

REQUEST FOR QUOTATION No 23 01 2023 A

In connection with the implementation of the project titled: "Technology platform for new generations of drugs against diseases caused by coronaviruses, in particular SARS-CoV-2", co-financed by the European Union Funds under Measure 1.1.1 "Industrial research and development work carried out by enterprises" of the OPERATIONAL PROGRAMME SMART GROWTH 2014-2020, The Ordering Party submits an inquiry for the purchase and delivery of operational materials.

I. ORDERING PARTY:

Selvita S.A.

Bobrzynskiego 14, 30-348 Krakow, Poland

VAT EU: 6762564595

II. ORDER DESCRIPTION:

Part	Name, specification	Preferred package size	Quantity
1.	BARREL-SHAPED FILTER FUNNELS 110 ml	50pcs/pkg	2
2.	BARREL-SHAPED FILTER FUNNELS 60 ml	100pcs/pkg	2
3.	BARREL-SHAPED FILTER FUNNELS 20 ml	100pcs/pkg	1
4.	PAPER WEIGHING FUNNEL XS	600pcs/pkg	1

- Place of delivery of materials: the seat of the Ordering Party.
- CPV code: 19520000-7 Plastic products
- It is possible/~~not possible~~ to make an offer for a part of an order.
- It is ~~possible~~/not possible to make a variant offer.

III. ADMITTANCE CONDITIONS/REQUIREMENTS:

Delivery time – up to 28 calendar days from the date of delivery of the order; If range of time given, the upper value will be considered; Offers indicating a longer period will be rejected.

Offer validity period – at least 28 calendar days; Offers with a validity period of less than 28 days will be rejected.

IV. CONDITIONS FOR PARTICIPATION IN THE PROCEEDINGS:

Excluded from the proceedings shall be those Contractors who are personally or equity related to the Ordering Party. Equity or personal relationship is understood as relations between the Ordering Party or individuals authorized to take commitments on behalf of the Ordering Party or those acting on behalf of the Ordering Party in order to prepare and implement the contractor selection procedure, and the Contractor, including in particular:

- being a partner to civil law partnership or commercial law partnership;
- holding at least 10% of shares if the lower threshold does not result from the law or has not been specified by the Managing Authority for the Operational Programme;
- being a member of a supervisory or management corporate body, a holder of general commercial power of attorney, an authorized representative;
- being married to, being in direct consanguinity or affinity, second-degree consanguinity or affinity of the second degree collaterally or by adoption or guardianship.

Assessment of the fulfillment of the above-mentioned condition will be made on the basis of a declaration signed by the Ordering Party.

V. DESCRIPTION OF THE METHOD OF PREPARING THE OFFER:

1. The Tenderer should make the offer in Polish or English.
2. The offer should contain the Tenderer's contact details.
3. The offer should contain at least the net price (in the case of prices in foreign currencies, for the purpose of comparison of offers, they will be converted into PLN at the average exchange rate of the National Bank of Poland at the date of closing the RFQ).
4. The offer should contain a description of the product (eg name, catalog number, etc.). The Ordering Party requires the Tenderer to confirm the full compliance of the offered product / products with each of the points of the detailed description of the subject of the contract included in the inquiry (by placing an appropriate description on the offer or by attaching appropriate documentation, unless all the required information is available in the Tenderer's / Producer's online catalog).
5. The offer should refer to the RFQ reference number provided on the first page.

VI. PLACE AND DEADLINE FOR SUBMISSION OF OFFERS:

1. The offer must be submitted by **30th January 2023 by the end of the day (23:59 CET)**.
2. Offer with all attachments (if required) must be sent to the e-mail address: tenders@selvita.com or submitted via Baza konkurencyjnosci.
3. Offers received after the deadline will not be taken into consideration. Decisive will be the date and the time of receipt of the offer by Ordering Party.
4. The Tenderer may, before the deadline for submitting offers, change or withdraw his offer. Corrections should be made legibly.
5. The inquiry is published on the website: <http://bazakonkurencyjnosci.funduszeuropejskie.gov.pl>.

VII. EVALUATION OF OFFERS:

1. The evaluation of the offers will consist of three stages:
 - A. Formal assessment - verification of compliance with admittance conditions pointed out in the clause III. and compliance with the conditions for participation in the proceedings pointed out in the clause IV,
 - B. Substantive assessment - assessment of the compliance of the offer with the description of the description of the order specified in the clause II.
 - C. Scoring - carried out on the basis of the offer evaluation criteria pointed out in clause VII.2.
2. Offer evaluation criteria for each part:
 - **Price net: 100%**
3. Method of assessment:

The Ordering Party will select the offer with the lowest price among the offers complying with the requirements of the proceedings.

In the case of the same prices from at least two Contractors, the Ordering Party shall appoint the following parameter –shorter delivery date and in the absence of a settlement the Contractors will be called to re-present the prices.

At the request of the Tenderers, a protocol from the summary of the offers will be presented, in which the prices will be converted according to the following rule (0-10 points):

the lowest of the offered prices - 10 points;

other: (lowest offer price / price of the examined offer) * 10 points.

VIII. NOTIFICATION OF THE CHOICE

Information about the selection of the best offer will be sent by e-mail to all Bidders participating in the procedure to the e-mail addresses provided in the offers and published on the website <http://bazakonkurencyjnosci.funduszeuropejskie.gov.pl> and will include the name of the tenderer, seat and price.

By joining the procedure, the Tenderer agrees to disclose the above information.

IX. ADDITIONAL INFORMATION

1. Submitting an offer is tantamount to accepting the content of this inquiry without reservations.
2. The Ordering Party reserves the right to change the content of the inquiry, including changes to the terms of the procedure. The changes made will be published on Baza Konkurencyjnosci and will be forwarded to all bidders to whom the invitation to tender was issued and will be binding on them.
3. The offers will be assessed by a tender committee appointed by the Ordering Party.
4. The Ordering Party reserves the right to request the Bidders for additional information or clarification of the content of the submitted bids at the bid evaluation stage. The contact between the Ordering Party and the Bidder will take place via electronic means indicated in the offer sent by the Bidder.
2. In the course of comparing and evaluating the offers, the Ordering Party will correct the obvious errors in writing and calculation, informing the tenderer as to the content of the amendment. If the Tenderer does not agree to the correction of the errors within the time limit indicated by the Ordering Party, his offer will be rejected.
3. The Tenderer may ask the Ordering Party to explain the content of the RFQ. Questions should be sent to the following address: tenders@selvita.com with the reference number of the request for quotation in the title of the message or submitted via Baza Konkurencyjnosci. If the questions was received later than 4 days from the date of publication of the RFQ, the Ordering Party may provide explanations or leave the application without consideration. Any extension of the deadline for submission of offers does not affect the deadline for submission of questions for clarification of the content of the RFQ. Questions regarding the content of the RFQ should be directed to the e-mail address: tenders@selvita.com or submitted via Baza Konkurencyjnosci.
4. If the selected supplier withdraws from concluding the contract with the Ordering Party, the Ordering Party may conclude a contract with the contractor who has presented the next best offer.
5. The Ordering Party reserves the right to withdraw from the award of the contract in the event that, due to changes in the design, it ceases to be justified.
6. The Ordering Party reserves the right to close the procedure without selecting any of the offers or cancel the procedure at any stage. In the event of closing the procedure without selecting a Contractor or canceling the procedure, the Ordering Party shall immediately notify the Bidders who submitted offers and publish relevant information.

For further information please contact Agnieszka Kalinowska via e-mail tenders@selvita.com.