



Fundusze Europejskie
dla Nowoczesnej Gospodarki



Rzeczpospolita
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Unię Europejską



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Starachowice, 26.05.2025

STARPAP SP. Z O.O.
ul. inż. Władysława Rogowskiego 15
27-200 Starachowice
<https://starpap.pl/>

INQUIRY 01/2025

Applies:

Delivery - Pattern embossing machine on toilet paper surface and lamination

As part of the project "Automation and robotization of production processes as an opportunity for the development of STARPAP towards Industry 4.0" No. FEPW.01.02-IP.01-0117/24, implemented under the European Funds for Eastern Poland 2021-2027, Priority: Entrepreneurship and Innovation, Measure: Automation and robotization in SMEs

The contracting authority is an entity not obliged to apply the Public Procurement Law.

This procedure is conducted in accordance with the principle of competitiveness, the obligation to apply which results from the provisions of the Guidelines for the eligibility of expenditure 2021-2027 and the provisions of the project co-financing agreement.

The contract will be awarded on the basis of objective criteria, ensuring compliance with the principles of non-discrimination, transparency, equal treatment and guaranteeing that the offers will be evaluated in competitive conditions.

1. ORDERING PARTY

STARPAP SP. Z O.O.
ul. inż. Władysława Rogowskiego 15
27-200 Starachowice
<https://starpap.pl/>

2. DEADLINE AND METHOD OF SUBMITTING TENDERS

Please submit your offers:

– by the Competitiveness Database: www.bazakonkurencyjnosci.funduszeuropejskie.gov.pl
to 03.06.2025 (the date of receipt of the document is decisive).

The opening of bids is confidential. The opening of bids will take place on 04.06.2025.

If you have any questions about this inquiry, please contact the Competitiveness Database. Inquiries about the subject of the contract should be sent no later than 2 working days before the planned date of completion of the tender procedure. If the questions are submitted at a later date, it may result in a lack of response from the Ordering Party

3. DESCRIPTION OF THE SUBJECT OF THE CONTRACT

EQUIVALENT SOLUTIONS

The Contracting Authority allows for the submission of equivalent bids that meet the conditions for the subject of the contract included in this inquiry.

In all provisions of the request for proposal and its appendices, in which the Contracting Authority refers to standards, approvals, technical specifications, trademarks, proper names, patents or origin, the Contracting Authority informs that it allows for the possibility of using equivalent solutions, i.e. those whose technical parameters are equivalent – at least the same (not worse) than those specified in the specification of the subject of the contract.

If the description of the subject of the contract includes the names of materials, products or equipment of specific manufacturers, it should be treated only as a determination of the desired standard and quality. Product equivalence is understood as offering a product whose technical parameters of the materials used are at least the same as those of the products described in the Inquiry.

If an equivalent solution is offered, the Tenderer is obliged to demonstrate the equivalence of the solutions used.

Order Type: Deliveries

CPV codes:

42800000-4: Paper and cardboard machines

42990000-2: Various special purpose machines

Machine for embossing a pattern on the surface of toilet paper and laminating – minimum parameters:

1. Brand new device
2. Fully automatic working system
3. Quick change shaft system with pattern for embossing paper surface
4. paper width 1250mm and 1500mm
5. 2-ply paper 15-23 gsm or 3-ply paper 13-15 gsm
6. closed gluing chamber with a system for quick cleaning
7. Glue tank with vibrating screen to increase flow smoothness and impurity separation
8. Capacity min. 150 m/min
9. min. 4 sets of replacement shafts with laser engraved patterns
10. Automatic paper web tear detection system – auto stop
11. Section drives implemented by means of independent systems
12. synchronization of drives with inverters
13. Automatic shaft separation system when stopped
14. delivery, installation, commissioning

MINIMUM WARRANTY OF 12 MONTHS

4. TERM OF CONTRACT PERFORMANCE

Completion date: **no longer than 38 weeks from the date of conclusion of the contract**

By the execution of the order, the Ordering Party understands the date of signing the delivery and acceptance protocol without any comments.



