

## REQUEST FOR QUOTATION

Pass Polska sp. z o.o. invites you to participate in the contract award procedure for **machining cell consisting of stations for the following processes:**

- **upsetting (forming tube ends)**
- **profiling (bending)**
- **re-cutting**
- **milling**
- **calibration (diameter and ovalization)**
- **pressing additional elements into the product (flange).**

The order concerns industrial machines defined in the Common Procurement Vocabulary by the following CPV codes:

Main CPV code: 42000000-6

Additional CPV codes: 4290000-2

The subject of the order will be implemented under the project *Investment in the purchase of an automated OCK work centre* as part of a competition under the National Recovery and Resilience Plan (NRRP)

**Component A** *"Resilience and competitiveness of the economy"*

**Specific goal: A2.** *Development of the national innovation system: strengthening coordination, stimulating innovation potential and cooperation between enterprises and research organisations, including in the field of environmental technologies*

**Reform: A2.1.** *Acceleration of robotisation, digitisation and innovation processes*

**Investment: A2.1.1.** *Investments supporting robotisation and digitisation in enterprises*

### 1. GENERAL INFORMATION

- 1.1. The provisions of the Public Procurement Law do not apply to this procedure.
- 1.2. The procedure is conducted in a manner that ensures, in particular, fair competition and equal treatment of contractors.
- 1.3. The procedure is conducted in Polish and English.
- 1.4. The proceeding is conducted in accordance with the Procurement Regulations in effect at Pass Polska Sp. z o. o.

### 2. NAME AND ADDRESS OF THE ORDERING PARTY

Pass Polska sp. z o.o.  
ul. Reymonta 19

38-500 Sanok  
NIP (Taxpayer Identification Number): 6870005415  
REGON (Polish Business Register): 0040134940  
e-mail: [biuro@pass.com.pl](mailto:biuro@pass.com.pl)  
[www.pass.com.pl](http://www.pass.com.pl)

### **3. DESCRIPTION OF THE SUBJECT OF THE ORDER**

#### **3.1. Subject of the order**

The subject of the order is **machining cell consisting of stations for the following processes:**

- **upsetting (forming tube ends)**
- **profiling (bending)**
- **re-cutting**
- **milling**
- **calibration (diameter and ovalization)**
- **pressing additional elements into the product (flange).**

3.2. A detailed description of the subject of the order is included in Appendix No. 1 to the Request for Quotation.

3.3. Order completion date: 31 December 2024

#### **3.4. Terms of payment**

Payment will be made on the basis of partial invoices and the final invoice, confirmed by acceptance protocols.

Each invoice will be payable within a minimum of 21 days from the date of issue. Payment will be made to the Contractor's bank account indicated on the VAT invoice.

### **4. CONDITIONS OF PARTICIPATION IN THE PROCEDURE AND DESCRIPTION OF THE METHOD OF ASSESSING THEIR FULFILLMENT**

4.1. In order to apply for the award of this order, the Contractor must meet the following conditions for participation in the procedure:

- a) have appropriate authorisations to perform specific activities or actions, if required by the law,
- b) be in an economic and financial situation enabling the performance of the subject of the order,
- c) have appropriate technical potential and personnel capable of executing the order

4.2. In order to demonstrate that the Contractor meets the conditions for participation in the procedure, the Ordering Party requests that the Contractor submit a declaration constituting Appendix No. 3 to the Request for Quotation.

### **5. BID EVALUATION CRITERIA AND INFORMATION ON THE POINT OR PERCENTAGE WEIGHTS ASSIGNED TO INDIVIDUAL BID EVALUATION CRITERIA:**

5.1. The criteria for evaluating bids are:

- Cost – 50%
- Warranty length – 25%
- Deadline – 25%

### **6. DESCRIPTION OF THE METHOD OF AWARDING SCORE FOR MEETING A GIVEN BID EVALUATION CRITERION**

#### **6.1. Net price**

The number of points for the "NET PRICE" criterion will be calculated according to the following formula:

$$P_{bad.C} = \frac{C_{min.}}{C_{bad.}} \times 100 \text{ pkt} \times 100\%$$

where:

- P<sub>bad.C</sub> – points for the “Price” criterion awarded to the bid
- C<sub>min.</sub> – the lowest price among the evaluated bids
- C<sub>bad.</sub> – price of the examined bid

Maximum number of points for the criterion: 100.

6.1.1. The price given in the bid will be expressed in EUR.

6.1.2. The bid price should be given with an accuracy of two decimal places, with amounts below 0.5 cents being reduced and amounts of 0.5 cents and above being rounded up to 1 cent. The price must be calculated clearly and must include all costs related to the implementation of the subject of the order.

6.1.3. The bid price must take into account all the requirements of this request for quotation and include all costs that the Contractor will incur for the proper implementation of the subject of the order in accordance with applicable regulations, including all fees and taxes, e.g. value added tax (VAT).

6.1.4 In the event that a bid was submitted whose selection would result in the Ordering Party’s tax liability in accordance with the provisions on tax on goods and services in the scope of intra-Community acquisition of goods, in order to evaluate such a bid, the Ordering Party will add the goods and services tax to the price presented therein, which it would be obliged to pay in accordance with applicable regulations.

