Ożarów Mazowiecki, 13th April 2021

**Request for Proposal SDM-WG/22 of 13th April 2021**

1. **General information**
2. Order: this request for proposal relates to the delivery of goods needed for comprehensive implementation by VIGO System Spółka Akcyjna with headquarters in Ożarów Mazowiecki of a project named “Sensors for industry 4.0 and IoT”; as part of the competition Path for Mazovia / 2019, application number: MAZOWSZE/0090/19, the grant agreement of December 3, 2019, No. MAZOWSZE/0090/19-00 concluded with the National Center for Research and Development.
3. Ordering Party: VIGO System Spółka Akcyjna with its registered office in Ożarów Mazowiecki, ul. Poznańska 129/133, 05-850 Ożarów Mazowiecki, entered into the Register of Entrepreneurs of the National Court Register kept by the District Court for the Capital City of Warsaw Warsaw in Warsaw, 14th Commercial Division of the National Court Register, under KRS number 0000113394, with tax identification number NIP: 5270207340, REGON: 010265179, with share capital of PLN 729,000.00 (fully paid up).
4. **Description of the object of the contract**
5. The subject of the Order is a supply of goods needed for the implementation by the Employer of the project called "Sensors for industry 4.0 and IoT"; as part of the competition Path for Mazovia / 2019, application number: MAZOWSZE / 0090 / 19, the grant agreement of December 3, 2019, No. MAZOWSZE / 0090 / 19-00 concluded with the National Center for Research and Development.
6. The subject of the Order is the supply to the headquarters of the Ordering Party of organometallic compounds in specialized containers (bubbler), as specified in the description of the order, contained in appendix no. 1 to the request for proposal.
7. If the description of the subject of the order indicates any trademark, patent, type or specific origin, it should be assumed that the indicated trademarks, patents, types or origin specify technical, operational and functional parameters, which means that the Ordering Party allows submitting an offer in this part the subject of the contract with equivalent or better technical, operational and functional parameters. Any indication of a particular type should be considered as exemplary and ancillary.
8. The Ordering Party shall not allow submitting partial offers. Division of the order into parts is technically unjustified, market and technological conditions mean that deliveries of the order in parts would make it difficult for the Ordering Party to properly achieve the project objectives.
9. The Ordering Party shall not accept variants.
10. **Time-limit for completion of the subject of the order:**

Up to 8 weeks from the date of placing the order by the Ordering Party. The Ordering Party requires application of the DAP Incoterms 2020 principle. According to the DAP (delivery at place) principle, the supply is considered to be completed at the time of delivery of the goods to the place indicated by the Ordering Party.

1. **Conditions for participating in the procedure and a description of how to assess compliance with them.**
2. The contractor applying for the award of the contract in question should submit a signed **bid form**, prepared according to the specimen template **in appendix no. 2** to the request for proposal.
3. Notwithstanding the conditions indicated above, the contractor:
4. should have the authority to perform specific activities or activities, if the law imposes an obligation to have them;
5. should have the necessary knowledge, experience and technical and human potential to perform the Order;
6. should be in an economic and financial situation ensuring the performance of the Order;
7. should not be in arrears with taxes, fees and social security contributions.
8. Assessment of meeting the conditions for participation in the procedure will be based on the statements submitted by the contractor contained **in appendix no. 2** to the request for proposal.
9. Contractors may jointly apply for the contract. In such case:

these entities are required to appoint a proxy in the contract award procedure or to represent in the procedure and conclude the contract agreement and joint and several liability for its implementation on the basis of art. 366 of the Civil Code; these entities, if their offer is chosen as the most advantageous, are obliged to submit to the Ordering Party, before signing the contract, a certified copy of the agreement regulating the cooperation of these entities certified to be the original;

none of the entities jointly applying for the award of the contract may be excluded from the procedure; when assessing the offer submitted by Contractors jointly applying for the award of the contract, the Ordering Party will take into account jointly the Contractors' rights to perform activities / activities falling within the scope of the contract, their total technical or professional potential to perform the contract, as well as their total economic situation or financial.

1. **Information on the scope of exclusion - related entities**
2. The contract cannot be awarded to entities related to the Employer. An entity is considered to be a related contractor:

a. associated or being a subsidiary, jointly controlled entity or parent in relation to the consortium leader or consortium member within the meaning of the Accounting Act of 29 September 1994;

b. being an entity remaining with a Leader of a consortium or consortium member or members of their bodies in such an actual or legal relationship that may raise reasonable doubts as to impartiality in the selection of the supplier of a good or service, in particular married, relationship or affinity up to the second degree, adoption, guardianship or guardianship, including through membership in the organs of a supplier of a good or service;

c. being a related entity or partner entity in relation to the consortium leader or consortium member within the meaning of Regulation No. 651/2014;

d. being an entity related personally to the consortium leader or consortium member within the meaning of art. 32 section 2 of the Act of 11 March 2004 on tax on goods and services.

