

Zielona Góra, September 14th, 2018

REQUEST FOR PROPOSAL no 8/RPO/2018

To Whom It May Concern,

Marba spółka z ograniczoną odpowiedzialnością spółka komandytowa – as the beneficiary and implementer of the project "*Implementation of innovative solutions as the development accelerator for MARBA Sp. z o.o. sp. k.*" co-financed from the Regional Operational Program - Lubuskie 2020, Axis 1 Economy and innovation, Measure 1.5 Development of the SME sector, Sub-measure 1.5.1 Development of the SME sector - grant support - invites you to submit a proposal for **the supply of a multihead weigher (multihead hopper scale)**.

1. Name and address of the Buyer

Marba sp. z o. o. sp. k.
Ul. Racula-Głogowska 10a
66-004 Zielona Góra
NIP: 9731016960
REGON: 81201505

2. Legal basis

The procurement procedure is conducted in accordance with the principle of competitiveness - in accordance with the "*Guidelines on the eligibility of expenditure under the European Regional Development Fund, the European Social Fund and the Cohesion Fund for 2014-2020*". The procedure is conducted as the request for proposal.

3. Object of the procurement

The object of this procurement is **the supply of a multihead weigher (multihead hopper scale) for weighing tablets:**

- consisting of at least 16 dosing heads;
- provided with buckets of the capacity of at least 2 litres each;
- with the capacity of at least 140 drops per minute;
- provided with a timing hopper located between the weigher and a packing machine;
- elements which have contact with product - made of stainless steel;

3.1. Scope of the procurement:

The scope of the procurement comprises:

- supply of a multihead weigher (multihead hopper scale) for weighing tablets;

- delivery of the weigher at the expense of the Supplier along with transportation insurance,

The object of the procurement must:

- be brand new, non-display, non-regenerated, free from physical and legal defects, complete and ready for use without additional costs;
- be approved for trade and use in the territory of the Republic of Poland;
- be provided with a user manual in Polish or English.

The selected Contractor shall provide the Buyer with relevant documentation in this regard at the delivery.

4. CPV code:

42921300-1 machines for collective or unit packaging

5. Conditions for participation in the procedure:

The potential contractors can be parties who meet the minimum conditions for participation in the procedure enabling the execution of the contract at an appropriate level, that is:

- they have the right to perform a specific activity to the extent corresponding to the object of the procurement - the Buyer will recognize the signed declaration placed on the proposal form as the fulfilment of this condition;
- they have knowledge and experience in the field corresponding to the object of the procurement - the Buyer will recognize the signed declaration placed on the proposal form as the fulfilment of this condition;
- they have appropriate technical potential and people capable of executing the procurement - the Buyer will recognize the signed declaration placed on the proposal form as the fulfilment of this condition ;
- they are not connected with the Buyer personally and / or organizationally and / or by capital - the Buyer will recognize the signed declaration placed on the proposal form as the fulfilment of this condition.

6. The rules and manner of providing explanations regarding the content of this request for proposal:

6.1. The Bidder has the right to request the Buyer to clarify the content of the request for proposal, in particular the Bidder has the right to request an answer to the question regarding the material scope of the procurement described in section 3 of this RFP.

6.2. The Buyer undertakes to provide explanations immediately, but not later than 2 days before the deadline for submitting proposals, provided that the request for clarifying the content of the request

for proposal is received by the Buyer not later than at the end of the day which is half of the deadline for submission of proposals.

6.3. Contents of questions from potential Bidders along with the Buyer's explanations - without revealing the source of the inquiry – will be placed by the Buyer on the website on which the request for proposal was made available.

6.4. The Buyer may change the content of the request for proposal before the deadline for submission of proposals. Changes made by the Buyer will be immediately posted on the website where the request for proposal was made available.

6.5. The changes described in section 6.4 may result from questions asked by potential Bidders as well as from the Buyer's own justified initiative.

6.6. Written explanations and answers of the Buyer to questions asked by potential Bidders shall become an integral part of this request for proposal.

7. Stages, rules and criteria for the evaluation of proposals and the publication of the procedure results:

7.1. The best proposal will be selected basing on the following criteria and the weights assigned to them:

criterion 1 - PRICE - weight 100%

7.2. All submitted proposals shall be formally evaluated in accordance with the provisions set out in this request for proposal in section 5 and in sections from 8 to 12. Proposals that do not meet the formal requirements will not be subject to further procedure.

