



Rudna Mała 1.07.2019

## REQUEST FOR PROPOSALS No. SON 25 UE/2019

In relations to implementation of the project called: *"Developing innovative arc and laser welding technologies, including their impact on emissions to the atmosphere and the work environment."* (project no. POIR.01.02.00-00-0210/16-01), co-financed under the Operational Program Intelligent Development 2014-2020, measure 1.2 co-financed by the European Regional Development Fund, and in relation to the obligation to comply with the competitiveness principle, SONIMA Sp. Z O.O. , Rudna Mała 42B, 36-060 Głogów Małopolski invites you to submit your proposal on material listed below.

### I. ORDERING PARTY:

- II. SONIMA Sp z O.O.
- III. Rudna Mała 42B
- IV. 36-060 Głogów Małopolski, calles as ORDERING PARTY

### II. INQUIRY PROCEDURE:

- II.1. This inquiry shall not be subject to the provisions of the Act of 29 January 2004 Public Procurement Law (Journal of Laws of 2007 No. 223, item 1655, as amended)
- II.2. This inquiry awarding procedure shall be held in compliance with the principle of competitiveness, disclosure, transparency and equal treatment.
- II.3. **This order is granted in accordance with the PRINCIPLE OF COMPETITIVENESS and was preceded by an estimate of the value of the subject of the order**  
Amendments to this inquiry shall be notified by the ORDERING PARTY to the BIDDERS via channels used on inquiry publication stage, according to the rules specified in the regulations in force in the ORDERING PARTY.
- II.4. The Ordering Party reserves the right to annul the proceedings at any stage without giving reasons.
- II.5. The Ordering Party will inform the Contractors about the introduced changes within the scope of this inquiry through the channels used at the stage of making this inquiry public, including, in accordance with the provisions of the regulations in force at the Company.
- II.6. The ORDERING PARTY shall reserve the right to request additional information, documents or clarifications.
- II.7. In justified cases, ORDERING PARTY may modify or amend the content of the request for proposals at any time before proposal submission deadline. The amendments shall be communicated by ORDERING PARTY on its website [www.sonima.net](http://www.sonima.net) and (by e-mail, fax or registered letter) to all BIDDERS to whom the previous request for proposals was sent.
- II.8. This request for proposals shall not oblige ORDERING PARTY to award a contract.
- II.9. **This contract shall be awarded in accordance with the contract-awarding regulations applicable at the ORDERING PARTY.**
- II.10. The contract-awarding regulations shall be available at the ORDERING PARTY's office
- II.11. The BIDDERS shall be entitled to use legal remedies.
- II.12. As part of this request for proposals, ORDERING PARTY not allow partial proposals.
- II.13. As part of this request for proposals, ORDERING PARTY not allow partial contracts.

### III. DETAILS OF THE SUBJECT MATTER OF THE CONTRACT:

The subject of the order is the purchase of a cleanliness test service on turbine housing necessary for conducting research and development works for the project entitled "The development of innovative technology of arc and laser welding together with the determination of their impact on emissions to the atmosphere and the work environment." (No. of the contract for co-financing of OPIE. 01.02-00-0010 / 16-01) "until 30/06/2020.

The scope of the service is presented in the table below:

<b>Service: cleaning tests</b>		<b>No of pieces</b>	<b>Unit</b>
1	<p><b>Performing cleanliness tests on the components shown in the drawing in the attachment</b></p> <p>The number of particles statistically counted for a maximum of 40 samples (turbine housing) - 8 tests (1 test will cover 5 turbocharger samples.</p> <p>Max. 600 micron particle mass: 5.0 mg / TH</p> <p>Test according to: VDA19</p>	Max. 40	Sample – turbine housing
2	<b>Determination of the decay curve for the analyzed samples</b>	1	The sample of turbine housing

An integral part of the order will be a report from the survey conducted by the service provider. The report will contain the following elements:

- Information about standard used for the analysis
- Extraction method
- Used filters (filter type)
- Used liquid / medium
- Distance of the spray nozzle from the tested objects that was used to spray liquids
- Gravimetric analysis
- Photos from analysis
- The name and model of the device, which has been used for analysis of molecules from filters
- Results with requirements
- Signature of the person, who performed analysis and evaluation

The purchase of the above-mentioned service is indispensable for the correct implementation of the project "Development of innovative arc and laser welding technologies with determination of their impact on emissions to the atmosphere and work environment." And to achieve specific objectives in the project.

