**Żary 28.02.2017**

**Ordering Party:**

Firma “Węgier Glass” Wojciech Węgierul. Szklarska 3968-200 ŻaryNIP (TAX I.D.) 928-001-41-88e-mail: wwegier@wegierglass.com.plTel. +48 684793123Website address: www.wegierglass.com.pl

**REQUEST FOR QUOTATION**

Firma „Węgier Glass” Wojciech Węgier undertaking an investment project RPLB 01.05.01-08-0020/16 “*Implementation of own technological and production solutions in respect of shaping and processing of glass for various industries”* within the scope of co-financing under the sub-measure 1.5.1 Development of an SME sector- grant support” within the scope of the Regional Operational Program – Lubuskie 2020 submits a request for quotation in the following scope and description of the subject of the order. The provisions of the Act of 29th of January 2004 Public Procurement Act do not apply to this request for quotation.

The request for quotation has been published at the Ordering Party’s website http://www.wegierglass.com.pl

1. Description of the subject of the order

**Delivery of a glass cutting machine water-jet in size of 3000mm x 2000mm** as part of a production line of cutting and cold working glass discs for laser protection LPG.

 The scope of this service includes:

1. Delivery of the machine
2. Installation works
3. Personnel training
4. Designation of the subject of the order according to the Common Procurement Vocabulary (CPV): CPV code:

42641400-5 glass tool machinery

42990000-2 miscellaneous special-purpose machinery

38570000-1 devices and control equipment

1. Schedule of the order:

-scheduled delivery date 1-st quarter of 2018

-the date of completion of the subject of the contract is understood to be the date of the machine delivery by the Supplier and its assembly as well as start-up

-the Parties agree that the subject of the final acceptance shall be the subject of the order performed without any faults or defects. If any faults or defects are detected in the course of the acceptance procedure, the Ordering Party is entitled to refuse acceptance of the subject of the order and set a time limit for the Supplier to remove the faults and defects detected during the acceptance procedure,

-acceptance of the subject of the order shall be on the basis of an acceptance report following the start-up.

1. Terms of participation in the procedure and description of a manner of their assessment,

For reasons of transparency and comparability, the BID must be submitted on a form, as per the form model attached (appendix no 1). The bid must include the bidder’s data, have a company stamp and relevant signatures of the bidder. The submitted bid must include:

* Net price, VAT tax rate,
* Date of the bid preparation,
* Order completion date,
* Bid validity period,
* Mode and dates of payment,
* Information on the guarantee period.

The Ordering Party reserves the right to revoke or cancel the bid procedure at any time without providing any reasons. In case of cancelling the bid procedure, the Supplier shall not entitled to any claim against the Ordering Party.

1. Time limit for submission of bids, place of submission of bids, contact person, telephone no, e-mail address,

The bid must be submitted by the day of 17.03.2017, 4 p.m. The bid must be submitted at the premises of the Ordering Party in Żary (address given in the information on the ordering party of this “Request for Quotation”), in writing or by electronic means to the address wwegier@wegierglass.com.pl

The bid receipt date shall serve as proof of submission of the bid.

*Contact person : Wojciech Węgier telephone no +48684793123 or e-mail address to which questions may be asked with respect to the bid* *wwegier@wegierglass.com.pl**,*

1. Bid assessment criteria and information on point weights as well as the manner of awarding points for complying with an individual bid assessment criterion,

The bid assessment criteria (weight/criterion) are as follows:

1. – Price: 70 pts

2. – Guarantees: 10 pts

3. – Access to post-guarantee servicing and spare parts: 10 pts

4. – Experience in the sale of machinery for glass industry: 10 pts

Points for the price shall be calculated according to the formula:

1. Net price -Pc

Cn

 Pc = ---------- x Wg

 Cb

 where:

 Pc – points received

 Cn – the lowest net price among valid bids submitted

 Cb – net price of the bid examined

 Wg – price criterion weight

 The most advantageous bid shall receive a maximum of **70 pts.**

1. Guarantee period –Pg

Within the guarantee period criterion, the Ordering Party shall assess the criterion on the basis of the information included in the bid form, i.e. the Contractor shall indicate in the bid form the guarantee period in months.

The Ordering Party also informs that the minimum guarantee period shall be 12 months. The guarantee period shall start on the day of signing the acceptance report.

In case of indicating by the Contractor the guarantee period shorter than 12 months, the bid shall be rejected as the one not complying with the Request for Quotation.

The “guarantee period” criterion shall be assessed as follows:

|  |  |  |
| --- | --- | --- |
| **No** | **Guarantee period in months** | **Number of points awarded** |
| 1 | 13-24 | 10 |
| 2 | 12 | 5 |

The most advantageous bid shall receive a maximum of **10 pts.**

1. Post-guarantee servicing **Psg**

Each bid containing the supplier’s undertaking to provide post-guarantee servicing for a charge as well as access to spare parts for at least 10 years from the guarantee expiry date shall be awarded **10 pts**

1. Experience in design and manufacture of machinery for glass industry **Pd**

The manufacturer with at least 5-year experience in design and manufacture of machinery for glass industry shall receive **10 pts**

**The Ordering Party shall consider as the most advantageous bid the one which will score the highest number of points (P) when added in the bid assessment criterion,**

**i.e. P = Pc + Pg + Ps + Pd**

1. Contract completion date,

The bid procedure shall be settled not later than on 24.03.2017 by 4 p.m. The participants shall be informed immediately about the outcome of the procedure, in writing. The contract shall be signed with the entity selected as a result of the procedure settlement. The selected contractor shall be informed by phone or e-mail about the place and date of signing the contract.