The planned date of concluding the contract – after the selection of the most advantageous offer, without undue delay.

5. CONDITIONS FOR PARTICIPATION IN THE PROCEDURE AND A DESCRIPTION OF THE METHOD OF ASSESSING THEIR FULFILMENT

1) Entities with the necessary knowledge, qualifications and skills necessary for the proper performance of the subject of the contract are admitted to participate in the procedure:

1) Authorization to perform a specific activity or activity

The tenderer must be authorized to perform activities or activities in the scope corresponding to the subject of the contract.

The assessment of the fulfilment of the conditions for participation in the procedure will be made on the basis of the fulfilment/non-compliance on the basis of the Tenderer's statement confirming the above, included in the offer form constituting Appendix 1 to the inquiry.

2) Economic and financial situation

The Bidder is in an economic and financial situation that ensures the performance of the Order.

The assessment of the fulfilment of the conditions for participation in the procedure will be made on the basis of the fulfilment/non-compliance on the basis of the Tenderer's statement confirming the above, included in the offer form constituting Appendix 1 to the inquiry.

3) Knowledge and experience

The bidder must have the necessary knowledge and experience in carrying out similar deliveries. The Ordering Party will consider that the Bidder meets the above condition if the Bidder submits an appropriate statement included in the offer form constituting Appendix 1 to the inquiry and submits: a list, at least 3 completed deliveries of machines for embossing the pattern on the surface of toilet paper and lamination from the last 3 years. The list was placed on the offer form constituting Appendix 1 to the inquiry. The list should include data on the name of the recipient, the delivery date and the value of the delivery.

4) Additional conditions of participation:

- GDPR: declaration on the fulfilment of the information obligations provided for in Article 13 and/or Article 14 of the GDPR towards natural persons from whom the personal data has been directly or indirectly obtained in connection with participation in the proceedings. The bidder's statement is required, included in the offer form constituting Appendix 1 to the inquiry. – if applicable
- The Tenderer consents to the collection and processing of its personal data by the Ordering Party to the extent necessary for the implementation of this tender procedure, in accordance with the information clause on the protection of personal data attached to this request for proposal. The bidder's statement is required included in the offer form constituting Appendix 1 to the inquiry.
- In addition, a contractor who is subject to exclusion also on the basis of the grounds for exclusion indicated in Article 7 of the Act of 13 April 2022 on special solutions for counteracting support for aggression against Ukraine and for the protection of national security will be excluded from the procedure. The bidder's statement is required included in the offer form constituting Appendix 1 to the inquiry.



- 2) Entities that meet all the conditions for participation in the procedure, which have submitted a complete, signed offer with a set of attachments within the required deadline, are admitted to participate in the procedure.
- 3) In the absence of the required attachments/signatures, the Ordering Party may request the Bidder to deliver the document once, setting a deadline for the Bidder to deliver the document. If the Tenderer does not deliver the document after the expiry of the indicated deadline, the offer will be rejected due to formal errors.
- 4) Bidders who do not meet the above conditions will be rejected for formal reasons and the offer will not be admitted to the substantive (pointing) assessment.

6. OFFER EVALUATION CRITERIA AND INFORMATION ON THE POINT OR PERCENTAGE WEIGHTS ASSIGNED TO INDIVIDUAL OFFER EVALUATION CRITERIA AND A DESCRIPTION OF THE METHOD OF AWARDING POINTS FOR MEETING A GIVEN OFFER EVALUATION CRITERION

