



Suwalki, 2017.03.28

## **ENQUIRY FOR QUOTATION**

The Decco S.A. company is soliciting for financing the project called:

**'Implementation of design strategy by Decco S.A. for the purpose of introduction of innovative PVC profiles in the market'** and therefore

carried out under Measure 1.4 'Design for Competition', Priority Axis 1: 'Entrepreneurial Eastern Poland' of Operational Programme Eastern Poland 2014-2020.

**Purchase of set of tools for extrusion**

## **1. Name and address of the Contracting Party.**

Decco S.A.  
Ul. V Poprzeczna 15, 04-611 Warszawa  
Factory ul. Wojska Polskiego 114 N 16-400 Suwałki  
NIP (VAT number) 844-20-10-057

## **2. Contact Awarding Procedure.**

Enquiry for quotation in accordance with the principle of competitiveness.  
The Contracting Party acknowledges the possibility of holding negotiations.  
Procurement within the framework of project entitled **'Implementation of design strategy by Decco S.A. for the purpose of introduction of innovative PVC profiles in the market'**, carried out under Measure 1.4 'Design for Competition', Priority Axis 1: 'Entrepreneurial Eastern Poland' of Operational Programme Eastern Poland 2014-2020.

## **3. Description of the Object of Contract.**

**Set of tools for extrusion, including the following tools:**

**- Tools made using co-extrusion technology**

- 1. 6210 – Frame for system 62, executed using co-extrusion technology**
- 2. 6220 – Leaf for system 62, executed using co-extrusion technology**

**- Tools executed using mono extrusion technology**

- 1. 6212 – Door frame for system 62**
- 2. 6224 – Door sash opened inwards for system 62**
- 3. 6225 – Door sash opened outwards for system 62**
- 4. 6230 – Fixed mullion for system 62**
- 5. 6250 – Frame connector for system 62**
- 6. 6251 – Extension 40mm for system 62**
- 7. 6252 – Window connector 90 for system 62**
- 8. 6253 – Static connector for system 62**
- 9. 6254 – Tubular connector for system 62**
- 10. 6255 – Adapter for pipe connector for system 62**
- 11. 6256 – Façade connector for system 62**
- 12. 7154 – Tubular connector for system 71**
- 13. 7158 – Broadening profile 25mm for system 71**
- 14. 7151 – Broadening profile 40mm for system 71**
- 15. 7155 – Adapter for pipe connector for system 71**
- 16. 8214 – Door frame for system 82**
- 17. 8227 – Balcony door sash T for system 82**
- 18. 8224 – Door sash Z for system 82**
- 19. 8225 – Door sash T for system 82**
- 20. 8218a – Renovation frame for system 82**
- 21. 8221 – Semi-surface sash for system 82**
- 22. 8231 – Broad static mullion for system 82**
- 23. 8314 – Door frame for system 83**
- 24. 8333 – Floating mullion for aluminium cladding for system 83**

- 25. 8337 – Narrow floating mullion for system 83**
- 26. 8150 – H connector for system 82/83**
- 27. Threshold element 1 – element 1 of threshold with enhanced insulation**
- 28. Threshold element 2 – element 2 of threshold with enhanced insulation**

**Code in accordance with Common Procurement Vocabulary:**

**42994200-2**

**4. Contract Delivery Date.**

2-4th quarter of 2017

**5. Place of Delivery**

Factory ul. Wojska Polskiego 114 N 16-400 Suwałki.

**6. Partial bids.**

The Contracting Party does not allow to submit partial bids.

**7. Information on Variant Bids.**

The Contracting Party does not allow to submit variant bids.

