

## INVITATION FOR TENDER NO. 1/2017

The order is planned for its completion in relation with the project, on whose co-financing the Ordering Party is going to apply within the framework of the priority axis 1: "Support for R&D activity of enterprises", Measure 1.1: R&D projects of enterprises  
Submeasures 1.1.1: Industrial research and development works conducted by enterprises, within the framework of the Smart Growth Operational Programme 2014-2020

### **I. NAME AND ADDRESS OF THE ORDERING PARTY**

TARCZYŃSKI SA  
Ujeździec Mały 80,  
55-100 Trzebnica

#### **The person authorised by the Ordering Party to contact:**

Dawid Tarczyński, e-mail: dtarczynski@tarczynski.pl, tel. 00 48 661 933 862  
Paweł Bał, e-mail pbal@tarczynski.pl, tel. 00 48 726 001 687

### **II. TYPE OF PROCUREMENT METHOD**

This procurement procedure is conducted in compliance with the competitiveness principle specified in the Guidelines of the Minister of Development and Finances of the 19th of July 2017 in the scope of eligibility for expenditures within the European Regional Development Fund, the European Social Fund, and the Cohesion Fund for 2014-2020 (MR/H 2014-2020/23(3)07/2017).

### **III. DESCRIPTION OF THE SUBJECT MATTER OF THE ORDER**

1. **Type of order:** deliveries
2. **Name and code of the order according to the Common Procurement Vocabulary (CPV):**  
42200000-8 Machinery for food, beverage and tobacco processing and associated parts
3. **Subject matter of the order**

The subject matter of the order is the delivery of the technological line for producing kabanos sausages and the other dried meat snacks constituting of the following elements/modules:

- the set of storage devices with the application systems for different form of stuffing and slices
- the technological line for heat treatment (steaming, drying, roasting) with the assumed technological parameters presented below

The required parameters and functionalities of the technological line being the subject matter of the contract:

- drying of kabanos sausages and the other meat snacks in different shapes, forms - continuous operation
- consumption of energy in relation to 1kg of the finished product - not more than 1.2 kWh
- time of heat treatment process for the kabanos sausage not longer than 10h with mass losses at the maximum level of 43-44%
- capacity of the machine for producing kabanos sausages (finished good) min 250 kg/h

- automation of the product loading process after its applying on the drying line
- minimising the number of operators for all modules indicated above
- technical accessibility of the machines above 98%
- rejection rate level 0.02%
- set-up time of the machine for another reference up to 20 min.
- fully automated cleaning process, cleaning cycle time up to 2h

The Ordering Party within the framework of completing the order requires that the Contractor shall delegate one technical employee, who shall guarantee substantive support in manufacturing technology, combined with adopting production in laboratory conditions to industrial production.

The place dedicated for installation of the demonstrative line is the room with the following dimensions: width of 20m, length of 25m, height of 6m

The detailed description of the subject matter of the order together with the technological assumptions of the demonstrative line shall be passed upon the written request of Contractors after presenting by them, signed in accordance with the manner of representation, the Declaration permitting access to confidential information of the Ordering Party (hereinafter referred to as: the Declaration - the template constitute the Attachment no. 2 to the Invitation for Tender no. 1/2017.

The Declaration signed by the Contractor should be sent to the e-mail address of the persons indicated in the point 1 of the Invitation for Tender. The detailed specification of the subject matter of the order together with the other documents shall be sent by mail to the address indicated by the Contractor within the time limit of 2 working days from the day of receiving the signed Declaration.

4. The Ordering Party **does not allow** to submit partial tenders.
5. The Ordering Party **does not provide for** the possibility to submit variants of tenders.
6. The deadline for completing the order: 6 months (24 weeks) from the date of placing the order for completing the subject matter of the order. The order shall be considered as completed on the day of signing the final acceptance report by the Ordering Party.