1. The Contracting Authority will evaluate valid offers on the basis of the following criteria:

LP	BID EVALUATION CRITERION	POINT WEIGHT	DESCRIPTION OF THE METHOD OF AWARDING POINTS FOR MEETING A GIVEN ASSESSMENT CRITERION
1.	Total net price	80	<p>In the "Total net price" criterion, the contracting authority will make an assessment on the basis of the information provided by the Bidder in the offer form.</p> <ul style="list-style-type: none"> – The price of the subject of the contract should be expressed in Polish zlotys (PLN) with an accuracy of two decimal places. – If the Bidder specifies the price in a currency other than PLN, the Contracting Authority will convert it into PLN at the average exchange rate of the National Bank of Poland as of the date of announcement of the Request for Proposal. – The price must take into account all the requirements of this Request for Proposal and include all costs related to the timely and correct performance of the subject of the contract as well as the conditions and guidelines set by the Ordering Party relating to the subject of the contract. <p>The point value in this criterion will be calculated as follows:</p> <p>(the lowest net price among the non-rejectable offers)/(the net price proposed in the examined offer)x80</p> <p>An offer may receive a maximum of 80 points in the "Total net price" criterion.</p>
2.	Sustainability and environmental criteria - energy efficiency	10	<p>In the criterion "Criteria for sustainable development and environmental protection", the contracting authority will make an assessment based on the information provided by the Bidder in the bid form. The bidder can choose which parameters characterize his offer.</p> <p>The point value in this criterion will be calculated as follows:</p> <ol style="list-style-type: none"> 1. average electrical consumption of the whole machine: <ul style="list-style-type: none"> Above 45 kW (>45 kW)– 0 points From 35kW to 45kW (35 ≥ and ≤ 45) – 5 points Below 35 kW (<35 kW) – 10 points <p>An offer may receive a maximum of 10 points in the criterion "Criteria for sustainable development and environmental protection".</p>



3.	Warranty	10	<p>In the "Guarantee" criterion, the contracting authority will make an assessment on the basis of the information provided by the Bidder in the offer form. The bidder can choose from 2 possibilities of warranty periods.</p> <p>The point value in this criterion will be calculated as follows:</p> <ul style="list-style-type: none"> - Guarantee - 12 months 0 points - Guarantee - 24 months +10 points <p>An offer may receive a maximum of 10 points in the "Guarantee" criterion.</p>
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2. The offer can receive a maximum of 100 points.

3. The score will be rounded up to two decimal places.

4. The offer that meets all the conditions for participation in the procedure, is not subject to exclusion and obtains the highest number of points in the course of evaluation will be considered the most economically and qualitatively advantageous.

5. In the case of a Bidder whose offer will contain a grossly low price in relation to the subject of the order, the Ordering Party reserves the right to call the Bidder, to provide appropriate explanations and to present the method of calculating the total gross price of the order. If the explanations provided do not justify the proposed price, the Ordering Party reserves the right to reject such an offer.

6. The Contracting Authority may ask the Bidder to provide explanations regarding the offer.

7. The Contracting Authority reserves the right to check the credibility of the documents, data and information presented by the Bidders in the course of the evaluation of the offers and to ask additional questions in order to make the offer more detailed.

8. The Contracting Authority shall exclude from the procedure the Bidders with respect to whom, as a result of checking the credibility of the offer, it will receive information that the submitted offer contains false data.

9. The Contract will be concluded in writing with the Bidder who meets all the criteria and obtains the highest number of points – the expected date of signing the Contract: immediately after the selection of the most advantageous offer.

10. If the Contractor, whose offer has been selected, refuses to conclude the contract on the contract, the Contracting Authority may select the most advantageous offer from among the remaining offers, without re-evaluating them.

11. The Contracting Authority does not provide for the participants of the proceedings any means of appeal against the Contracting Authority's decision taken as part of the procurement procedure.

