

Warsaw, 15.09.2023

Purchaser:

Creotech Instruments S.A.
ul. Jana Pawła II 66, 05-500 Piaseczno
NIP 9512244313 REGON 141246690
KRS 0000407094

Correspondence address:

ul. Osmańska 14, 02-823 Warszawa

REQUEST FOR PROPOSAL NO. 13/POLON/2023

For the successful realization of the Project No. MAZOWSZE/0121/19 entitled „POLON (POLski mOduł Napędowy)”, within „Path for Mazovia” financed by the National Centre for Research and Development, **Creotech Instruments S.A.** is inviting to submit proposals to procure the object of purchase.

I. Procurement specification:

The subject of the contract is the purchase of a set of computer and laboratory equipment for the construction of EGSE within the framework of the project.

CPV code: 31711100-4 - Electronic components

1. The tenderer's proposal shall meet requirements listed in Annex no. 1
2. The object of purchase shall be delivered within 29-09-2023
The Purchaser in consultation with the Contractor, may in justified cases, change the date of the contract, as long as it does not contradict the Project implementation schedule.
3. Evaluation criteria:
 - A. **Criterion – Price** (maximum number of points = 100) - the highest number of points will receive the offer containing the lowest net price, and each subsequent one in accordance with the formula:
 $LC = CMIN / CO * 100$ points
where:
LC - number of points received for the price criterion
CO - net price of the offer

CMIN - the lowest net price of the offer received in response to the inquiry

II. Conditions for participation in a procurement procedure:

Only proposals submitted by tenderers who fulfil requirements below will be assessed.

1. The tenderers shall have required by law regulations entitlements to provide the object of the purchase.
2. The tenderers shall have necessary technical capacity that is required to provide the object of the purchase.
3. The tenderer's economic and financial situation shall allow them to provide the object of the purchase.
4. The tenderers shall not be capital or personally tied to Purchaser or persons authorized to incur liabilities on behalf of Purchaser or persons responsible on behalf of Purchaser for preparing and conducting Tenderer selection procedures.

III. The place and date of the submission of proposal:

1. Proposals shall be submitted to the office of the Purchaser, at the address: Creotech Instruments S.A. Osmańska 14, 02-823 Warsaw, Poland or via email address at: biuro@creotech.pl.
2. Proposals shall be submitted by 22-09-2023. If proposal is supplied by post or courier, the date of delivery to Creotech Instruments S.A. is bounding.
3. Proposals submitted after the last day of period for the submission will not be assessed.
4. The award procedure shall be conducted in the office of the Purchaser by 25-09-2023.
5. Results of the award procedure shall be announced via Purchaser's website: www.creotech.pl.
6. Additional information on the subject of purchase may be received from Tomasz Mróz mail: tomasz.mroz@creotech.pl.

IV. Conditions for the submission of the proposals:

1. Each Tenderer may submit only 1 (one) proposal.
2. The proposal must be submitted on the Inquiry Form, which forms Annex no. 2 to the request for proposal.
3. The proposal must be submitted in Polish or English language and signed by Tenderer's authorized representative.

4. The proposal price for providing the object of purchase must be in Polish zloty (PLN) or euro (EUR) or American dollar (USD) currency and must be presented as gross value (including VAT), net value (excluding VAT) and VAT value.
5. The proposal must have the date of drafting, Tenderer's address, telephone number, email address, VAT identification number.
6. The tenderers shall be bound by their proposals for the period of 30 days from the last day, on which proposals could be submitted.
7. Statement confirming possession of necessary technical capacity that is required to provide the object of purchase must be submitted with the proposal (Annex no. 3). Statement must be signed by Tenderer's authorized representative.
8. Statement confirming Tenderer's economic and financial situation allowing them to provide the object of purchase must be submitted with the proposal (Annex no. 4). Statement must include information concerning Tenderer in the matter of:
 - not being at risk of bankruptcy, no liquidation proceeding have started, and that the bankruptcy has not been declared,
 - not being in arrears with payments to Treasury.Statement must be signed by Tenderer's authorized representative.
9. Statement of lack of capital and personal ties between Tenderer and Purchaser must be submitted with the proposal (Annex no. 5). Statement must be signed by Tenderer's authorized representative.
10. The tenderers shall bear all their costs connected with their participations in the award procedure initiated by this request for proposal.

V. Provisions:

1. The Purchaser will award the tender to the Tenderer, who will fulfil the requirements included in this request for proposal and will submit the most beneficial proposal on the basis of evaluation criteria determined by this request for proposal.
2. When justified, the Purchaser is entitled to cancel the procurement procedure.
3. The Purchaser is entitled to cancel the award procedure anytime to prior to the signature of the contract.
4. The Tenderers are entitled to change or withdraw their proposals before the deadline for submission of proposals. Change or withdrawal shall be made in the same manner as submission of the proposal (par. III, point 1).

5. Proposals which will not fulfil the requirements included in the request for proposal, will not be assessed.
6. During the assessment of proposals, the Purchaser reserves the right to request additional information about the submitted proposal.
7. Proposals submitted after the last day of the period for the submission shall not be assessed.
8. Partial proposals will not be assessed.
9. The Purchaser reserves the right to reject proposals, which technical scope or exceptionally low tender price will be raising justified doubts.
10. If the selected Contractor withdraws from signing the contract with the Ordering Party, it is possible for the Ordering Party to sign the contract with the next Contractor who obtained the next highest number of points in the procedure.

Annexes:

Annex no. 1 – Technical specification

Annex no. 2 – Inquiry Form

Annex no. 3 – Statement Template 1

Annex no. 4 – Statement Template 2

Annex no. 5 – Statement Template 3

Annex no. 6 – Non-disclosure agreement "NDA"