#### **IV. CONDITIONS REQUIRED FROM THE CONTRACTOR**

1. The tenders in the procedure can be submitted by the Contractors meeting the requirements regarding having adequate know-how and experience necessary for correct completion of the order. Therefore, the Contractors are obliged to prove that they have completed during the period of the last 5 years before the lapse of the time limit for submitting tenders and if the period of conducting business activity is shorter, during that time, at least 2 orders based on the delivery of process lines with the specificity similar to the subject matter of the order with the value of at least 4,500,000.00 million zlotys each,

In the case of the order, whose value is expressed in the currency other than PLN, the Ordering Party shall calculate the provided value into PLN by average rate of the National Bank of Poland (table A) from the day of publishing the Invitation for tender.

2. Verification of meeting the conditions for participation in the procedure specified in the point 1 above shall be made on the basis of own declaration of the Contractor included in the part "Declaration of the Contractor regarding conditions for participation in the procedure" of the Attachment 1 to the Invitation for tender "TENDER", in accordance with the form "meets - does not meet".
3. The Ordering Party reserves the right to verify meeting by the Contractor the conditions for participation in the procedure before signing the conditional contract for completing the order e.g. by requesting to be sent references or the other documents confirming completion of orders.



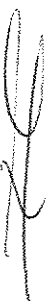
4. Submitted declarations and documents should confirm meeting the conditions for participation in the procedure by the Contractor, not later than on the day, on which the time limit for submitting tenders expires.

**V.  GROUNDS FOR EXCLUDING FROM TAKING PART IN THE PROCEDURE**

1. These Contractors are excluded from the tender procedure:
  - 1.1 in relation to whom there are capital or personal links. Capital or personal links shall be understood as interconnectedness between the Ordering Party or persons authorised to contract obligations on behalf of the Ordering Party or persons undertaking activities on behalf of the Ordering Party related to execution of the procedure of choosing a Contractor and the Contractor based, in particular on the following:
    - a) participating in the company as a shareholder of a civil partnership or a personal company,
    - b) possessing at least 10% of shares or stocks,
    - c) holding a function of the member of a supervisory or managing body, a proxy, a plenipotentiary,
    - d) remaining in a marriage relationship, as a relative by blood or affinity in a straight line relationship, the second degree of consanguinity or affinity or in a relationship of adoption, custody or guardianship.
  - 1.2 in relation to whom the liquidation procedure has been started or bankruptcy has been declared;
  - 1.3 which are in arrears with payments of contributions for health and social insurance, and/or are in arrears with payments of taxes.
2. In order to prove that there are no grounds for excluding from the procedure on awarding this order, referred to in the point 1 above, the Contractor should submit together with the offer:
  - 2.1 its own declaration included in the part "Declaration of the Contractor regarding the lack of relations with the Ordering Party" of the Attachment no. 1 to the Invitation for Tender "TENDER";
  - 2.2 2. a current (issued not earlier than 3 months before the lapse of the deadline for submitting tenders) extract from an adequate register or a central electronic register and information on economic activity, if separate provisions require an extract from the register or records;
  - 2.3 3. its own declaration included in the part "Declaration of the Contractor regarding no arrears in payments of contributions for health and social insurance and payment of taxes" of the Attachment no. 1 to the Invitation for Tender "TENDER";
3. A tender of an excluded Contractor is considered as rejected.

**VI.  METHOD OF PREPARING THE TENDER**

- 3 A tender submitted by the Contractor should be prepared on the form constituting the Attachment no. 1 to the Invitation for tender "Tender form".
- 4 The contents of the submitted tender must correspond to the contents of the Invitation for tender. The Ordering Party recommends to use the forms provided by the Ordering Party. It is allowed to submit in the tender the attachments prepared by the Contractor, under the condition that they shall be compliant as to the contents to the forms prepared by the Ordering Party.
- 5 The tenders must be prepared in Polish. The documents prepared in a foreign language must be submitted together with their translation into Polish.
- 6 **The tender and attachments to the tender must be signed by authorised representative(s) of the Contractor according to the mode of representation of the Contractor specified in the registration (reference) document of the Contractor or by the plenipotentiary.**