The aforementioned scope of the service has been estimated with the utmost care and is adequate to the scope of the planned research works directly related to the implementation of the project.



Code / Codes CPV<sup>1</sup>: 71610000-7 Cleaning and composition testing and analysis services  
71610000-7 Usługi badania i analizy czystości i składu

Deadline for completing the last order: 30/06/2020.

#### IV. ASSESSMENT CRITERIA:

##### 1. FORMAL CRITERIA:

Within the criterion, the following will be verified:

- deadline for submitting the offer. Only offers submitted before the deadline for submission of offers specified in the content of this inquiry will be admitted to the next stage of the evaluation.
- completeness of the offer with regard to its scope and attaching the required attachments. Only complete offers will be accepted for further assessment.
- maximum order delivery time - 21 working days. Offers with a deadline for execution of an order longer than 21 working days will not be directed to the next stage of the assessment.

Positive formal evaluation will receive offers that will meet all formal criteria. Offers that receive a positive formal evaluation will be directed to the next stage of the evaluation. Offers that do not meet all formal criteria will be rejected at this stage of the proceeding.

##### 2. MERITABLE CRITERIA:

###### 1. Price - weight: 50%

Please provide prices in net values (excluding VAT) for each element of the ordered service listed in the table and the total value of the subject of the order for all items included in the offer.

Scoring will be calculated as the proportion of the lowest price from the submitted offers to the price from the offer evaluated in the proceedings multiplied by the weight of the given criterion - for the entire subject of the order in total.

###### 2. The term of the contract realization: 50%

The maximum deadline for completing the order is 21 working days from the date of submission of a complete and binding order (including the delivery of samples).

Scoring will be calculated as follows:

The term of the contract - 21 working days - 10 points multiplied by the weight of the given criterion

The deadline for completing the order is less than 21 working days - 1 point for each day of the contract, which is the difference between the maximum deadline for the contract and the declared date of the contract, multiplied by the weight of the criterion.

The number of points that can be obtained under this criterion will be calculated by dividing the minimum value among submitted offers by the value of the evaluated offer and multiplying the number obtained by the weight of the given criterion.

TOTAL SCORING WILL BE CALCULATED AS FOLLOWS:

<sup>1</sup> Zgodnie z Rozporządzeniem Komisji (WE) nr 213/2008 z dnia 28 listopada 2007 r. zmieniającym rozporządzenie (WE) nr 2195/2002 Parlamentu Europejskiego i Rady w sprawie Wspólnego Słownika Zamówień (CPV) oraz dyrektywy 2004/17/WE i 2004/18/WE Parlamentu Europejskiego i Rady dotyczące procedur udzielania zamówień publicznych w zakresie zmiany CPV



SUM OF POINTS WITHIN THE MERITORY CRITERION 1 + SUM OF POINTS WITHIN THE MERITORIAL CRITERION 2.

The Contracting Authority will prepare a list of submitted offers in the order of the highest number of points obtained.

An offer that will meet all formal criteria and obtain the highest number of points obtained in the substantive offer will be recommended for the order.

If, as part of purchasing the services and supplies necessary to implement the Project, the Ordering Party will settle between several economically most advantageous offers, choose a more advantageous offer than the environmental and climate impacts (eg lower energy consumption, lower water consumption, use of materials coming from recycling, etc.).

Assessment based on the answer given to the question: Do you use the Integrated Management System? (YES NO).

In relation to the above, the Contracting Authority asks you to provide information on the application of the Integrated Management System to your company, including: the Environmental Management System ISO 14001. (YES we use / DO NOT use).

In the situation of not providing the above information in the content of the offer, the Ordering Party will assume that the Integrated Management System is not used by a given Bidder.

The lack of information in the content of the offer does not affect the evaluation of the completeness of the offer from the formal side and does not cause its rejection.

