

ZP-ZO/13/2018

Gdańsk, 31.08.2018 r.

**Inquiry
on:
Delivery of advertising handles**

Attachments:

1. Offer form;
2. Statement;
3. Outline.

**§ 1
Customer Designation**

InnoBaltica Sp. z o. o.
ul. Równa 19/21, 80-172 Gdańsk
E-mail: zamowienia@innobaltica.pl

**§ 2
Awarding procedure**

The contract will be awarded in the mode of the request for offers below the equivalent of 30000 EUR, based on the company's internal Regulations.

**§ 3
Description of the subject of the contract**

1. The contract is for the delivery of advertising handles fitting to the body of municipal buses: a handle for grasping by passengers.
2. Quantity - **5000 sets (handle with fixing element for handrail / railing).**
3. The handle must consist of:
 - 1) two plates with holes enabling their screwing with screws or bolts with a cut, made of transparent polycarbonate,
 - 2) black nylon belt with a width of at least 22 mm connecting the handle with the clamp,
 - 3) a clamp made of transparent polycarbonate, fixing the nylon belt of the handle to the bus handrail,
 - 4) moisture-resistant screws, bolts, cuts or other metal elements necessary for the assembly of the handle.
4. Advertising space should be rectangular with dimensions of 100mm by 160mm and sustain a part of the two plates made of transparent polycarbonate. Both plates of the frame will be prepared for quick self-assembly by the Customer.
5. The handle, after screwing with attached screws or other metal fittings, will be adapted for immediate hanging on handrails in public transport using a clamp mounted with screws and cuts.
6. The clamp should have a diameter of 35mm.
7. The construction of the handle elements specified in § 3, paragraphs 3.1 and 3.2 is shown in the overview drawing constituting Appendix 3 to the Inquiry.
8. The handle should have a CE certificate and maintain safety of use with a weight capacity of at least 300 kg and for a period of at least 3 years.
9. The contract is co-financed by the European Union from the European Regional Development Fund under the Interreg South Baltic 2014-2020 Program, and acts as a part of the project INTERCONNECT – Pilot Case: Blekięge – Pomorskie: joint cross-border information and ticketing offer for sustainable public transport.
10. The Customer allows the payment for the subject of the contract based on the Proforma invoice before delivery of the ordered goods together with the invoice to the address of the Customer.

The name of the subject of the contract according to the Commodity Procurement Vocabulary CPV: 34211100-9. Bus bodies, 34121100-2 Public transport buses, 30193300-1 Housing organizers.

§ 4

The term of the contract

The deadline for the performance of the contract: **until 01-10-2018.**

§ 5

Conditions for participation in the proceedings, and a description of how to assess their compliance, information on the extent of exclusion

1. The extent of exclusion.

The Customer will exclude a Contractor from the subject procedure for awarding a public contract, which is personally or by capital related to the Customer. By capital or personal connections is meant the interrelationship between the Customer or persons authorized to incur liabilities on behalf of the Customer or persons performing on behalf of the Customer activities related to the preparation and implementation of the contractor selection procedure, and the Contractor consisting of:

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

In order to demonstrate the absence of grounds for exclusion from the contract award procedure referred to above, the offer should be submitted together with the statement on the lack of grounds for exclusion from the proceedings in accordance with the specimen of **Appendix No. 2** to the Inquiry.

§ 6

Offer evaluation criteria, information on point or percentage weights assigned to individual offer evaluation criteria and a description of how to award points for fulfilling a given bid evaluation criterion

All offers not being subject to rejection will be assessed based on the following criteria:

Criterion: Price - meaning 50%

The number of points that can be obtained in the Price criterion will be calculated based on the following formula:

$$X = \frac{C_{\min}}{C_o} \times 50 \text{ points}$$

whereas:

X – the point value of the criterion being assessed

C min – the lowest price from submitted offers

Co – the price of the offer being evaluated

The Contractor may obtain a maximum of 50 points under this criterion.

Criterion: Shortening the term of delivery - 50%

Counted from the date of the maximum term of delivery indicated by the Customer.

The number of points that can be obtained in the criterion of Shortening the term of delivery will be calculated based on the following formula:

$$X = \frac{T_o}{T_{max}} \times 50 \text{ points}$$

whereas:

X – the point value of the criterion being assessed

T max – the largest offered shortening of the delivery time

To – shortening of delivery term, resulting from the offer being evaluated

The Contractor may obtain a maximum of 50 points under this criterion.

§ 7

The terms and conditions of possible changes of contract awarded as a result of the public procurement procedure

Customer does not envisage the possibility of amending the agreement resulting from this public procurement.

