

## **Request for Quotation for Contract Amount in Excess of PLN 20,000.00 (Net)**

Contract type: Purchase and installation

### **1. CLIENT DETAILS:**

FRUCTOFRESH GROUP Sp. z o.o. Sp. Komandytowa

Czarnowice 300, 66-620 Gubin

### **2. CONTRACT**

#### **2.1 Contract description:**

The subject of the contract is the purchase of devices for weighing and shop floor handling – the purchase and installation of a weighing scale in the packaging area.

Parameters:

- Maximum capacity 15kg, Accuracy 5g;
- Height 1200mm, Weighing platform 400mmx400mm;
- Reader inclined at 45 degrees, rotatable;
- 4 wheels, braked, adjustable within 100mm;
- The scale must be compatible with the company's existing information system, working based on traceability. Information on the software is provided by Mr Paweł Kostecki, Information Officer, phone No 517-012-287
- The scale should be capable of wireless communication, via Moxxa modem for RS-232 connection
- The manufacturer should provide documentation to enable certification of the device.

#### **2.2 Contract performance date 31.10.2016**

#### **2.3 Quote preparation method.**

The quote should include all Contractor's costs in relation to the provision of the service, it should be signed by a person authorized to represent the Contractor. The Contractor incurs all costs related to the preparation and submission of the quote, irrespective of the outcome of the process. The Contractor may submit only one quote. In case the date of the delivery of the devices is not met, the client has the right to withdraw from the contract without suffering any consequences. In case the performance date is not met and the devices are put into operation, the client is entitled to withhold payment to the contractor of up to 5% (five percent) of the total contract value.

The quote should be made:

- in the Polish or English language
- each correction in the quote must be crossed off as well as initialled and dated by the person authorized to represent the Contractor.

A complete quote must include, as follows:

- the pricing of the contract, specifying the net/gross price.
- a description of the Contractor's experience
- the Contractor's statement on the lack of personal and capital ties, comprising Enclosure No:2 to the Request for Quotation
- the contract performance date
- the quote should be prepared according to the Quotation Form, comprising Encl. No:1
- in addition to the Quotation Form, the contractor should submit the quote on its headed paper in which to include information, i.e.: a performance bond/guarantee, payment terms, a technical drawing of the scale, etc.

### 3. REQUIREMENTS FOR PARTICIPATION AND DESCRIPTION OF EVALUATION METHOD

- The Contractor must be knowledgeable and experienced regarding performance of the contract for which it applies.

The evaluation of the abovementioned requirement for participation in the RFP process will be made based on the contents of the documents, as referred to above, in terms of "meets" or "does not meet" the requirement. Quotes submitted by Contractors who do not meet the abovementioned requirement, will not be evaluated.

### 4. QUOTE EVALUATION CRITERIA

#### 4.1

Item	Criterion Name	Weight/Score
1.	Price (Cost)	100%/100 points

4.2 The points awarded for the criteria provided in 4.1 will be calculated according to the following formula:

Points scored =  $(C_{min}/C_{of}) \times 100$  points

Where:

- $C_{min}$  – the lowest price out of all quotes
- $C_{of}$  – the price provided in the quote

## 5. CONTRACT CHANGE

The procurement contract is subject to no change in accordance to the fair competition principle, except for inessential alterations, i.e. ones which do not affect the quote evaluation criteria (e.g. an alterations regarding a contracting party's address details).

## 6. WEBSITE ON WHICH RFQ WAS ANNOUNCED:

[www.fructofresh.com](http://www.fructofresh.com)

## 7. FORM OF QUOTES TO BE SUBMITTED:

Quotes are submitted in writing. A quote should be sent by post, courier or submitted in person.

## 8. TIME LIMIT AND PLACE OF SUBMITTING QUOTES:

Place and time limit: FRUCTOFRESH GROUP Sp. z o.o. Sp. Komandytowa

Czarnowice 300, 66-620 Gubin, within the time limit until 16.08.2016, 12:00 hrs.

Quotes which are received after the time limit will be disregarded.

9. QUOTE VALIDITY PERIOD (quote binding period no less than 1 month). Period in days: 14 days (following the final time limit for submission of quotes).

## 10. PERSONAL OR CAPITAL TIES

In order to avoid a conflict of interest, contracts must not be awarded to entities who have personal or capital ties to the Client. The personal or capital ties, as referred to above, are to be understood as mutual relationships between the Client or persons authorized to incur obligations on behalf of the Client, or persons acting on the Client's behalf regarding the preparation and execution of the contractor selection procedure, and a contractor, consisting, in particular, in the following:

- a) participation as a partner in a general or civil law partnership
- b) holding at least 10% stock or shares
- c) holding the position of a member of the supervisory or management authority, proxy, attorney
- d) being in matrimony, a relationship of direct consanguinity or affinity, second degree of consanguinity or secondary affinity of the second degree, or a relationship of adoption, guardianship or custody

e) being with the contractor in such a legal or factual relationship that it might raise reasonable doubt as to the impartiality of these persons

A statement must be made in writing whether the abovementioned Clause 10 applies to the bidder. Enclosure No:2 to the Request for Quotation.

#### 11. ADDITIONAL INFORMATION:

The contract will be co-financed with Sub-measure 4.2: Supporting investment in agricultural produce processing, trading or development, within the framework of the Rural Development Programme (PROW) for 2014-2020.

The Client reserves the right to request that a bidder submit supplements and additional explanations regarding the quote.

The Client may cancel the Request for Quotation without giving reasons.

The Client will notify all qualified bidders of the selection of the best quote via the website at: [www.fructofresh.com](http://www.fructofresh.com) as well as by email, or in person at the company's registered office those bidders who will be present during the opening of the quotes.

#### 12. PERSONS APPOINTED TO CONTACT BIDDERS:

Grażyna Ulrich Zwoińska

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