**8. Description of tender participation requirements and manner of evaluation of compliance with such requirements.**

**8.1** In order to participate in the proceedings, the Contractors must comply with the following requirements:

- a. have authorisation to conduct business or specific activities within the scope corresponding to the object of the contract

**8.2** Compliance with the tender participation requirements shall be evaluated as compliant / non-compliant based on the information included in the documents and statements submitted by the Contractors

**9. The list of statements and documents which the Contractors shall submit in order to confirm compliance with the tender participation requirements.**

In order to comply with the requirement provided in Item 8.1a:

Valid extract from the appropriate register or valid certificate about entry into the Business Activity Register, if entry in the appropriate register or entry in the Business Activity Register is required by separate provisions, issued not earlier than 6 months prior to expiry of the tender submission deadline.

**10. Description of the manner of bid preparation**

- a) The bid shall be prepared in accordance with the description of the object of contract. The bidder shall incur any costs related to bid preparation and submission.

- b) The bid shall be submitted on the form attached to the Enquiry for Quotation.
- c) The bid shall be accompanied by the documents specified in Item 9 of the Enquiry for Quotation.

**11. Persons authorised to contact Contractors:**

Tomasz Janik  
Phone: +48 601 219 162  
e-mail: [tomasz.janik@decco.pl](mailto:tomasz.janik@decco.pl)

**12. Place and Date of Bid Submission.**

Bids shall be submitted in person or by letter to the following address of the Contracting Party:  
Decco S.A.  
Ul. V Poprzeczna 15  
04-611 Warszawa  
or by e-mail to the address: [projekty@decco.pl](mailto:projekty@decco.pl)  
within a non-negotiable deadline by 28.04.2017 until 16.00

The date of receiving the bid by the Contracting Party shall be recognised as the date of bid submission. Bids submitted after expiry of this deadline shall not be considered.

**13. Bid validity period.**

The Contractor shall be bound by the bid for the period of 60 days. The bid validity period shall start with expiry of the tender submission deadline.

**14. Tender opening date and place.**

Tender opening shall take place on 28.04.2017 at 17.00 in the premises of the Contracting Party. The Contracting Party does not provide for public tender opening.

**15. Bid evaluation criteria and description of the manner of criteria calculation.**

Maximum number of points possible to obtain - 100

No.	Criterion name	Weight	Manner of awarding points
1.	Net bid price	70 points	<p>Evaluation made on the basis of the bid proposal form</p> <p>offered minimum net price</p> <p><math>C = \frac{\text{---}}{\text{---}} \times 70 \text{ points}</math></p>

			net price of the examined bid
2.	Warranty period	20 points	<p>whereas points shall be awarded in the following manner:</p> <ul style="list-style-type: none"> <li>• warranty of up to 12 months - 0 points</li> <li>• warranty from 13 to 35 months - 10 points</li> <li>• warranty of 36 months and more - 20 points</li> </ul>
3.	Service response time in the premises of the Contracting Party	10 points	<p>whereas points shall be awarded in the following manner:</p> <ul style="list-style-type: none"> <li>• response time of up to 24 hours - 10 points</li> <li>• response time from 25 to 48 hours - 5 points</li> <li>• response time of 49 hours and more - 0 points</li> </ul>

The obtained marks shall be rounded to two decimal places. The Contracting Party shall award the contract to the Contractor whose bid complies with all terms and requirements and who receives the highest number of points.

In the event of stating the value of the object of contract in a foreign currency, conversion to PLN shall be made according to the average exchange rate of the National Bank of Poland as of the tender opening date.

**16. The scope of amendments to the agreement concluded as a result of the proceedings:**

The Contracting Party shall reserve the right to hold negotiations in order to reduce the price of the concluded agreement, change the payment terms or change the contract delivery dates. It is allowed to introduce minor changes related to the contract that do not affect the value of the concluded agreement. Any amendments of the provisions of the concluded agreement can be made upon the consent of both parties expressed in writing, or else shall be null and void.