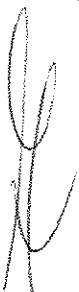
- 7 In the case of submitting documents in the form of copies, they must be certified to be true copies by authorised representative(s) of the Contractor according to the mode of representation specified in the registration (reference) document or by the plenipotentiary.
- 8 Certifying that these are true copies should be made in the manner enabling identification of a signature (e.g. together with a name stamp of a person certifying a copy of the document to be its true copy).
- 9 The Ordering Party recommends that each page of the tender with text (together with attachments to the tender) must be numbered with subsequent numbers.
- 10 You should attach to the completed Tender form the following:**
  - 10.1 Documents confirming meeting by the Contractor of the conditions provided in the point IV CONDITIONS REQUIRED FROM THE CONTRACTOR
  - 10.2 The declaration that there are no grounds for the exclusion according to the template constituting the Attachment no. 2 to the Invitation for tender;
  - 10.3 The extract from an adequate register or a central electronic register and information on economic activity, issued not earlier than 3 months before the lapse of the deadline for submitting tenders:
  - 10.4 In the case when a tender is signed by a plenipotentiary (a person not authorised for these activities in the registration documents of the Contractor) on behalf of the Contractor, an appropriate power of attorney must be attached to the tender. The power of attorney must be presented in the form of an original document or a certified true copy by a notary public or persons, whose authorisation for representation follows from the registration (reference) document, according to the mode of representation specified in these documents.
- 11 Tenders and all declarations submitted during the procedure are public, except for the information constituting company secret - separately and explicitly indicated by the Contractor.
- 12 The Contractor can make only one offer.
- 13 The Contractor shall bear all costs related to preparation and submission of a tender.

## **VII. TENDER VALIDITY PERIOD**

1. The Contractor shall be bound by the tender for the period of 60 days.
2. The binding period starts upon the lapse of the deadline for submitting tenders.

## **VIII. PLACE AND DEADLINE FOR SUBMITTING OFFERS**

1. The tenders constituting the reply to the Invitation for tender must be submitted electronically to the address [dtarczyński@tarczyński.pl](mailto:dtarczyński@tarczyński.pl) or [pbal@tarczyński.pl](mailto:pbal@tarczyński.pl).
2. The deadline for sending tenders expires at the end of the day 21.12.2017.
3. The date of submitting the tender shall be considered as the date of receiving the tender by the Ordering Party on the address indicated in the point 1 above.
4. The tender submitted after this deadline shall not be considered.
5. The Ordering Party reserves the right to prolong the period for submitting tenders. Each time it publishes adequate information on the website <http://grupatarczyński.pl/kontrahenci/>, sends it to potential Contractors, to whom the Invitation for tender no. XX/2017 has been provided and passes it to all Contractors that have submitted tenders so far.



**IX. CRITERIA FOR ASSESSING TENDERS AND THE MANNER OF CONDUCTING ASSESSMENT**

1. The tenders of Contractors that are not subject to exclusion according to the point IV of this Invitation for tender, shall be assessed according to the following criteria:

CRITERION FOR ASSESSING OFFERS	POINT WEIGHT	DESCRIPTION OF THE MANNER OF AWARDING POINTS FOR MEETING A GIVEN ASSESSMENT CRITERION OF TENDERS
<b>Total gross price</b>	80	<p>The Ordering Party shall assess in the criterion "Total gross price" on the basis of the information provided by the Contractor in the Form of the tender.</p> <p>The total gross price should be expressed in the Polish zlotys (PLN) with the precision of two decimal places. If the Contractor specifies the price in the currency other than PLN, the Ordering Party shall calculate it into PLN by average rate of the National Bank of Poland (table A) from the day of publishing the Invitation for tender in the competitiveness database.</p> <p>The point value in this criterion shall be calculated in the following manner:                      (total gross price of the cheapest of the submitted offers/total gross price of the examined offer) x 80 = Z1</p> <p>The tender can get for the criterion the "Total gross price" the maximum of 80 points.</p>
<b>Deadline for completing the order</b>	20	<p>The Ordering Party shall assess in the criterion "Deadline for completing the order" on the basis of the information provided by the Contractor in the Form of the tender.</p> <p>The point value in this criterion shall be calculated in the following manner:                      The shortest proposed delivery time (in months)/ delivery time of the assessed tender (in months) x 20 = Z2</p>

2. Assessment shall be made according to the principles described in the point 1 above. The final number of points will be the sum of the points earned by the given bid in the above-mentioned individual criteria (ie Z1 + Z2).
3. The score shall be rounded up, to two decimal places.
4. A tender can receive maximum 100 points, which constitutes the total of the maximum number of points, which can be received within each assessment criterion.
5. Decisive criterion

In the case, when the Ordering Party is not able to choose the most beneficial tender due to the fact that two or more tenders get the same number of points, the Ordering Party shall choose the tender out of these tenders, which shall be the most beneficial from the point of view of its impact on the environment and the climate (e.g. lower energy intensity, water consumption, usage of materials coming from recycling etc.)