12. Suggested minimum validity period of the offer is 30 days.

7. NOTICE ON CONFLICT OF INTEREST

1. Entities that are related to the Contracting Authority personally or by capital are excluded from participation in the procedure. Activities related to the preparation and conduct of the procurement procedure are performed by persons ensuring impartiality and objectivity. Such persons submit a statement on the non-existence or lack of impact of personal or capital relations with contractors on the impartiality of the procedure, consisting in:

- a) participation in the company as a partner in a civil law partnership or partnership;
- b) holding at least 10% of shares;
- c) performing the function of a member of the supervisory or management body, proxy, proxy;
- d) remaining in a legal or factual relationship that may give rise to justified doubts as to impartiality in the selection of the contractor, in particular being married, in a relationship of kinship or affinity



in a straight line, kinship or affinity in the collateral line to the second degree or in a relationship of adoption, guardianship or guardianship.

2. The Tenderer confirms the lack of connections on the template of the offer form constituting Appendix No. 1 to the Request for Proposal.

8. DETERMINATION OF THE TERMS OF MATERIAL CHANGES TO THE CONTRACT CONCLUDED AS A RESULT OF THE CONTRACT AWARD PROCEDURE

1. The Ordering Party reserves the right to change the terms of the Agreement signed with the Contractor as a result of the conducted procedure, if the change is justified by a situation that the Ordering Party, acting with due diligence, could not have foreseen.

2. Any changes to the provisions of the agreement (concerning, m.in the deadlines for implementation, payment dates) will be concluded in the form of a written annex, and they may also be introduced due to:

- signing an annex to the Agreement for co-financing the investment, changing the rules and deadlines for its implementation,
- if it turns out to be necessary due to a change in the provisions of generally applicable law after the conclusion of the Agreement, to the extent necessary to adapt the Agreement to the amended regulations,
- when the change is beneficial for the Ordering Party,
- when the change will result from technological progress and innovation introduced by the Ordering Party, and at the same time will allow for more rational and economical expenditure under the Project,
- changes in the structure and organization of the Ordering Party, affecting the date of contract performance by the Contractor,
- the occurrence of objective obstacles preventing the performance of the contract, for which the Contractor is not responsible,
- changes in the project implementation schedule, in particular in the event of the need to extend/postpone the deadlines for the implementation of individual tasks and stages, caused by objective factors, beyond the control of the Ordering Party and the Contractor, preventing the performance of the contract within the originally specified deadlines, affecting the quality of performance of the subject of the contract.
- when there is another legal or economic circumstance that is unforeseeable at the time of concluding the contract, or force majeure occurs for which neither party is responsible, resulting in the inability to properly perform the concluded contract.

3. The above-mentioned cases cannot affect the offered price of the subject of the order.

4. Failure to meet the original deadline for reasons other than those mentioned above may result in the calculation of contractual penalties.

9. INFORMATION ON THE POSSIBILITY OF SUBMITTING PARTIAL OFFERS

It is not possible to submit partial offers under the contract.

10. INFORMATION ON VARIANT OFFERS

It is not possible to submit variant offers under the contract.

11. FORMAL CONDITIONS and METHOD OF PREPARING THE OFFER

1. The offer submitted by the Contractor must be prepared on the form constituting Appendix No. 1 to the Request for Proposal "Offer Form".

2. Only offers that fully meet the requirements set out in the Competition will be taken into account for the evaluation of offers in the query. The Ordering Party reserves the right to reject the offer if the offer is incomplete, is not



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submitted on the form constituting Appendix No. 1 to the Request for Proposal "Offer Form", the required statements and attachments have not been submitted or is inconsistent with the inquiry.

3. Offers submitted after the deadline will not be taken into account.

4. Offers should be made in Polish. Documents drawn up in a foreign language should be submitted with a translation into Polish.

5. The offer and attachments to the offer must be signed by an authorized representative of the Tenderer in accordance with the form of representation of the Tenderer specified in the Tenderer's registration document. The Contracting Authority allows for an electronic signature.

6. The completed Offer Form, in accordance with the template constituting Appendix No. 1 to the Request for Proposal, should be accompanied by:

- power of attorney to act on behalf of the Bidder, unless the right to represent the Bidder in the above scope results directly from the registration document;

7. Each Bidder may submit only one offer. The Tenderer has the right to replace/withdraw the offer before the deadline for submitting offers by submitting a written notification in the manner described for the submission of offers.