**17. Any entities affiliated in capital or personally with the Contracting Party cannot participate in the proceedings.**

Capital or personal relations shall be understood as mutual relations between the beneficiary or individuals authorised to incur obligations on behalf of the beneficiary, or individuals performing on behalf of the beneficiary activities related to preparation and conduct of the procedure of selecting the Contractor and the Contractor, consisting in particular in:

- a) participation in a company as a partner of a civil partnership or partnership;
- b) possession of at least 5% of shares or stocks;
- c) performance of the function of a member of the supervisory or management body, attorney, proxy;

- d) being in a legal or factual relation that may raise reasonable doubts concerning impartiality in selection of the contractor, in particular being
- e) married, or in a relationship of kinship or affinity directly or collaterally to the second degree, or in the relation of adoption, custody or guardianship.

### **18. Other information.**

By submitting a bid, the Bidder agrees to notify other bidders about the bid details. The Bidder shall have the right to refuse to publish technical details of the object of contract.

The Contracting Party hereby reserves the right to:

- 1) change the terms of contract awarding in accordance with Item 15,
- 2) annul the proceedings,
- 3) fail to select any of the submitted bids without stating the reason,
- 4) leave a bid unprocessed if it is non-compliant with the requirements of this enquiry for quotation.

In the event of occurrence of the above circumstances, the Bidders shall not be entitled to any claims against the Contracting Party. The Contracting Party hereby informs that the proceedings are not carried out pursuant to the Public Procurement Act of 29 January 2004, therefore it is not possible to apply means of appeal specified in this Act.

This document is accompanied by the following attachments:

1. Bid proposal form
2. Declaration of No Conflict of Interest
3. Documentation (drawings) of ordered profiles

**Attachment no. 1**

.....  
(Contractor stamp)

**BID PROPOSAL FORM**

.....  
**(Description of the object of contract)**

CONTRACTOR'S NAME:

.....

CONTRACTOR'S ADDRESS:

.....

PHONE NO.: .....

E-MAIL ADDRESS .....

NIP (VAT number): .....REGON (CRO Certificate Number):

.....

**1. We hereby offer to execute the object of contract for the flat-rate price (pricing form):**

**TOTAL NET ..... PLN/EUR/USD/CHF/GBP\***

1. We hereby declare to have read the tender participation requirements specified in the enquiry for tender and obtained information required to prepare the bid.
2. We hereby declare that the bid price includes all costs of contract execution and implementation of future agreement.
3. We hereby declare to provide ..... – **months of warranty period** for the executed and installed device.

*Warranty period in months shall constitute one of the bid evaluation criteria.*

4. We hereby declare that the service response time in the premises of the Contracting Party amounts to ..... **hours**.

*Service response time in the premises of the Contracting Party in hours shall constitute one of the bid evaluation criteria.*

5. We hereby declare to accept the contract delivery date.

6. We are familiar with the technical description and do not have any comments.

7. We shall consider ourselves to be bound by this bid for the period of 60 days from the expiry of the deadline for submitting tenders.

8. The following attachments constitute an integral part of the bid:

1) .....

2) .....

..... (date) .....

.....

Signature and stamp of the person(s) authorised  
to represent the Contractor

Note: \* delete as appropriate



## BIDDER'S DECLARATION OF NO CONFLICT OF INTEREST

I hereby certify the following:

.....

(Bidder's name),

is not affiliated in capital or personally with the Contracting Party, persons authorized to incur obligations on behalf of the Contracting Party or individuals performing on behalf of the Contracting Party activities related to preparation and conduct of the procedure of selecting the Contractor, in particular in a manner consisting in:

- a) participation in a company as a partner of a civil partnership or partnership;
- b) possession of at least 5% of shares or stocks;
- c) performance of the function of a member of the supervisory or management body, attorney, proxy;
- d) being in a legal or factual relation that may raise reasonable doubts concerning impartiality in selection of the contractor, in particular being
- e) married, or in a relationship of kinship or affinity directly or collaterally to the second degree, or in the relation of adoption, custody or guardianship.

.....

Date and signature of person authorised to represent