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**European Union
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Structural and investment**

INQUIRY No. 3/ RPLB.01.05.01-08-0197/16, dated 28.08.2017,

concerning the request No. RPLB.01.05.01-08-0197/16 „Wdrożenie innowacyjnych rozwiązań akceleratorem rozwoju MARBA Sp. z o.o. sp. k.” (Implementation of the Innovative solutions with the development accelerator, Marba LLC, limited partnership), submitted within the framework of the closed bidding No. RPLB.01.05.01-IZ.00-08-K01/16 – Priority Axis 1 – Economy and innovations, Subtask 1.5.1 Development of the MŚP sector – subsidy support, announced by the LUBUSKIE PROVINCE MANAGEMENT (ZARZĄD WOJEWÓDZTWA LUBUSKIEGO), having their seat in Zielona Góra, 7, the Podgórna Street, 65-057 Zielona Góra, as the Institution Managing the Regional Operating Program– Lubuskie 2020

1. Name address and data of the Employer (Beneficiary)

MARBA Sp. z o.o. sp. k.

ul. Racula – Głogowska 10a

66-004 Zielona Góra

Tax Id. No. (NIP): 9731016960

Company Id. No. (REGON): 81201505

2. The proceeding is conducted with maintenance of the competitiveness rule.

3. The proceeding for granting the order is conducted in the inquiry mode.

4. Order subject matter description:

Purchase of a rotating tableting machine for three-layer tablets:

1) of capacity from 800 tablets per minute;

2) pressing force not less than 160 kN;

- 3) a capability of production of tablets of weight from 16g up to 25g;
 - 4) guarantee and free service care (the service package complete with replacement parts and serviceman work) – minimum 4 years from the instant that the machine is installed.
 - 5) Two complete sets of punches and dies, delivered with the machine.
5. CPV code: 42000000-6 Industrial machines
 6. The best bid selection criteria

When selecting the best bid, the following criteria will be taken into consideration:

- 1) price – 60 % as per the formula below:

$$P1 = (C_{min} / C) \times 60\%$$

P1- the number of points for the price

C_{min} – the net price (without VAT) lowest among the valid bids

C – net price (without VAT) of the bid under investigation

- 2) capacity – 40 % as per the formula below:

$$P2 = (W / W_{min}) \times 40\%$$

P2- the number of points for the capacity

W – the maximum machine capacity in tablets per minute, of the bid under investigation

W_{min} – the permissible lowest capacity, in accordance with the inquiry (800 tablets per minute)

The best bid obtaining the highest total point number (P) will be chosen.

$$P = P1 + P2$$

The calculations will be performed with the accuracy of two places after the decimal point. In the case that the best bid may not be chosen since the bids obtaining the same number of points have been submitted, the bidders who have submitted the bids will be called to submit their additional bids at a defined due date. The bidders submitting the additional bids must not offer prices higher than those offered in the bids submitted earlier.

In a case of a difference between the price indicated in digits and the price indicated in words, the Employer shall assume the price indicated in words as the correct one.

In a case of the correctly indicated VAT rate and if it is calculated erroneously. The Employer shall assume, as correctly calculated, the total bid price and shall perform itself the correct calculation of the net price and the VAT rate.

The Employer shall choose the Contractor's bid on the basis of the following criteria:

- 1) price – 60%;
- 2) capacity – 40%;

7. Bid preparation way description

- a. The bid shall be submitted on the form constituting the Appendix 1 to the inquiry.
- b. The bid must be valid at least for the period of 90 days, where the due date course begins at the expiry of the bid submission due date. In the bid, its validity due date should be specified.
- c. The bid should be submitted in the EUR currency.

- d. Any Contractor may submit only one bid.
 - e. The bid shall be submitted in Polish or English, using the writing medium not undergoing removal, on the prints prepared by the Employer, constituting the appendices to the Inquiry.
 - f. The documents submitted with the bid shall be submitted in an original or a copy certified for conformity with the original.
 - g. Each bid page complete with all appendices must be signed by an authorised person (persons) for representing the Contractor or a proxy authorised for representation of the Contractor. In a case that the Contractor is represented by a Proxy, a power of proxy must be appended to the bid, signed by a person (persons) authorised to represent the Contractor.
 - h. Any corrections or changes in the text of the bid must be signed by a person (persons) authorised for representing the Contractor or the proxy authorised for representation of the Contractor.
 - i. In a case that the documents confirming meeting the conditions to participate the proceeding and the powers of proxy are not submitted or the documents confirming meeting the conditions to participate the proceeding and the powers of proxy are submitted but include mistakes, the Employer will call the Contractor to supplement them. The declarations and documents shall confirm meeting, by the Contractor, the conditions to participate the processing as not later than on the day that the bid submission due date expired.
 - j. The Employer will exclude, of the proceeding, the Contractors who has not proven that they have met the conditions to participate the proceeding and will consider the Contractor's Bid as rejected.
8. The listing of the documents and declarations necessary to submit the bid:
- a. The bid form as per the Appendix No. 1 to the inquiry
 - b. The current true copy of the appropriate entrepreneur register or of the central evidence and information on the economic activity, issued not earlier than 6 months before expiry of the bidding submission due date

- c. A declaration on meeting the conditions of participation in the proceeding, as per the Appendix No. 2 to the inquiry
 - d. A declaration of the lack of personal, organisational and capital connections, as per Appendix No. 3 to the inquiry
9. Premises to reject bids:
- a. The bid content does not correspond to the inquiry content (e.g. the Bid Form and the appendices must be submitted on the prints prepared by the Employer)
 - b. The bid was signed by persons unauthorised legally.