**6. Requirements for documents submitted by the Contractors:**

1. The Ordering Party requires the contractors, applying for the award of the contract, to submit, together with the offer and statements (prepared in accordance with appendix no. 2 – model bid form), **a document indicating the persons authorized to represent the Contractor - not older than 3 months from the date of submission of tenders;**
2. The offer and all other documents must be signed. The signature is considered to be a hand-made legible signature consisting of at least the name of the person (persons) authorized (entitled) to represent the entity in accordance with the form of representation specified in the registration document or other document appropriate for the Contractor or signature with the person's (persons’) personal stamp or another signature allowing signature identification;
3. The signed offer form and other required documents must be submitted in the form of the original, and in the case of submission of documents by electronic means - in the form of scans in PDF format. The offer in the form of a scan can be sent to the e-mail address provided in the ordinary form or provided with a secure electronic signature confirmed by a qualified certificate; other required documents may be submitted in the form of the original or a copy certified as true to the original by the Contractor, and in the case of submission of documents by electronic means in the form of scans in PDF format; in the case of signing documents or certifying compliance with the original of copies of documents by persons not mentioned in the Contractor's registration document, an appropriate power of attorney should be attached to the offer. The power of attorney should be presented in the form of the original or a copy certified to be a true copy of the original by a notary public or by the issuer of the power of attorney, and in the case of submitting documents electronically in the form of scans in PDF format;
4. **the offer form and the offer description should be submitted in Polish or English in accordance with appendix no. 2, an extract from the company's register is allowed in one of the official European languages; The power of attorney should be submitted on the form attached to the inquiry in question – appendix no. 3. If the company's register documents are submitted in a language other than one of the official European languages, the contracting authority will request the Contractor to be translated into one of these languages.**
5. The Ordering Party requires that together with the offer of the Contractor jointly applying for the order submit a document (e.g. power of attorney) specifying at least its scope, parties appearing together and indicating the representative of the Contractors jointly applying for the award of the contract (the power of attorney should be presented in the original form, or a copy certified by a notary public or by its issuer, and in the case of submitting documents electronically in the form of scans in PDF format); in the case of contractors jointly applying for the award of the contract, copies of documents relating to each contractor respectively are certified as true copies by each of them separately or through a proxy authorized to act on behalf of the contractor; Contractors jointly applying for the contract are jointly and severally liable for the performance of the contract;
6. For the avoidance of doubt, the Ordering Party allows any documents to be signed in accordance with the request for proposal in electronic form with a secure electronic signature confirmed by a valid qualified certificate.
7. Contractors having their registered office or place of residence outside the territory of the Republic of Poland shall submit a relevant document or documents issued in the country in which they have their seat or place of residence.
8. **Criteria for the evaluation of bids, information on point or percentage weights and a description of how the points are awarded for meeting a given bid evaluation criterion**
9. Offers will be evaluated according to the following criteria:

**Net price of the offer** - 100 points (100%);

The method of calculating the criterion value in the range of the offer price:

Points for the examined offer = (lowest net price for the subject of the Order / net price of the examined offer) x 100.

1% = 1 point.

The maximum number of points to be obtained in this criterion is 100.

1. The highest total number of points obtained (max. 100 points = 100%) will decide on the selection of the best offer. Calculations will be made to two decimal places (rounded from "5" up). Other offers receive further deposits.
2. If it is not possible to select the most advantageous offer due to the fact that two or more offers present the same balance of price The Ordering Party will call Contractors who submitted these offers to submit, within the time limit specified by the Ordering Party, documents indicating environmental and climate parameters, in order to select an offer more favorable in terms of environmental impact (in particular, lower energy consumption, water consumption, use of recycled materials).

 **8. Deadline for submission of bids**

1. The offer should be submitted by: **26th April 2021.**
2. The contractor should be bound by the submitted offer for a period of at least 60 days. The offer validity period begins with the submission deadline.

**9. Price calculation and offer preparation**

1. Price calculation method:

The Contractor in the offer should **offer a complete price, including the total, total cost of the subject of the contract, including all price-forming elements resulting from the implementation of the subject of the contract.**

1. The Ordering Party requires the Contractor to express the price of the offer in **polish zlotys (PLN) or in euros (EUR).**
2. In case of Contractors who express the price of a bid in a currency other than PLN, for the purpose of selecting the bid, the Ordering Party may convert the given amounts of a given currency at the average exchange rate announced by the National Bank of Poland on the day of opening the bids. In the absence of publication of the exchange rate by the National Bank of Poland on the day referred to above, the Ordering Party shall apply the last exchange rate announced by the National Bank of Poland before that day. The exchange rate risk is borne by the Purchaser.
3. The offer price for Contractors having their registered office or place of residence on the territory of the Republic of Poland is the gross price, including all costs related to the performance of the contract, fees, taxes (including value added tax - VAT) and all other costs of any nature, which may arise in connection with the implementation of the subject of the contract. **The amount of VAT (in the amount applicable on the day of submission of bids) and the net price should be clearly identified.**
4. The offer price for Contractors who do not have their registered office or place of residence in the territory of the Republic of Poland is the net price, expressed in PLN or EURO (not including the tax on goods and services in force in Poland), including all costs related to the performance of the contract, all fees, taxes (without VAT) and all other costs of any nature that may arise in connection with the implementation of the subject of the contract. The price must be expressed to two decimal places.
5. A specimen offer form is attached as appendix no. 2 to this request for proposal. The Ordering Party requires the submission of an offer for the implementation of the Order using the template model form. The offer should contain the following attachments:

excerpt from the **Contractor's KRS / Extract from the Contractor's CEIDG / other registration document appropriate for the Contractor indicating persons authorized to represent the Contractor and sign the offer; power of attorney if the offer is submitted by a proxy; description of submitted bids.**