1. Terms of exclusion from the procedure,
2. excluded from the participation in the procedure are those contractors which are in equity or personal relation with the company Firma “Węgier Glass” Wojciech Węgier . By equity or personal relationship it is considered relationships between the ordering party or persons authorized to enter into commitments on behalf of the ordering party or those conducting on behalf of the ordering party activities related to the preparation and execution of the procedure of contractor selection and the contractor, in particular:

- participating in the company as a partner in a civil law partnership or a partnership

- holding at least 10% of shares or stocks

- performing a role as member of the supervisory or management board, proxy, company’s agent

- being married, in direct consanguinity or affinity, in secondary consanguinity or affinity up to the second degree or being in adoption, custody or guardianship relation.

1. excluded from the participation in the procedure are those contractors which do not comply with the terms of participation in the procedure included in the request for quotation and the appendixes that form an integral part of the request for quotation, or those which have not attached necessary documents confirming the compliance with the above mentioned terms.
2. excluded from the participation in the procedure are those contractors which submit the bid later than the deadline.
3. Defining the conditions of significant changes to the contract concluded as a result of the contract awarding procedure, only if a possibility of the contract change is provided for,

The contract concluded as a result of the contract awarding procedure may be changed as a consequence of a change of the applicable VAT tax rate.

Appendixes

1. Bid form model
2. Declaration on absence of personal or equity relations with the Ordering Party

**Appendix no 1** …………….., date ……….

……………………………

 (company stamp)

**BID FORM**

**Bidder’s data:**

Name and surname/Name: Address/Seat: Telephone/fax number: NIP (TAX I.D.) number: REGON number:

**Ordering Party’s data:**

Firma “Węgier Glass” Wojciech Węgierul. Szklarska 3968-200 ŻaryNIP (TAX I.D.) 928-001-41-88e-mail: wwegier@wegierglass.com.plTel. +48 684793123Website address: www.wegierglass.com.pl

**Price for the performance of the total scope of the subject of the order shall amount to:**

* net price ………………
* VAT tax ………………
* **gross price ……………**

**Bid validity date**……………………………………………………………

**Other conditions attached in the request for quotation:**

|  |  |  |
| --- | --- | --- |
| **No** | **Criterion name** | **Value (in figures and in words)** |
| 1. | Guarantee period |  |
| 2. | Access to post-guarantee servicing and spare parts |  |
| 3. | Experience in manufacture and design of machinery |  |

**DECLARATIONS:**

1. I declare that I have read and understood the request for quotation, accept it in its entirety and I do not raise any objections to it, and this bid complies with it in its entirety.
2. I declare that I am fully aware that the subject of this bid are the services performed within the framework of the project “*Implementation of own technological and production solutions in respect of shaping and processing of glass for various industries”* within the scope of co-financing under the sub-measure 1.5.1 Development of an SME sector- grant support” within the scope of the Regional Operational Program – Lubuskie 2020.
3. I declare that the validity period of this bid is ………………….
4. I declare that the bid complies in its entirety with the request for quotation.
5. Notes, additional information and attachments hereto:
6. ………………………………………………………
7. ………………………………………………………
8. ………………………………………………………

 ……………………………..

 Bidder’s stamp and signature

**Appendix no 2 – Declaration on absence of relations**

**DECLARATION ON ABSENCE OF EQUITY OR PERSONAL RELATIONS**

Submitting a bid in response to the request for quotation of Firma Węgier Glass Wojciech Węgier pertaining to the project *“Implementation of own technological and production solutions in respect of shaping and processing of glass for various industries”* within the scope of co-financing under the sub-measure 1.5.1 “Development of an SMP sector- grant support” within the scope of the Regional Operational Program-Lubuskie 2020

I, the undersigned ……………………………………………………………

declare that I am not in any personal or equity relations with the Ordering Party.

By equity or personal relationship it is considered relationships between the Ordering Party or persons authorized to enter into commitments on behalf of the Ordering Party or those conducting on behalf of the Ordering Party activities related to the preparation and execution of the procedure of contractor selection and the Contractor, in particular:

a) participating in the company as a partner in a civil law partnership or a partnership;

b) holding at least 10% of shares or stocks;

c) performing a role as member of the supervisory or management board, proxy, company’s agent;

d) being married, in direct consanguinity or affinity (parents, children, grandchildren, parents-in-law, son-in-law, daughter-in-law), in secondary consanguinity or affinity up to the second degree (siblings, spouse’s relatives) or being in adoption, custody or guardianship relation.

……………………………………. ………………………………………….. (place, date) Bidder’s signature