

Lubon, 09-11-2017

The Request for Quotation no. ZO-09/BGK/2017,
concerning the selection of the supplier and the purchase of the machines: automatic press with
uncoiler and feeder as one of the tasks in the project "Implementation at company STEELPRESS Ltd.
a new manufacturing process of a trailer axle drive unit, including the new technology of quick die
change to meet the specific customer requirements",
Project no. POIR.03.02.02-00-1017/17.
The Operational Program Intelligent Development
Sub-measure 3.2.2 Technology innovation credit.
CPV code: 42636000-3 Presses, 42633000-2 Bending, folding, straightening or flattening machines.

1. General information:

STEELPRESS Ltd., with its head office on 5 Kargowska St. in Poznan, hereinafter referred to as The Contracting Authority, invites you to submit an offer, the aim of which is to select a Supplier to supply the automatic press with uncoiler and feeder.

2. Name and address of The Contracting Authority:

STEELPRESS Ltd. with its head office on 5 Kargowska st. in Poznan, entered in the Register of Entrepreneurs of the National Court Register under the number KRS 139691, which documentation archived in Poznan District Court – Nowe Miasto and Wilda in Poznań, VIII Commercial Division - National Court Register, Vat Registration Number NIP 779-163-06-45, REGON 630876747.

3. Way of communication and persons authorized to contact:

Questions can be addressed by email. Persons authorized to contact from the side of The Contracting Authority:

Karol Żakowski – e-mail: k.zakowski@steelpress.eu
Justyna Maćkowiak - e-mail: j.mackowiak@steelpress.eu

4. Description of the order object:

The object of the order is the delivery of two machines which will work after integration as one production unit.

- a) automatic press
- b) uncoiler and feeder

Technical specification:

- a) automatic press - straight side, double crank mechanical press:

- quantity: 1 piece,
- capacity: 4000 kN,
- table size: 2500 X 1000 mm,
- table level after installation at anti vibration pads: 1200 – 1350 mm,
- slide size: 2200 X 900 mm,
- fixed stroke length: 120 mm,

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	KONTAKT: tel. 61 813 02 73 e-mail: biuro@spp.net.pl www.spp.net.pl <small>Siedziba ul. Kargowska 5, 65-145 Poznań Sąd Rejonowy Poznań-Rawice II Rejon: VI Rejon VIII Wydział Gospodarczy KRS, KRS nr 0050139691 NIP 779-16-36-45, REGON 630876747 Kapitał zakładowy 574 056 zł opłacony</small>	CONTACT: tel. + 48 61 813 02 73 e-mail: office@steelpress.eu www.steelpress.eu  <small>head office: ul. Kargowska 5, PL 65-145 Poznań District Court Poznań-Rawice II Rejon and Wilda VIII Business Division KRS 0050139691 VAT No. 779163645, Statutory No. 630876747 Seed capital 574 056 PLN</small>

- b) uncoiler and feeder for press machine - integrated uncoiler and feeder with straightener of steel tapes, with functions of uncoiling, straitening and feeding the steel tape from coil to the progressive stamping tool in the press machine:

5. Order execution time:

6. Warranty Period:

- ### 7. Payment Terms:

- Up to 20% in the form of a prepayment within 30 days of the date of contract signing.

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- Remaining payment by bank transfer up to 30 days from the date of signing The Final Inspection Protocol.
- The Contracting Authority allows the possibility of partial payments - for completed part of the object of the order (confirmed by the Inspection Protocol). Payments will then be made within 30 days of receipt by The Contracting Authority of a properly issued invoice.

8. The method of the offer preparation:

- The offer must be in writing, in Polish or in English, in a pdf file.
- The offer price must be quoted in Euro, digitally and in words, net and gross, on Incoterms 2010 DAP the Contracting Authority's production plant in Lubon.
- The Contracting Authority accepts the possibility of submitting partial offers (only for press or only for uncoiler and feeder).
- In the case of submitting an offer covering the entire task, the price for the press, as well as for the uncoiler and the feeder, must be included separately. The Contracting Authority reserves that both tasks from the offer will be evaluated separately and in the case of choosing the best offer only for one of them, it will be proceed only in this part.
- The offer must be signed by the person or persons authorized to represent The Contractor, the Contracting Authority requires The Contractor to attach to the offer document or documents, which will result the authorization to sign the offer, e.g. current excerpt from the relevant register or an appropriate statement.
- The validity of the offer: 120 days.
- The contracting authority does not permit for offers in different variants.