## **V. CONTRACT TERMS:**

- V.1. The request for proposals shall be directed to potential CONTRACTORS conducting business as described in the contract subject matter description.
- V.2. The contact may be sought by CONTRACTORS who have the required knowledge and experience as well as the technical potential and staff capable of performing the contract.
- V.3. The contract may be sought by CONTRACTORS who are in an economic and financial position that ensures proper performance of the contract.
- V.4. The contractors may apply for the contract to whom no liquidation has been opened or bankruptcy has been declared.
- V.5. Contractors who are not in arrears with paying taxes, fees or social security or health insurance premiums may apply for the contract award
- V.6. Contractors who have not been validly sentenced for an offense committed in connection with the contract award procedure, a bribery offense, an offense against economic turnover or any other crime committed for the purpose of financial gain can apply for the contract award. And a partner in a general partnership, partner or board member of a partner company; general partner of a limited partnership and limited joint-stock partnership; a member of the governing body of a legal entity has not been validly convicted of an offense committed in connection with the procurement procedure, a bribery offense, an offense against economic turnover or any other crime committed for financial gain.
- V.7. Submission of the proposal shall be equivalent to acceptance of the content of this request for proposals without reservation.
- V.8. The contact awarding procedure shall exclude bidders that:  
The project was co-financed by the National Center for Research and Development



- a. Failed to perform at least one of the previous contracts awarded by ORDERING PARTY or other ordering parties with due diligence and with regard to which an insolvency proceeding was initiated.
- b. Are in personal or capital relations with ORDERING PARTY Capital or personal relations shall mean mutual relations between ORDERING PARTY and the CONTRACTOR that consist in:
  - Participation in the company as a partner in a civil law partnership (spółka cywilna) or a partnership (spółka osobowa),
  - holding shares or at least 10% of stocks,
  - performing the role of a supervisor body or managing body member, proxy, plenipotentiary,
  - maintaining a legal or factual relation that may raise justified doubts as to impartiality in CONTRACTOR selection, including in particular marriage, direct affinity, secondary affinity up to the second degree, adoption, custody or guardianship.

## **VI. DEADLINE AND MANNER OF PROPOSAL SUBMISSION:**

- VI.1. **Proposals must be submitted by 12/07/2019 (Warsaw time)**
- VI.2. The proposal must be made in Polish or English.
- VI.3. The offer and attachments should be initialed and signed by persons authorized to represent the company. The Employer allows signing the offer and attachments with the use of a qualified electronic signature
- VI.4. One CONTRACTOR may submit one proposal per contract.
- VI.5. Proposals must be submitted by e-mail on address: t.staron@sonima.net or k.lisowska@sonima.net or by regular mail / courier mail / in person (company's registered address: Rudna mała 42B, 36-060 Głogów Małopolski.
- VI.6. The date of proposal submission shall be the date of receipt of the proposal at the ORDERING PARTY's registered office or the date of its receipt at the e-mail address indicated in item VI.5.
- VI.7. Proposals received after the deadline and those without the required annexes shall not be subject to assessment.
- VI.8. The costs related to the preparation of the proposal shall be borne by the CONTRACTOR.
- VI.9. Queries regarding to the subject matter of the contract should be submitted to the e-mail: a.straz@sonima.net or k.lisowska@sonima.net. until the date of 05/07/2019. The person authorized to contact CONTRACTORS shall be: Tomasz Staroń or Katarzyna Lisowska
- VI.10. The proposal should include its validity period (at least 30 days from the date of its submission)
- VI.11. Sonima Sp zoo. shall allow submission of a single proposal by multiple entities which concluded an agreement / established a consortium.
- VI.12. The following should be attached to the proposal:**
  - a. A completed and signed offer form - in accordance with the attachment to this inquiry
  - b. Documents confirming the meeting of requirements regarding the contract defined in item V hereof (in the form of statements constituting Annex 1 hereto).
  - c. Statement on no capital or personal relations with the ORDERING PARTY (constituting Annex 2 hereto).



Fundusze Europejskie  
Inteligentny Rozwój



Unia Europejska  
Europejski Fundusz  
Rozwoju Regionalnego



- d. Copy of CONTRACTOR registration document (duplicate from the business activity register)

Yours faithfully,

**Tomasz Staron**

Sonima Sp z o.o.  
Dyrektor Generalny

*(Tomasz Staron signature)*

Spółka z ograniczoną odpowiedzialnością  
35-060 Głogów Małopolski, Rudna Mała 42B  
Regon: 180687247, NIP: 813-365-09-07

ANNEXES FOR THE REQUEST FOR PROPOSALS:

1. *The offer form*
2. Statements to the request for proposals confirming fulfillment of conditions indicated in item V of the above RFP
3. Statement on no personal capital relations with the ORDERING PARTY.



