



Projekt współfinansowany przez Unię Europejską z Europejskiego Funduszu Rozwoju Regionalnego w ramach Regionalnego Programu Operacyjnego Województwa Śląskiego na lata 2014-2020

**AQUAWET**

Anna Barecka-Malik

41-800 Zabrze, ul. Hagera 43

ID 241615315 NIP 648-250-08-19

www.aquawet.pl

tel.

Zabrze, 17.10.2018r.

**Ordering company:**

AQUAWET Anna Barecka-Malik

Ul. Hagera 43

41-800 Zabrze

## REQUEST FOR PROPOSAL

We are kindly requesting for submitting an offer for delivering instrumented treadmill – 1 pc.

Proposal request publication date: 17.10.2018 r.

Place/publication method:

- Contractor's website
- Sent to 3 tenderers
- Notice board in the contractor's headquarters
- Competitiveness base

The expense is being done within the scope of Regional Operational Programme in Silesian District for the years 2014-2020, activity 3.2 Innovations in Small Businesses.

**Title of the project:** Implementation of innovation of the process, services and organization in the specialized veterinary office supporting area of diagnosis and rehabilitation of animals' motion.

### **I. DESCRIPTION OF SUBJECT OF REQUEST FOR PROPOSAL:**

Request should cover delivery of equipment for the veterinary office – instrumented a treadmill –

1 piece

Minimal requirements:

- Dry treadmill with an integrated sensory mat
- Dimensions of the mat with sensors 40x150 cm
- Speed range: 1-18 kmph
- Minimal belt length: 180 cm
- Quantitative assesment of strains for every limb, measurement of the stride length, time of strain of each of the limbs.

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CPV Code: 33110000-4 Imaging equipment for dental and veterinary usage.

**II. TIME OF DELIVERY: until 25.11.2018 r.**  
**PLACE OF DELIVERY: investor's headquarters**

**III. PARTICIPATION CONDITIONS:**

**1. Terms of the offer:**

- a) The offer should be prepared according to the template – annex no. 1
- b) The cost of the offer should be presented in GBP/EUR/PLN.
- c) The offer should be signed by a person authorised for representation or by an authorized proxy, who's original authorisation should be delivered together with the offer.
- d) All documents being copies attached to the offer should be certified as truecopies by authorized persons
- e) The offer should be valid for 60 days from the issue date.
- f) Contractor does not allow for placing partial offers.

**2. Terms for the tenderer:**

- a) Tenderer should possess organisational, technical and financial capacity for realisation of the complete scope of the offer within the specified period and place indicated in proposal request.
- b) Tenderer should be obliged for the period of 60 days from the date of issue.
- c) Tenderer cannot be an entity presenting neither personal, nor capital connection to the Contactor. Capital or personal connection is considered a mutual relation between a Contractor or people authorized for entering into commitments in the name of the Contractor or people responsible for preparation and conducting procedures of choosing the main contractors, such as:
  - participation in other partnerships as partners in a civil partnership or partnership
  - owning at least 10% of shares or stocks
  - persons exercising a role in supervisory or decision-making bodies, proxies and representatives
  - fact of staying in marriage, in a relationship of affinity or affinity in a straight line, second degree affinity or secondary degree affinity in the lateral line or in relation to adoption, care or guardianship

To fulfil the aforementioned requirement, the bidder confirms with relevant declarations constituting obligatory attachments to the offer - the templates of declarations are included in Annex No. 1. Bids submitted without statements will not be considered.

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### 3. Ways of placing an offer:

**Places for bidding:** the offer should be placed in the Contractor's office using one of the following methods:

- E-mail to: [amalik@aquawet.pl](mailto:amalik@aquawet.pl)
- Traditional mail sent at the address:  
AQUAWET A. Barecka-Malik ul. Hagera 43, 41-800 Zabrze
- Delivered personally to the Contractor's office.

Contact person in any cases regarding proposals:

Full name: Anna Barecka-Malik

e-mail: [amalik@aquawet.pl](mailto:amalik@aquawet.pl)

phone: +48 601730206

**The deadline for submitting offers: 25.10.2018**

**(date of entry serves as a proof)**

Offers delivered after this date will not be taken into consideration.