The assessing criterion in this respect shall be energy consumption of the technological line in relation to 1kg of the finished product (not more than 1.2 KWh).

In the case, when the Ordering Party is still not able to choose the most beneficial tender, then it shall call these Contractors that have submitted these tenders, to submit additional tenders. The Contractors submitting additional tenders cannot offer higher prices than the ones offered in the originally submitted tenders.

6. This tender shall be considered as the one, which is the most beneficial as regards its economy and quality that shall meet all conditions for participation in the procedure, is not subject to exclusion and shall gain the highest number of points in the course of its assessment.

7. The Ordering Party shall call these Contractors that have submitted the tenders within the indicated time limit, yet with incomplete information or mistakes in submitted documents and declarations, to correct/supplement/explain them, indicating an adequate time limit for this purpose and the scope of required corrections/supplements. Failing to meet the indicated time limit shall result in rejecting the tender. Only incomplete information or mistakes of formal nature can be corrected or supplemented. It is not allowed to change the conditions of the submitted tender.
8. In the case of the Contractor, whose tender includes glaringly low score in relation to the subject matter of the contract, the Ordering Party reserves the right to call it, in the mode described in the point 7, in order to make adequate explanations and to present the manner of calculating the gross lump sum price of the contract. The price is considered as glaringly low, if it is lower by at least 30% than the estimated contract value or the arithmetic mean of the prices of all submitted tenders. The Ordering Party shall reject the tender of the Contractor that have not made explanations or if assessment of the explanations made together with the submitted evidence proves that the tender contains a glaringly low price in relation to the subject matter of the contract.
9. The Ordering Party reserves the right to cancel the procedure, at its each stage without providing reasons. The tenderers taking part in the procedure shall not be entitled for it to the right to make any claims in relation to the Ordering Party.

#### **X. EXPLANATIONS OF THE CONTENTS OF THE INVITATION FOR TENDER AND THE MANNER OF COMMUNICATION OF THE ORDERING PARTY WITH CONTRACTORS**

1. The Contractor can request in writing from the Ordering Party to explain the contents of the Invitation for tender. The Ordering Party shall provide explanations not later than 2 days before the lapse of the deadline for submitting tenders, under the condition that the request for explaining the contents of the Invitation shall be received by it not later than until the end of the day, on which the half of the indicated time limit for submitting tenders shall lapse. If the request for explaining the contents of the Invitation for tender is received by the Ordering Party on a later date or concerns provided explanations, the Ordering Party can provide explanations or leave this request unexamined.
2. The Ordering Party shall publish the contents of the explanations on the website under the address <http://grupatarczynski.pl/kontrahenci/> and send it to potential Contractors, to whom the Invitation for Tender no. 1 as been provided and pass it to all Contractors that have submitted tenders so far. The explanations shall constitute the integral part of the Invitation for tender.
3. Questions must be sent by mail to the address <http://grupatarczynski.pl/kontrahenci/>. Each Party is obliged to request from the other Party to confirm immediately the fact of its receiving.
4. The Ordering Party, in especially justified cases, reserves the right at each time before the lapse of the time limit for submitting offers, to make a change to or supplement the Invitation for tender. In the case of making such a change or supplementation, the information about this fact shall be immediately published on the website <http://grupatarczynski.pl/kontrahenci/>, sent to potential Contractors, to whom the Invitation for Tender no. 1 has been provided and passed to all Contractors that have submitted tenders so far.
5. In the case, when changing the Invitation for tender shall cause necessity to modify the tenders, the Ordering Party shall prolong the time limit for submitting tenders in the mode described in the 4th point.