9. Deadline for the offer submission:

- The offer must be sent by e-mail to: **k.zakowski@steelpress.eu**, the title of the e-mail should be „Automatic press with uncoiler and feeder” and contain the project number (POIR.03.02.02-00-1017/17), no later than on the 11th of December 2017, till 4:00 p.m. (The date and time the e-mail is received in the Contracting Party's mailbox)
- Offers that are received after this deadline will not be considered.
- If required, the offer may be sent in several emails. The title of each email should contain information about the number of emails sent (e.g. 1/4, 2/4, ...).
- In the case of technical problems related to the impossibility of sending the file with offer by the Supplier or opening or printing the offer by the Contracting Authority, the consequences of the above shall be borne by the Supplier, who acknowledges it and declares that he will not make any claims against the Contracting Authority.

10. Other provisions:

- The Contracting Authority does not provide the reimbursement of the costs of participation in the quotation procedure.
- The Supplier may withdraw the submitted offer, provided that The Contracting Authority receives a written notification of withdrawal prior the deadline for submission of offers by email to: **k.zakowski@steelpress.eu**.

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11. Offer evaluation criteria:

Only offers that meet the requirements of the quotation will be evaluated based on the following criteria and their relevance:

- a) Price (80%).
- b) Warranty period (10%).
- c) Time required from the moment of reporting the fault to the start of diagnosis of defect, understood as the response of the service department of the Supplier to the failure notification. (10%).

Criteria evaluation procedure:

$$O = C + G + T,$$

O - final rating (maximum 100 points),

C - points for the price

G - points for the warranty period

T - points for the time required from the moment of reporting the fault to the start of diagnosis of defect, understood as the response of the service department of the Supplier to the failure notification.

Price

C - Points for the price of the evaluated offer (maximum 80 points)

$$C = (C_{\min} / C_x) \times 80,$$

C_{min} - the lowest net price offered in response to the inquiry

C_x - net price for the evaluated offer

Warranty period:

G - points for the warranty period (maximum 10 points)

$$G = (G_x / G_{\max}) \times 15$$

G_{max} - the longest offered warranty period in response to the inquiry

G_x - the warranty period length of the evaluated offer

Time required from the moment of reporting the fault to the start of diagnosis of defect, understood as the response of the service department of the Supplier to the failure notification:

T - points for the time required from the moment of reporting the fault to the start of diagnosis of defect, (maximum 10 points)

$$T = (T_{\min} / T_x) \times 10$$

T_{min} - the shortest offered time required from the moment of reporting the fault to the start of diagnosis of defect in response to the inquiry.

T_x - the time required from the moment of reporting the fault to the start of diagnosis of defect of the evaluated offer.

- All calculations will be made to two decimal places.
- Offers will be ranked in terms of the total number of points obtained in order of the highest to the lowest number of points.
- The Contracting Authority will select the most favorable offers fulfilling the conditions specified in the quotation. The most favorable offers will be awarded to the highest number of points awarded on the basis of the above criteria evaluation procedure.
- In the case of receiving by Suppliers the same number of points for the same machine, the most favorable offer will be selected by the highest number of points awarded for the criteria in

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the following turn: points for the price (C), points for the warranty period (G), points for the time required from the moment of reporting the fault to the start of diagnosis of defect (T).

- If it is not possible to select the offer according to the above criteria, the Buyer may ask the Contractors who have submitted offers to submit additional offers within the time limit specified by the Contracting Authority.
- The Contracting Authority will inform the Contractors about selecting the most favorable offer by email and will publish the relevant information on their website: www.steelpress.eu.
- In case the offer raises doubts of the Contracting Authority regarding the abnormally low or high price, the Contracting Authority may ask the Supplier for clarification. The Contracting Authority will reject the offer of a potential Supplier who has not provided an explanation or if the evaluation of the explanation together with the evidence provided confirms that the offer contains abnormally low or high price in relation to the subject of the order.
- Following the procedure described in this point, a contract with the selected Supplier or Suppliers will be signed. In the case that the selected Supplier refuses to sign the contract with the Contracting Authority, it is possible to sign a contract with another Contractor, who gained the next highest number of points in the procedure.

12. The rights of The Contracting Authority:

- The Contracting Authority reserves the right to make modifications to the inquiry.
- The Contracting Authority will inform about every modifications to the quotation on its website (www.steelpress.eu) and via e-mail to the Suppliers to whom the quotation has been sent.
- The Contracting Authority reserves the right to cancel procedure of selection The Contractor without giving a reason.
- This inquiry is not an order and offers received from your side do not give rise to any obligations on the parties.
- The Contracting Authority will reject the offer if:

The Contractor has not demonstrated the fulfillment of the conditions for participation in the procedure.

The content of the offer does not meet the requirements of the quotation.

The Contractor offered an abnormally low or high price, which raises doubts of the Contracting Authority regarding the possibility of executing the object of the order in accordance with the requirements specified by the Contracting Authority.