## IV. METHOD OF EVALUATION / PROCEDURE FOR SELECTION OF OFFERS:

**Evaluation of offers consists of 2 stages:**

1. Formal evaluation of the offer consisting in verification whether the offer:
  - a) has been submitted in a time and place consistent with the inquiry
  - b) has been submitted on the template constituting Appendix 1 to this inquiry or another form, which contains information identical to the model constituting Annexe 1 and contains the statement of the bidder indicated in the request and Annex No.
  - c) has been signed together with the bidder's statements in accordance with the representation proper to the bidder:

The rating is zero-one based on whether the bidder meets / does not meet the formal requirements mentioned above. The offer must meet all the above-mentioned conditions to proceed to the substantive assessment stage. The Bidder has the right to withdraw / amend the submitted offer before the deadline for submission of offers. The Bidder is not entitled to supplement / amend the offer after the deadline for submission of offers.





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- Offers that pass the formal evaluation will be subject to substantive assessment in the light of the indicated assessment criteria:

The selection of the best offer will be based on the following criteria:

Lp.	Evaluation criteria	Significance - Points
1	<b>Price netto</b> (The price includes all necessary costs needed for buying and commissioning of the equipment)	100
	Maximum Total	100

The number of points will be awarded according to the methodology below:

Criteria 1		
Lowest price offer/price of examined offer x 100%	=	<b>OFFER SCORE</b>

The best offer will be selected for the implementation, which will get the highest point value.

- The Ordering Party reserves the right to negotiate prices with the bidder / tenderers.
- The selection of the offer will be documented by a protocol to which the collected offers will be attached.
- The ordering party will choose the most advantageous offer and sign the contract with the selected contractor / will submit a written order for the scope of the inquiry.
- Information on the results of the bidding procedure will be published in the places where the request for proposal was published

**V. THE ORDERING PARTY RESERVES THE RIGHT TO:**

- Invalidation of the request for quotation in the event of external causes that can not be identified at the stage of preparing the inquiry.
- Introducing changes to the contract / written order, previously agreed and accepted by the selected bidder

With regards,

Anna Barecka-Malik  
Anna Barecka-Malik  
lekarz weterynarii  
Zabrze, ul. Hagera 43

80415

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Appendix 1  
Offer template

Tenderer's details

.....  
.....  
.....

(name, address)

Offers the implementation of the subject of the offer inquiry in accordance with the following scope:

The scope of the subject of the offer inquiry	Price excl. VAT (classification criteria 1)	Price incl. VAT
Instrumented treadmill specified in the proposal request.  The price includes all necessary costs needed for buying and commissioning of the equipment.		

Obligatory attachments:

- Bidder's statements regarding the potential and binding of the offer
- Tenderer's statement regarding the lack of connections

<i>Place and date of preparation of the offer</i>	<i>Signature and stamp of the tenderer</i>
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Unia Europejska  
Europejski Fundusz  
Rozwoju Regionalnego



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Tenderer's details

.....

.....

(name, address)

**DECLARATIONS BY THE OFFER DOT. POTENTIAL, THE RELATIONSHIP OF THE OFFER <sup>1</sup>**

**The Bidder declares that he has the organizational, technical and financial potential to carry out the entire scope of the subject of the inquiry at the time and place indicated in the request for proposal.**

<i>Place and date of preparation of the offer</i>	<i>Signature and stamp of the tenderer</i>
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**The Bidder declares that he is bound by the offer for a period of 60 days from the date of its issue.**

<i>Place and date of preparation of the offer</i>	<i>Signature and stamp of the tenderer</i>
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<sup>1</sup> A separate signature must be provided for each statement



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#### Tenderer's details

.....  
.....  
.....

(name, address)

#### **DECLARATION OF THE OFFER DOT. NO LIABILITY**

The Bidder declares that he is not an affiliate personally or capitally with the ordering party. Capital or personal connections are understood to be interconnections between the ordering party or persons authorized to incur liabilities on behalf of the contracting authority or persons performing, on behalf of the contracting party, activities related to the preparation and implementation of the contractor selection procedure and the contractor, consisting in particular of<sup>2</sup>:

- ✓ participating in the company as a partner in a civil law partnership or partnership,
- ✓ possession of at least 10% of shares or stocks,
- ✓ performing the function of a member of the supervisory or management body, proxy, attorney,
- ✓ being married, in a relationship of affinity or affinity in a straight line, second degree affinity or secondary degree affinity in the lateral line or in relation to adoption, care or guardianship

<i>Place and date of preparation of the offer</i>	<i>Signature and stamp of the Tenderer</i>

<sup>2</sup> In order to avoid conflicts of interest, public procurement, with the exception of sector contracts, granted by the beneficiary who is not an entity obliged to apply the Public Procurement Law in accordance with art. 3 of the Public Procurement Law, can not be granted to entities associated with it personally or financially.