#### **XI. FORMALITIES RELATED TO SIGNING THE CONTRACT**

1. The Ordering Party shall notify the selected Contractor about the place and time of signing the contract.



2. In the case, when the Contractor, whose tender has been chosen, evades concluding the contract, the Ordering Party can choose the most beneficial tender from the other tenders without without conducting their another examination and assessment.

## **XII. CONDITIONS OF CHANGING THE CONTRACT CONLUDED AS A RESULT OF CONDUCTED PROCEDURE FOR AWARDING THE ORDER**

1. The Ordering Party reserves the possibility to change the contract concluded in the course of the procedure with the selected Contractor, in the case of occurring of the circumstances listed below, including the provided conditions of their execution:

1.1 The time limit or the scope of completing the order can be changes in the following situations:

- a) In the case there occur circumstances independent of the Contractor, to its justified request, under the condition that this change results from the circumstances, which the Contractor could not have predicted at the stage of submitting the tender and it is not its fault;
- b) In the case of failing to provide the Contractor with the documents by the Ordering Party necessary to perform the subject matter of the contract, if the Ordering Party has been obliged to pass such documents to the Contractor.
- c) In the case of occurring of the circumstances, which objectively could not have been predicted at the time of concluding the contract;
- d) The necessity to execute the project while adopting the other technical/technological, material solutions or tools than the ones indicated in the tender, in the case, when adopting the provided solutions could pose a risk of non-performance or undue performance of the contract.

1.2 The remuneration of the Contractor specified in the contract can be changed in the following cases:

- a) Change of the binding VAT rate - if the change of the VAT rate causes increase of the costs for executing the contract on the side of the Contractor, the Ordering Party allows the possibility to increase the remuneration by the amount equal to the difference in the amount of the tax paid by the Contractor;
- b) Resigning from parts of deliveries, whose performance shall not be necessary or shall be pointless, in the case of occurrence of the circumstances, which could not have been predicted at the time of concluding the contract - by the value of the unmade deliveries.

1.3 Other changes:

- a) In the case of changing the legal regulations binding on the day of signing the contract with the Contractor, which shall cause new requirements as regards the manner of execution of any topic covered by the subject matter of the order, under the condition that it shall not be related with changing the scope or the value of the subject matter of the order;
- b) In the case of receiving the decision from the National Centre for Research and Development containing the change of the scope of tasks, time limits for execution or also determining additional provisions, to which the Ordering Party shall be obliged.

2. Conditions of changes:

- a) Initiating changes - upon request of the Contractor or the Ordering Party;
- b) Justifying changes - proper execution of the subject matter of the contract, reducing costs, guaranteeing optimum technical and quality parameters;
- c) Form of changes - annex to the contract with the Contractor in the written form or else it shall be null and void.

TARCZYŃSKI Spółka Akcyjna  
55-100 Trzebnica  
Ułódziec Mały 80

Prezes Zarządu  
Jacek Tarczyński

**Attachment no. 1. Offer form**

**OFFER**

In response to Request for proposal no. XXXX/2017 , we submit the following offer:

On behalf of the Contractor ..... with the registered office in ..... at ..... (address), telephone ....., e-mail: .....

I declare as follows:

1. I offer execution of the entire subject of the contract for remuneration in the amount:
  - a) ..... **net in words:** .....
  - b) ..... **gross in words:** .....
2. The entire contract shall be executed within: .....
3. I declare/we declare that the remuneration specified in item 1 includes all costs related to execution of the subject of the contract, including the risk of the Contractor for estimating all costs related to execution of the subject of the agreement. Underestimating, omission and lack of recognition of the scope of the subject of the agreement shall not constitute the basis to request changes in the remuneration specified in item 1.
4. I declare/we declare that I/we consider myself/ourselves bound by this offer for the period specified in the Request, i.e. XX days counting from the term for submitting offers.
5. I/we became familiar with the content of the Request for proposal and I/we do not raise any reservations and I/we obtained necessary information to prepare the offer and execute the contract.
6. Information constituting trade secret is included in the envelope marked with an inscription "Trade Secret" and is contained on pages .....

.....  
(name stamp/s and signature/s of people authorized to submit  
declaration of intent on behalf of the Contractor)