8. The Tenderer bears all costs related to the preparation and submission of the offer.

9. The information contained in this document is confidential data of the Ordering Party and has been provided only for the purpose of obtaining an answer to the request for proposal. The document and all its copies are the property of the Ordering Party.

10. The Ordering Party and the Bidder undertake to keep secret all confidential information obtained in the tender procedure and during the delivery. Such information may not be disclosed to third parties.

11. The Bidder is prohibited from copying the solution which is the subject of this tender procedure in part or in its entirety in its scope and concept without the written consent of the Ordering Party.

12. Any changes to the request for proposal, additional information or corrections will be made in writing.

13. In the event of introducing changes, the Contracting Authority will publish them in the Competitiveness Database. Any change becomes binding from the moment you are informed of it. The written form is also understood by the Contracting Authority as asking a question to the e-mail address indicated for contact in matters of inquiry or through the Competitiveness Database.

14. The Contracting Authority reserves the right to close the procedure at any stage without selecting any of the submitted bids, in the event of a significant change in circumstances resulting in the fact that the continuation of the procedure or the performance of the contract is not in the public interest or the Contracting Authority, which could not have been predicted earlier (significantly exceeded the amount assumed by the Contracting Authority for the performance of the order, the occurrence of errors or inaccuracies in the specification, which will result in an irremediable defect that has or may have a significant impact on the results of the procedure). The bidder is not entitled to any claims for the closure of the tender procedure.

Attachments:

Attachment No. 1 to the request for proposal: Offer form.

INFORMATION CLAUSE ON THE PROTECTION OF PERSONAL DATA

1. The Tenderer consents to the collection and processing of its personal data by the Ordering Party to the extent necessary for the implementation of this tender procedure, in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as "GDPR" or "General Data Protection Regulation"). The processing of the entrusted personal data will be carried out in compliance with the provisions of the GDPR and the national regulations on the protection of personal data issued in connection with it.



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2. The Ordering Party declares that it is the administrator of the data referred to in this request for proposal.
3. The Contracting Authority will process personal data only to the extent and for the purpose related to the procurement procedure described in this request for proposal conducted in accordance with the principle of competitiveness and in order to take actions aimed at concluding the contract, as well as for the purpose of performing this contract.
4. The Bidder's data will be transferred to persons or entities to whom the documentation of the procedure will be made available based on the provisions of the "Guidelines on the eligibility of expenditure for 2021-2027", to authorized institutions specified by law. The recipient of the data may be in particular Intermediate Bodies, Managing Authorities and other state and EU institutions, as well as entities engaged by these institutions in connection with the audit, settlement and control of the EU project, the Tax Office, the Bank, the Law Firm, the Polish Post, courier companies. In addition, data may be transferred/made available to service providers and subcontractors, i.e. IT specialists, accounting office, advisory and consulting companies – such entities process data only on the basis of a contract and only in accordance with instructions.
5. Personal data will not be processed for the purpose of automated decision-making and will not be transferred to third countries.
6. The Tenderer has the right to access their personal data, to rectify (correct data), to delete, limit their processing or to object to their processing.
***Explanation:** The exercise of the right to rectification may not result in a change in the outcome of the procurement procedure or a change in the provisions of the contract to the extent inconsistent with the "Guidelines on the eligibility of expenditure for 2021-2027" and may not violate the integrity of the protocol and its annexes.
The right to restriction of processing does not apply in relation to storage, to ensure the exercise of legal remedies or to protect the rights of another natural or legal person, or for important reasons of public interest of the European Union or of a Member State.*
7. The processing period includes the period of performance of obligations and the period of limitation of claims resulting from the regulations, as well as the period of storage of project documentation in accordance with the provisions of the project co-financing agreement.
8. Providing data is voluntary, however, failure to do so will make it impossible to participate in the procedure.