13. Economic and financial situation

The award of the contract may apply to contractors, who meet the following conditions:

- There was no liquidation or bankruptcy declared in relation to The Contractor.

In order to meet the condition, the Contractor is obliged to submit a current extract from the relevant registry or central record and information on economic activity, if separate regulations require entry in the registry or record, issued not earlier than 3 months before the deadline for submission of tenders

If the contractor has a registered headquarter or place of residence outside Polish territory, instead of the documents there shall be submitted a document or documents issued in the country of its headquarter or place of residence confirming that no liquidation nor bankruptcy

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have been declared not earlier than 3 months before the deadline of submitting the offers. The Purchaser also authorizes the Supplier to make the appropriate declaration.

- The Contractor should be in economic and financial position that allows the proper performance of the contract.
- The Contractor is not related personally or by capital with The Contracting Authority. Capital or personal relations are understood as mutual relations between the Contracting Authority or individuals authorized to make commitments in the name of the Contracting Authority or carrying out activities related to the preparation and management of the contractor selection procedure in the name of the ordering party and the Contractor involving, in particular:
 - participation in the company as a partner in a partnership or private partnership;
 - holding at least 10% of shares or stocks;
 - performing the function of a member of a supervisory or executive agency, proxy or representative;
 - being a spouse, kin or relative by affinity in direct line, kin or relative by collateral affinity up to the second degree or the relationship based on the adoption, care or guardianship.

In order to meet the condition, The Contractor is obliged to submit a statement on the lack of personal and capital relations (Appendix no. 1 to this quotation).

Failure to meet any of the criteria mentioned above will result in rejection of the offer.

14. The offer must include the following:

- Technical and functional descriptions of equipment, their characteristics and other relevant information, which allow for a full and unambiguous assessment of the conformity of the offered machine and its parameters with the quotation.
- Documents confirming fulfillment by the Contractor of the conditions for participation in the procedure specified in point 13 of the quotation.
- Document which confirms the authorization to sign the offer.

15. Conditions of the contract changes:

The Contracting Authority reserves the right to change the contract, concluded with the entity selected in the course of the conducted procurement procedure, only in the form of a written annex for the following reasons:


- The order execution date may be changed in the following situations:
 - In the case of circumstances beyond the control of The Contractor at his reasonable request, provided that the change results from circumstances, which The Contractor could not have foreseen at the stage of the submission the offer and is not due to him
 - in case of delay of The Contracting Authority in the resolution of proceedings conducted in the form of quotation and delays of The Contracting Authority in signing the contract

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- in the case of failure of The Contracting Authority to communicate to The Contractor the documents necessary for the performance of the subject matter of the contract, if The Contracting Authority was obliged to forward such documents to The Contractor
 - Occurrence of circumstances which objectively could not have been foreseen at the time the contract was concluded.
 - Changes in the technical specification made at the request of The Contracting Authority, or the application of The Contractor application justified by technical and design considerations
 - Extension of the award procedure due to the fault of The Contracting Authority.
- The remuneration for The Contractor specified in the contract may change in the following cases
 - Change of the official VAT rate by the amount resulting from this change.
 - Other changes:
 - Changes in the regulations that have been in force at the date of signing the contract.
 - Receiving the decision of the project financing entity containing changes in the scope of tasks of execution dates or setting additional provisions to which The Contracting Authority will be obliged
 - Change conditions:
 - Initiating changes - at the request of the Contractor or The Contracting Authority
 - Justification of changes - correct implementation of the subject of the contract, reducing costs, ensuring optimal technical and quality parameters
 - Form of change - annex to the contract in writing under pain of invalidity

List of appendixes:

Appendix 1 - Statement of the lack of personal or capital relations.

 **STEELPRESS Sp. z o.o.**
Smoliński
Krzysztof Smoliński
PREZES ZARZĄDU

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Appendix no. 1 to the inquiry no.: ZO-09/BGK/2017
Statement of the lack of personal or capital relations

In response to the inquiry no.: ZO-09/BGK/2017

I/we represent that I/we have no personal or capital relations with the Contracting Authority.

Capital or personal relations are understood as mutual relations between the Contracting Authority or individuals authorized to make commitments in the name of the Contracting Authority or carrying out activities related to the preparation and management of the contractor selection procedure in the name of the ordering party and the Contractor involving, in particular:

1. participation in the company as a partner in a partnership or private partnership;
2. holding at least 10% of shares or stocks;
3. performing the function of a member of a supervisory or executive agency, proxy or representative;
4. being a spouse, kin or relative by affinity in direct line, kin or relative by collateral affinity up to the second degree or the relationship based on the adoption, care or guardianship.

.....
Date and place

.....
Signature and stamp

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