1. The offer should be submitted: 1) in writing at the seat of the Ordering Party: VIGO System Spółka Akcyjna, ul. Poznańska 129/133, 05-850 Ożarów Mazowiecki, however, if the offer is sent by post, the date of delivery of the offer is decided by the date of delivery of the offer to the Ordering Party, or 2) by e-mail to the following address: **vigo2020tenders@vigo.com.pl** with the maximum of one 25 MB messages. or 3) by e-mail to the following e-mail address: vigo2020tenders@vigo.com.pl with a secure electronic signature confirmed by a qualified certificate, with the proviso that the maximum size of one e-mail may not exceed 25 MB - in the case of sending an offer electronically referred to in point 2) and 3) in order to comply with the deadline for submitting bids, the decisive date is the date of registration of e-mails on the Ordering Party's servers, taking into account the Ordering Party's time zone.

**10. Examination of the offers**

1. The Contractor may change or withdraw his offer before the deadline for submission of bids.

In the course of examination and evaluation of bids, the Ordering Party may:

a. require the contractor to provide explanations regarding the content of the offer

within the prescribed period;

b. require the contractor to supplement the shortcomings of the offer within the prescribed period;

c. correct obvious typing or calculation errors and other errors that do not cause significant changes in the content of the offer, notifying the contractor thereof.

Failure to reply by the contractor within the prescribed period, providing a response that does not dispel doubts or failure to complete missing offers within the prescribed period shall be deemed to have been canceled by the contractor.

1. The Ordering Party excludes a contractor who does not meet the conditions for participation in the procurement procedure.
2. The Ordering Party rejects the Contractor's bid if:
3. its content does not correspond to the content of the request for proposal;
4. contains price calculation errors that cannot be removed;
5. contains an abnormally low price in relation to the subject of the Order;
6. d. the contractor has submitted more than one offer.
7. Contractors may ask questions to clarify doubts regarding the terms of the contract award procedure.
8. The Ordering Party will assess only those offers which will reach the Ordering Party in the period from the date of announcement of this request for proposal until the expiry of the deadline for submission of offers. Offers submitted after this deadline will not be considered.

**11. Contact persons**

Contact persons on the part of the Ordering Party are:

In procedural matters: Dominik Nowak, e-mail dnowak@vigo.com.pl;

In technical matters: Krzysztof Młynarczyk e-mail: kmlynarczyk@vigo.com.pl.

**12. Information on the selection of the best offer**

1. The Ordering Party reserves the right to start negotiations with Contractors whose bids have been correctly submitted during the procedure. Negotiation in order to improve the terms of the contract, they may relate in particular to prices. Negotiations will be conducted in a way that does not deteriorate the terms of the contract specified in the request for proposal, in a transparent manner and does not affect the access of all contractors to negotiations.
2. The Ordering Party may close the Proceedings for awarding the Order without selecting any offer.

3. The contracting authority shall notify the contractors about the selection of the best offer, or about the closing of the procurement procedure without selecting any offer. The notification will be made in the manner provided for the publication of this request, i.e.: <https://vigo.com.pl/o-nas/zamowienia/>.

**13. Relevant terms of order**

1. The Ordering Party requires delivery of the ordered goods within the time limit provided for in the request for proposal to the headquarters of the Ordering Party.
2. The goods must comply with the specification contained in the request for quotation.
3. Payment for the delivered goods is made on the basis of an invoice delivered to the e-mail address: invoices@vigo.com.pl after the positive receipt of the goods. Payment will be made within 30 days of the invoice being delivered.
4. In the event of a delay in delivery caused by the Contractor, he shall pay the Ordering Party a contractual penalty of 0.1% of the net order value for each day of delay - no more than 5%. The Contractor will agree to deduct any contractual penalty from the remuneration.
5. The Contractor, whose offer will be selected by the Ordering Party as the most advantageous, is obliged to proceed with the implementation after the contract has been handed over by the Contractor. The Ordering Party requires confirmation of the acceptance of the Order for execution.
6. If the contractor whose offer has been selected will refrain from completing the contract within the above deadline, the Employer will choose the best offer from among the remaining offers.

**14. Final provisions**

1. The Ordering Party reserves the right to cancel the request for proposal at any time, without giving a reason.
2. The Ordering Party may at any time revoke or change the content of this request for proposal without giving a reason. If the changes affect the content of offers submitted in the course of the procedure, the Ordering Party will extend the deadline for submitting offers.

**Attachments**

The following documents are attached to this request for proposal:

appendix no. 1 – description of the subject of the order;

appendix no. 2 – template of the offer form;

appendix no. 3 – template of the power of attorney.