (the declaration form constitutes Enclosure no 3 to the present Request for Quotation).
- Full version of Request for Quotation, tender form and declaration forms can be downloaded from the website: www.masterpress2.pl
- A Tenderer will bear all costs related to preparing and submitting their tender.
- A Tenderer is entitled to place one tender only in response to the present Request for Quotation.

XI. BID TERM:

Bid term is 90 days counted from the final date of submitting a tender.

XII. REJECTION OF A TENDER:

The Ordering Party will reject a tender in the following cases:

1. A tender is submitted by a Contractor excluded from the participation in the proceedings;
2. A tender is signed by a person who is not authorized to represent to the Contractor in accordance with the specific form of representation defined in the court register or other document relevant to the organizational frame of the Tenderer or by a person who is not empowered by an authorized person, whereas the power of attorney has to be attached to the tender.
3. A tender does not fulfill the terms presented in the Request for the Quotation no 1/06/2017/Innovation grants.
4. A tender contains significant errors in the calculation of the price.

XIII. INFORMATION ON FOREIGN CURRENCIES IN WHICH THE SETTLEMENTS BETWEEN THE ORDERING PARTY AND CONTRACTOR CAN BE PERFORMED:

Settlements between the Ordering Party and selected Contractor will be performed in Polish currency (PLN) or in foreign currency. In case of tenders in foreign currency, the conversion will be based on average rate stated by the National Bank of Poland as of the day of opening the tenders.

XIV. DESCRIPTION AND IMPORTANCE OF THE SELECTION CRITERIA:

The Ordering Party is to consider the following evaluation criteria:

CRITERION	Weight
1. Net price	80%
2. Time of conducting the Order	10%
3. Payment conditions	10%

The Tenderer with the biggest number of points will be selected, according to the following methodology:

The Ordering Party defines 'Net price' as the total net price indicated by a Tenderer for producing the object of the Order. The evaluation based on the criterion of 'Net price' (Kc) will be performed according to the following formula:

$$Kc = \frac{Cn}{Co} \times 80\% \times 100$$

whereas:

Cn – the lowest net price offered

Co – net price offered in the tender referred to

Kc – number of points granted to the tender for the 'Net price' criterion

The Ordering Party defines "Time of conducting the Order" as the time period when the Order shall be conducted indicated by a Tenderer and counted in calendar days from the date of entering into Contract. The evaluation based on the criterion of "Time of conducting the Order" (Kt) will be performed according to the following formula:

$$Kt = \frac{Tn}{To} \times 10\% \times 100$$

whereas:

- Tn – the shortest time period offered, counted from the date of entering into Contract
 - To – time period offered in the tender referred to, counted from the date of entering into Contract
- Kt – number of points granted to the tender for the ‘Time of conducting the Order’ criterion

The Ordering Party defines ‘Payment conditions’ as the payment term for the performance of the object of the Order indicated by a Tenderer and counted in calendar days. The payment term will be included in the Contract between the Parties. The evaluation based on the criterion of ‘Payment conditions’ (Kp) will be performed according to the following formula:

$$Kp = \frac{Po}{Pn} \times 10\% \times 100$$

whereas:

- Po – payment term offered in the tender referred to
 - Pn – the longest payment term offered
- Kp – number of points granted to the tender for the ‘Payment term’ criterion

The Ordering Party will select one of the valid tenders that meets all conditions determined in the detailed description of the object of the Order and acquires the biggest number of points in the final evaluation, having deemed it the most beneficial tender.

$$K = Kc + Kt + Kp$$

whereas:

- K – number of points in the final evaluation
- Kc – number of points granted to the tender for the ‘Net price’ criterion
- Kt – number of points granted to the tender for the ‘Time of conducting the Order’ criterion
- Kp – number of points granted to the tender for the ‘Payment conditions’ criterion

Point values of each criterion has been provided to two decimal places and will be rounded according to the generally acclaimed mathematical principles.

XV. TERMS AND CONDITIONS OF IMPLEMENTING CHANGES TO THE CONTRACT:

1. The Contract concluded as a result of proceedings initiated by the present Request for Quotation **can be terminated** if the Ordering Party does not receive a grant as part of the ‘Grants for research and innovation’ project co-funded by the European Funds and carried out by Podlaska Regional Development Foundation as part of Measure 1.2.2 Voucher for research services of the Regional Operational Programme for Podlaskie.
2. The Contract concluded as a result of proceedings brought as a result of this Request **may be amended by an Annex** to the Contract in the following scope and cases:

- in the event of change of the value of the contract, i.e. increase or decrease in tax rates on goods and services related to the object of the procurement as a result of changes in the Act of 11 March 2004 on the tax on goods and services (Journal of Laws Dz. U. of 2004. No. 54, Item 535, as amended), which enter into force on the date of conclusion of the contract and before producing the object of the contract by the Contractor;
- in the event of termination of the Contract, if the contract for a grant is terminated;
- in case of change of the date of execution of the Order, if, in the course of the project, circumstances have occurred that justify the change of the date of executing the object of the Order, with a view to implementing the project properly;
- the Ordering Party provides for the possibility to change the provisions of the Contract with respect to the content of the tender based on which the Contractor has been selected only when it results from the appearance of new information or event preventing the execution of the Contract in its original content, exclusively due to reasons that could not have been foreseen when entering into the Contract and on condition that it does not influence aims and result of the project and the change is implemented for the benefit of the project. The said change may be implemented by mutual agreement of both Parties.

XVI. INFORMACJA DODATKOWE ISTOTNE NA ETAPIE ZAWARCIA UMOWY:

1. The present Request for Quotation has been placed on the following websites: www2.masterpress.pl and www.grantynainnowacje.pl.
2. After selecting the tender, the Ordering Party will inform the Tenderer whose tender has been selected on the date of signing the Contract
3. If the Tenderer whose tender has been selected fails to conclude the contract, the Ordering Party may select the most favorable tender among the remaining ones without conducting their reassessment.
4. Legal protection measures (protest, appeal, complaint) defined respectively in the provisions of the Public Procurement Law do not apply to this proceedings.
5. The Ordering Party reserves the right to invalidate the proceedings at every stage.

Bogusław Wojtach
Vice-President of the Board