§ 8

The deadline for the submission of offers and the place for the submission of offers

1. Offers should be submitted via email to the following address: zamowienia@innobaltica.pl
2. The deadline for submitting offers is **08-09-2018 at 09.00 (CET)**.

§ 9

Information on the method of communication between the Customer and the Contractor as well as the transmission of declarations or documents, as well as an indication of the persons authorized to communicate with the Contractor

1. To contact the Contractors, the Customer authorizes: Grzegorz Beblowski, e-mail: zamowienia@innobaltica.pl
2. In the present proceedings, offers, statements, applications, notices, documents and information shall be provided by the Customer and Contractors in writing via e-mail (under this concept the Employer understands the sending of a statement, application, notification, document and information in the form of file: signed by the authorized person, scanned document attached to e-mail). A written form is always admissible.
3. If the Contractor does not acknowledge receipt of the message, the Customer shall consider that the letter sent by the Customer to the fax number or e-mail address provided by the Contractor has been delivered to him in a manner enabling the Contractor to read the content of the letter.

§ 10

Description of how to prepare the offer

1. The offer should be prepared according to the template of the offer form, which is Annex No. 1 to the Inquiry.
2. Each Contractor may submit only one offer.
3. The offer shall be made in Polish or English.
4. The offer together with all attachments must be signed by the Contractor or person / persons authorized to represent the Contractor. The power of attorney should be attached to the offer, unless it is apparent from other attached documents.
5. Amendments should be applied legibly and signed by the Contractor or persons / persons authorized to represent the Contractor.
6. The Contractor shall bear the costs related to the preparation and submission of the offer.

§ 11**Description of how to calculate the price being offered**

1. The Contractor operating on the EU internal market, after considering all the requirements contained in this Inquiry, should include in the gross price all costs necessary for the proper and full execution of the subject of the order, as well as other taxes and fees.
2. The Contractor that is not working on the EU internal market, after considering all the requirements contained in this Inquiry, should include in the gross price: the value of the goods and the foreign costs of transporting the goods by the Supplier of his choice. Based on the presented value and the tariff of the Supplier selected by the Contractor, the Customer will add all additional taxes and fees necessary to bear in order to complete the import procedure on the Polish side. The subject of the offer evaluation will be the gross price increased by these additional costs.
3. If the Contractor offers a price in a currency other than PLN, the Customer will convert this currency based on the average prices of the National Bank of Poland for currencies from the day of submitting bids.

§ 12**Other information**

1. The Customer does not provide for supplementary orders.
2. The Customer does not plan to divide the order into parts.
3. **As a result of the proceedings the Customer will conclude a contract with the selected Contractor.**

Appendix No. 1 to the Inquiry

Contractor's stamp

**OFFER
on
Delivery of advertising handles**

.....
the name of the Contractor's company

.....
address

.....
company verification number and name of registry

.....
telephone, e-mail

In response to the inquiry on **Delivery of advertising handles:**

1. The company offers the execution of the subject of the contract for the gross price:.....
consisting of:
The value of goods:
The cost of transport*
- The name of selected transport company **
- The date of delivery to the address of the Customer (day, month,2018):DD-MM-2018.....

** in case of submitting an offer by the Contractor from outside the EU internal market, please indicate the cost of foreign transport*

*** this line is filled only by the Contractor from outside the EU internal market*

2. At the same time, I declare that:
 - 1) I have read and accept in full the conditions contained in the Inquiry;
 - 2) I have obtained all the information necessary to properly prepare and submit this offer.
3. I submit this offer on _____ consecutively numbered pages.
4. I enclose the following documents to this offer:
 - 1)
 - 2)

Name of person/persons authorized to sign the offer on behalf of the Contractor		
	Name and Surname	Date of signature
1.		Signature
2.		

Appendix No. 2 to the Inquiry

Contractor's stamp

Statement on the lack of grounds for exclusion from the proceedings awarding a public contract in the mode of inquiry for a price

Submitting the offer in public procurement procedure for the **Delivery of advertising handles**, I declare that: the Contractor is not affiliated in any way with the Customer, personally or by capital.

By capital or personal connections is meant the interrelationship between the Customer or persons authorized to incur liabilities on behalf of the Customer or persons performing on behalf of the Customer activities related to the preparation and implementation of the contractor selection procedure, and the Contractor consisting of:

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

Person/Persons authorized to sign the declaration on behalf of the Contractor			
	Name and Surname	Date of signature	Signature
1.			
2.			