7.3. All proposals that have been verified as formally correct shall be substantively evaluated.

7.4. Points will be calculated according to the following formulas and rules described in the table below:

	Criterion name and its weight	Formula
1	PRICE - 100%	(P) Number of points = $(C_{min} / C_{of}) * 100$ where: - C_{min} - the lowest net price of all valid proposals - C_{of} - net price of the evaluated proposal

7.5. The Buyer shall award the contract to the Bidder whose proposal is the most beneficial, that is the proposal that will receive the largest total number of points in the evaluation criteria in relation to other proposals. The remaining proposals will be classified in accordance with the obtained total number of points. The best proposal, which will obtain the highest total number of points (P).

Calculations will be made up to two decimal places. In a situation when it will not be possible to select the best proposal due to the fact that the submitted bids have received the same number of points, the bidders who submitted these proposals will be requested to submit additional proposals within the specified period. The bidders submitting additional proposals cannot offer higher prices than those offered in previously submitted proposals.

7.6. Information on the selection of the best proposal will be immediately sent to the Bidders in writing via traditional mail or electronic mail or by fax to the addresses and / or numbers indicated by the Bidders for correspondence and published on the websites on which this request for proposal was made public, i.e .

a) Buyer's website www.emarba.com

b) Competitiveness database : <https://bazakonkurencyjnoscifunduszeuropejskie.gov.pl>.

7.7. The bidder, whose proposal will be evaluated as the best is recommended as the Contractor and will receive a notice on the manner of signing the contract.

7.8. If the selected Contractor fails to conclude the contract within the time specified in the notification described in 7.7., or without a valid reason, postpones this deadline, the Buyer may conclude the contract with the Bidder whose proposal has been classified as the most beneficial one out of the remaining proposals that were substantively evaluated. The information on this matter shall be made public in the manner indicated in section 7.6.

7.9. Realization of the subject of the procurement specified in section 3 of this request for proposal will proceed on the terms specified in the contract concluded with the selected Contractor. The proposal submitted by the selected Contractor shall become an integral part of the contract for the implementation of the above procurement.

8. Description of how to prepare the proposal

8.1. The proposal must be submitted in Polish, in writing on paper using a non-deletable writing medium, on the forms prepared by the Buyer, constituting the attachments to this request for proposal, i.e .:

– appendix no 1 – ***Proposal Form***

– appendix no 2 – ***Declaration on meeting the conditions for participation in the procedure***

– appendix no 3 – ***Declaration on the lack of personal, organizational and capital links***

8.2. The proposal must be made in EUR.

8.3. Each Bidder may submit only one proposal.

8.4. Documents submitted together with the proposal shall be submitted in the original or a copy certified for compliance with the original by the Bidder (in accordance with the representation rules) or by a properly appointed representative.

8.5. Each page of the proposal and the required attachments must be signed by the person(s) authorized to represent the Bidder or by their attorney-in-fact. If the Bidder is represented by an attorney-in-fact, the proposal must be accompanied by a power of attorney signed by the person(s) authorized to represent the Bidder.

8.6. Any amendments or changes to the text of the proposal must be initialled by the person(s) authorized to represent the Bidder or their attorney-in-fact.

8.7. The Buyer will exclude from the procedure the Bidders who have not demonstrated that they meet the conditions for participation in the procedure and will consider the proposal of the excluded Bidder as rejected. The provisions regarding formal evaluation described in section 7.2. apply accordingly.

9. List of documents and declarations necessary to submit a proposal:

a) The proposal submitted on the forms constituting the attachments to the request, i.e. :

– appendix no 1 – *Proposal Form*

– appendix no 2 – *Declaration on meeting the conditions for participation in the procedure*

– appendix no 3 – *Declaration on the lack of personal, organizational and capital links*

b) Valid excerpt from the relevant register of entrepreneurs or from central registration and information on business issued not earlier than 6 months before the deadline for submission of proposals.

10. Conditions for rejecting proposals:

10.1. The content of the proposal does not correspond to the content of the request for proposal (also if the Proposal Form and attachments are not submitted on the forms prepared by the Buyer will be rejected as they do not include all necessary elements).

10.2. The proposal contains errors in the calculation of the price due to the application of an incorrect VAT rate.

10.3. The proposal has been signed by persons not legally authorized.

10.4. Submitting the proposal constitutes an act of unfair competition under the provisions on combating unfair competition.