10. Bid submission due date:

The bid shall be submitted till 22.09.2017, 10:00 AM

11. Bid submission way and place:

The bid shall be prepared on the bidding form constituting the Appendix 1 to the inquiry

The bid may be: delivered personally to the company seat or sent by post (courier) to the address: MARBA Sp. z o.o. sp. k., ul. Racula – Głogowska 10a, 66-004 Zielona Góra, Poland.

The bid shall be submitted in a non-transparent envelope, in a way guarantying maintaining its content secrecy and protecting its inviolability till the due date of the bid opening, with the inscription: „Oferta – zapytanie ofertowe nr 3 dotyczącego wniosku nr RPLB.01.05.01-08-0197/16 „Wdrożenie innowacyjnych rozwiązań akceleratorem rozwoju MARBA Sp. z o.o. sp. k.” złożonego w ramach konkursu zamkniętego nr RPLB.01.05.01-IZ.00-08-K01/16 – nie otwierać przed dniem 22.09.03.2017 r. godzina 10:15”

12. Bid opening due date and place:

22.09.2017, 10:15 AM, in the seat of the Employer – ul. Racula – Głogowska 10a, 66-004 Zielona Góra. The bid opening is overt.

The information on selection of the best bid will be transferred via the traditional mail or email, or fax.

13. Order realisation place and due date:

The manufacturing-storage facility in Zielona Góra, ul. Trasa Północna 19. The order realization due date: up to 6 months from the instant that the order is placed by the Employer. The order will be placed by the Employer after the selection of the bid in the present proceedings under the inquiry procedure.

14. Appendices:

- a. Bidding form – Appendix 1
- b. The declaration of meeting the conditions for participation in the proceeding – Appendix 2
- c. The declaration of the lack of personal, organisational and capital connections – Appendix 3

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(company stamp)

BIDDING FORM

I/We, undersigned

.....

acting on behalf and to the benefit of:

.....

.....

in connection with the INQUIRY No. 3/ RPLB.01.05.01-08-0197/16, dated 28.08.2017, for purchase of the rotating tableting machine for three-layer tablets,

submit the present bid:

1) I/We offer the realisation of the order in accordance with the Inquiry, for the price:

.....

2) I/We offer a rotating tableting machine for three-layer tablets:

1) of capacity tablets per minute;

2) maximum tablet pressing force kN;

3) tablet weight fromg up tog;

4) guarantee and free service care (service package complete with replacement parts and serviceman work) years from the instant that the machine is installed.

5) The quantity of punches and dies delivered with the machine - complete sets.

I/We commit to execute the order within days after submission of the order by the Employer.

I/We declare that I/We have acquainted with the Inquiry conditions and do not rise any reservations to them, I/We remain bonded by the bid submitted by me/us within 90 days from the bid submission day and, in the case that my/our bid is accepted, I/We commit to conclude the contract at the place and due date indicated by the Employer.

I/We submit the bid on numbered pages.

Appendices:

- 1) Declaration on meeting the conditions for participation in the proceeding
- 2) Declaration on the lack of personal, organisational and capital connections
- 3) Current true copy of the appropriate entrepreneur register or of the central evidence and information on the economic activity, issued not earlier than 6 months prior the bid due date elapses

....., on

.....

(signature of authorised person)



Appendix 2

.....
(company stamp)

Declaration

Participating the proceeding No. 3/ RPLB.01.05.01-08-0197/16, dated 28.08.2017, I/We declare that we meet the conditions for participation, defined in the bidding inquiry.

....., on

.....

(signature of authorised person)

.....

(company stamp)

Declaration of lack of personal, organisational and capital connections

I, the undersigned,

.....

Acting on behalf and to the benefit of:

.....

.....

(full name of the Contractor, and its seat address)

declare that I am not connected with the Employer or the persons authorised to draw commitments on behalf of the Employer, or the persons executing, on behalf of the Employer, the actions connected with preparation or carrying out the Contractor selection procedures in the personal, organisational or capital way, and, in particular, by that:

- the enterprise possesses the majority of voting rights in another enterprise in the role of the shareholder or member;
- the enterprise has the right to nominate or recall the majority of the administrative or managing, supervisory body of another enterprise;
- the enterprise has the right to exercise dominant influence over another enterprise, in accordance with the contract concluded with the enterprise or with the provisions in its statute or company deed;
- the enterprise being a shareholder or member of another enterprise controls self dependently, in accordance with the agreement with other shareholders or members of the enterprise, the majority of voting rights of the shareholders or members in the enterprise;
- remain in the marital union, in a blood or family relationships in the straight line, a blood or family relationship, in a side line, up to the second degree, or in the adoption, care or guardianship relationship

....., on

.....

(signature of authorised person)