**ANNEX 1 FOR OFFER INQUIRY OF 1/07/2019 No SON 25 UE / 2019**

OFFER FORM AND TECHNICAL SPECIFICATION OF THE SOLUTIONS COVERED BY THE OFFER

The offer is a reply to the request for proposal No. SON 25 UE / 2019 of 1/07/2019, described in detail in p. III of the offer inquiry.

**1. The bidders details:**

1. Company name: .....
2. Head office address : .....
3. NIP: .....
4. REGON: .....
5. The person authorized for contact:  
Name and surname: .....  
Telephone number: .....  
e-mail: .....

**2. Oferuję wykonanie przedmiotu zamówienia w następującej cenie:**



<b>SCOPE OF THE OFFER: CONDUCT OF CLEANER TESTS ON DELIVERED COMPONENTS</b>		
	<b>PRICE</b>	<b>IN WORDS</b>
NET PRICE		
VAT (23 %)		
GROSS PRICE		
<b>SCOPE OF THE OFFER: DETERMINATION OF A DECAY CURVE FOR ANALYZED SAMPLES</b>		
	<b>PRICE</b>	<b>IN WORDS</b>
NET PRICE		
VAT (23 %)		
GROSS PRICE		
TOTAL VALUE NET		
TOTAL VAT (23%)		
GROSS TOTAL VALUE		

3. I declare that I have read the description of the subject of the order and I do not raise any objections to it.
4. The offer is valid ..... .. days from the date of its submission
5. I acknowledge that in case of the untruthfulness of me, the offer will be rejected.

Place, date .....

.....  
*Signature and stamp of the authorized person*





ANNEX 2 TO THE REQUEST FOR PROPOSALS No. SON 25 UE/2019 dated on 1.07.2018

STATEMENTS TO THE REQUEST FOR PROPOSALS  
CONFIRMING FULFILLMENT OF ITEM V CONDITIONS

I hereby state that company .....  
(name and registered address) meets the following conditions:

1. It is authorized to perform the specific activity or tasks if required by the law.
3. It has the required knowledge and experience as well as the technical potential and staff capable of performing the contract.
4. It is in an economic and financial position to ensure performance of the contract.
5. The company is not a subject to a liquidation proceeding, neither was it declared bankrupt.
6. The company is not in arrears with taxes, fees or social security or health insurance premiums.
7. The company was not legally convicted of an offence committed in relation with a contract awarding procedure, bribery, offence against trading or any other offence committed for financial gain; neither any partner to a general partnership, partner or board member of a limited liability partnership; general partner of a limited partnership or a limited joint stock partnership; member of a managing body of a legal person was legally convicted of an offence committed in relation with a contract awarding procedure, bribery, offence against trading or any other offence committed for financial gain.

.....  
*Place and date*

.....  
*Name, surname, signature, name stamp, company stamp\**

\* Signature of the person(s) registered to the contract obligations on behalf of the CONTRACTOR or having a relevant authorization



ANNEX 2 TO REQUEST FOR PROPOSALS No. SON 25 UE/2019 dated on 1.07.2018

CONTRACTOR'S STATEMENT  
ON NO PERSONAL OR CAPITAL RELATIONS WITH THE ORDERING PARTY

I, the undersigned, hereby state that there are no capital or personal relations between  
.....,  
registered address: .....  
and the ORDERING PARTY:

..... registered address: .....

Personal or capital relations between .....  
and ORDERING PARTY shall mean mutual relations between the entities, which consists in particular in:

- participation in the company as a partner in a civil law partnership (spółka cywilna) or a partnership (spółka osobowa),
- holding shares at least 10% of stocks,
- performing the role of a supervisory body or managing body member, proxy, plenipotentiary,
- maintaining a legal factual relation that may raise justified doubts as to impartiality in CONTRACTOR selection, including in particular marriage, direct affinity, secondary affinity up to the second degree, adoption, custody or guardianship.

.....  
*Place and date*

.....  
*Name, surname, signature, name stamp, company stamp\**

\* Signature of the person(s) registered to the contact obligations on behalf of the CONTRACTOR or having a relevant authorization