10.5. The proposal includes a grossly low price or cost in relation to the object of the procurement.

10.6. The gross value of the proposal exceeds the amount that the Buyer may allocate to finance the procurement.

10.7. The proposal was submitted by a contractor excluded from participation in the procurement procedure or not invited to submit proposals.

10.8. The proposal contains errors in the calculation of the price or cost.

10.9. The proposal is invalid under separate provisions.

11. The manner and place of submitting proposals:

The proposal can be delivered personally to the seat of the Buyer or sent by post (or courier) to the following address:

Marba sp. z o. o. sp. k.
Ul. Racula-Głogowska 10a
66-004 Zielona Góra
NIP: 9731016960
REGON: 81201505

The proposal shall be submitted in an opaque envelope in a manner guaranteeing the confidentiality of its content and securing its inviolability to the date of opening proposals. The envelope containing the proposal shall be described in the following way:

Bidder: <i>(Bidder's name and address for correspondence)</i>	Buyer: Marba sp. z o. o. sp. k. Ul. Racula-Głogowska 10a 66-004 Zielona Góra NIP: 9731016960 REGON: 81201505
<i>PROPOSAL for the supply of a multihead weigher (multihead hopper scale)</i> <i>CASE: request for proposal No. 8/ P / 2018 regarding the project entitled "Implementation of innovative solutions as the development accelerator for MARBA Sp. z o.o. sp. k. "</i> <i>DO NOT OPEN before 16.10.2018 10.15 h</i>	

12. The deadline for submitting proposals:

12.1. The proposal must be submitted by October 16, 2018 time: 10.00.

12.2. The date described in section 12.1 is the deadline for delivering the proposal to the seat of the Buyer Party regardless of the chosen method of its delivery.

12.3. If the proposal is delivered via Polish Mail or selected courier mail, the deadline for submitting the proposal to the seat of the Buyer is the date indicated in section 11 and not the date of, for example, posting the proposal by registered mail or placing an order to deliver the proposal by courier.

12.4. Any proposal that will reach the seat of the Buyer after the submission deadline specified in section 12.1 will not be considered.

13. Date and place of opening proposals:

The opening of proposals is public and will start on 16.10.2018 at 10.15 at the seat of the Buyer:

Marba sp. z o. o. sp. k.
Ul. Racula-Głogowska 10a
66-004 Zielona Góra
NIP: 9731016960
REGON: 81201505

14. The period of being bound by the proposal:

The bidder is bound by the proposal for a period of 90 days. The period of being bound by the proposal starts as soon as the submission deadline expires.

15. Place and date of the procurement:

15.1. Place of investment implementation:

Marba sp. z o. o. sp. k.
Ul. Trasa Północna 19
65-119 Zielona Góra

Monday to Friday from 8.00 to 16.00.

15.2. Deadline for contract execution: **up to 4 months from signing the contract.**

16. Modifications and withdrawals of proposals:

After submitting the proposal the Bidder may change or withdraw it if a written notification about this change or withdrawal is submitted to the Buyer before the submission deadline.

17. Conditions for annulment of the procurement procedure

The Buyer may annul the procedure without selecting the proposal if:

- a) the price of the best proposal exceeds the amount allocated for financing the procurement,
- b) there is a significant change in circumstances that would result in conducting the procedure or performing the procurement that is not in the public interest, which could not have been foreseen earlier,
- c) the procedure is burdened with an irremovable defect, making it impossible to conclude a public procurement contract which cannot be annulled.

18. Publication of the request for proposal:

This request for proposal is made public on the following websites:

> the Buyer's website: www.emarba.com

> Competitiveness Database: <https://bazakonkurencyjnoscifunduszeuropejskie.gov.pl>.

19. Persons authorized by the Buyer to directly contact the Bidders and the selected Contractor:

Marek Bąbelek

20. Final Provisions:

In matters not covered by this request the provisions of the Civil Code shall apply.

21. Appendixes:

– appendix no 1 – *Proposal Form*

– appendix no 2 – *Declaration on meeting the conditions for participation in the procedure*

– appendix no 3 – *Declaration on the lack of personal, organizational and capital links*

.....

(Bidder's official stamp)

PROPOSAL FORM

I /we, the undersigned,

.....

(forename(s) and surname(s))

acting on behalf of and for:

.....

(Bidder's name)

participating in the procedure resulting from the **Request for Proposal No. 8 / RPO / 2018 of 14.09.2018** – concerning **the supply of a multihead weigher (multihead hopper scale)** implemented under the project **""Implementation of innovative solutions as the development accelerator for MARBA Sp. z o.o. sp. k.** - submit the following proposal:

I / we offer to execute the procurement in accordance with the Request for Proposal for the following price:

Net price: Eur

Gross price: Eur

Gross price in words:

..... Euroeurocents

I / we also declare that the device offered by me/ us :

- consists of dosing heads;
- has weighing buckets with the capacity of each;
- guarantees at least 140 drops..... per minute;
- is provided with a timing hopper located between the weigher and a packing machine;
- elements which have contact with product - made of stainless steel;

The scope of the procurement includes:

The scope of the procurement comprises:

- supply of a multihead weigher (multihead hopper scale) for weighing tablets;
- delivery of the weigher at the expense of the Supplier along with transportation insurance,

The object of the procurement must:

- be brand new, non-display, non-regenerated, free from physical and legal defects, complete and ready for use without additional costs;
- be approved for trade and use in the territory of the Republic of Poland;
- be provided with a user manual in Polish or English.

The selected Contractor shall provide the Buyer with relevant documentation in this regard at the delivery

I / we certify that I / we have read the terms of this request for proposal 8/PRO/2018 and I / we have no objections to them, and that I / we shall remain bound by the terms and conditions in the request for proposal 8/PRO/2018 and my / our proposal for 90 days following the last day of the submission deadline and if my / our proposal is selected, I / we undertake to conclude a contract at the place and time indicated by the Buyer.

I / we declare that:

- I / we have the right to perform a specific activity to the extent corresponding to the object of the procurement;
- I / we have knowledge and experience in the field corresponding to the object of the procurement;
- I / we have the appropriate technical potential and people capable of executing the procurement;

I enclose the following documents:

- 1) Declaration on meeting the conditions for participation in the procedure
- 2) Declaration on the lack of personal, organizational and capital links
- 3) Valid excerpt from the relevant register of entrepreneurs or from central registration and information on business issued not earlier than 6 months before the deadline for submission of proposals
- 4) power of attorney (if applicable)

.....,on

(place)

.....

(legible signature of an authorized person)

.....

(Bidder's official stamp)

DECLARATION

on meeting the conditions for participation in the procedure

I /we, the undersigned,

.....

(forename(s) and surname(s))

acting on behalf of and for:

.....

(Bidder's name)

.....

(Bidder's address)

participating in the procedure resulting from the **Request for Proposal No. 8 / RPO / 2018 of 14.09.2018** - concerning **the supply of a multihead weigher (multihead hopper scale)** implemented under the project "*Implementation of innovative solutions as the development accelerator for MARBA Sp. z o.o. sp. k.*" - declare that I / we meet the conditions for participation in the procedure.

..... ,on

(place)

.....

(legible signature of an authorized person)

.....
(Bidder's official stamp)

DECLARATION
on the lack of personal, organizational and capital links

I /we, the undersigned,

.....
(forename(s) and surname(s))

acting on behalf of and for:

.....
(Bidder's name)

.....
(Bidder's address)

participating in the procedure resulting from the **Request for Proposal No. 8 / RPO / 2018 of 14.09.2018** - concerning **the supply of a multihead weigher (multihead hopper scale)** implemented under the project **"Implementation of innovative solutions as the development accelerator for MARBA Sp. z o.o. sp. k."** - declare that I am not / we are not subject to exclusion from the procedure.

I / we also declare that our company is not connected with the Buyer in the manner described in the request for proposal.

(Capital or personal links are understood as the interrelationship between the Buyer or persons authorized to incur liabilities on behalf of the Buyer or persons performing on behalf of the Buyer activities related to the preparation and conduct of the contractor selection procedure, and the Contractor, in particular relations that involve :

- a) participating in the company as a partner in a civil law partnership or partnership,
- b) owning at least 10% of shares or stocks,
- c) performing the function of a member of the supervisory or management body, proxy, attorney-in-fact,
- d) remaining in marriage, in lineal consanguinity or affinity, secondary consanguinity or secondary collateral affinity or in relation of adoption, care or guardianship.)

..... , on
(place)

.....
(legible signature of an authorized person)