## 6.2. Warranty length

The number of points for the “**WARRANTY LENGHT**” criterion will be calculated according to the following formula:

$$P_{bad.G} = \frac{G_{bad.}}{G_{max.}} \times 100 \text{ pkt} \times 25\%$$

where:

- P<sub>bad.G</sub> – points for the “Warranty lenght” criterion awarded to the bid
- G<sub>bad.</sub> – length of the warranty in the tested offer
- G<sub>max.</sub> – maximum offered length of the warranty

Maximum number of points for the criterion: 100.

## 6.3. Deadline

The number of points for the “**DEADLINE**” criterion will be calculated according to the following formula:

$$P_{bad.T} = \frac{T_{min.}}{T_{bad.}} \times 100 \text{ pkt} \times 25\%$$

gdzie:

- P<sub>bad.T</sub> – points for the “Deanline” criterion awarded to the bid
- T<sub>min.</sub> – the shortest order completion term among the evaluated bids (expressed in days, counting from the date of bid opening)
- T<sub>bad.</sub> – order completion date of the evaluated offer (expressed in days, counting from the date of opening of the offers)

Maximum number of points for the criterion: 100.

- 6.4. The Ordering Party will award the order to the Contractor whose bid was considered the most advantageous, i.e. met the formal requirements and received the highest number of points.

## **7. PLACE AND TIME LIMIT FOR SUBMITTING BIDS:**

- 7.1. **The deadline for submitting bids is 31 December 2024 r.**
- 7.2. Bids received after the specified date will not be considered.
- 7.3. Bids should be submitted in writing:
- via e-mail (scan of documents signed in paper version or documents signed with a qualified electronic signature) to the following address: [kpo@pass.com.pl](mailto:kpo@pass.com.pl)  
or
  - by mail, courier or in person (original documents), in a sealed envelope to the following address:  
Pass Polska sp. z o.o.  
ul. Reymonta 19, 38 – 500 Sanok

during the Ordering Party's working hours from Monday to Friday between 7<sup>00</sup> - 15<sup>00</sup>

- 7.4. If the bid is sent by mail or courier, the submission date is not the day the letter with the bid was sent, but the day and time it was delivered to the Company's registered office.
- 7.5. The bid validity period is a minimum of 60 days.
- 7.6. The bid validity period begins upon the expiry of the deadline for submitting bids, and the first day of the above-mentioned period is considered to be the day following the deadline for submitting bids.

## **8. CALL ON THE CONTRACTOR TO COMPLETE THE BID OR SUBMIT EXPLANATIONS**

- 8.1. The bids are verified by the Ordering Party and if a bid contains any deficiencies or its content is unclear, the Contractor who submitted the bid is requested to supplement it or clarify the ambiguity, as appropriate. In the request, the Ordering Party will also set a time limit for supplementing or clarifying the bid, not shorter than 2 business days.
- 8.2. The Ordering Party verifies the submitted bid again, taking into account the information sent in response to the Ordering Party's request to submit supplements or explanations.
- 8.3. As a result of verification of the submitted bids, the Ordering Party will reject the bids that:
- 8.3.1. are inconsistent with applicable law,
  - 8.3.2. do not correspond to the description of the subject of the order,
  - 8.3.3. were submitted by Contractors who fail to respond to a request to supplement or clarify any ambiguities in the bid within the prescribed time limit,
  - 8.3.4. were submitted by Contractors whose bids are subject to rejection or who failed to demonstrate compliance with the conditions for participation in the procedure.

## **9. INFORMATION CONCERNING BID REJECTION**

The Ordering Party will reject the bid of a contractor who is an entity related to the Ordering Party personally or financially. Financial or personal connections are understood as mutual connections between the Company or persons authorised to enter into obligations on behalf of the Company, or persons performing activities related to the contractor selection procedure on behalf of the Company, and the contractor, consisting in particular of:

- a) participating in a company as a partner in a civil partnership or partnership,

- b) owning at least 10% of shares (unless a lower threshold is provided for by law),
- c) acting as a member of the supervisory or management body, proxy, or attorney-in-fact,
- d) being married, being in a relationship of consanguinity or affinity in the direct line, or consanguinity or affinity in the collateral line up to the second degree, or being bound by virtue of adoption or guardianship, or being in cohabitation with the contractor, the contractor's legal representative, or members of the management or supervisory bodies of the contractors applying for the award of the contract,
- e) being in such a legal or factual relationship with the contractor that there is justified doubt as to their impartiality or independence in connection with the contract award procedure.

## **10. ADDITIONAL INFORMATION**

- 10.1. The Ordering Party does not allow the submission of variant or partial bids.
- 10.2. The Contractor may stipulate, no later than the deadline for submitting bids, that part of its bid constitutes a business secret.
- 10.3. The Ordering Party determines the conditions for possible withdrawal from concluding the contract
  - if, during the Request for Quotation procedure, circumstances arise that make awarding the contract not in the Ordering Party's interest.
- 10.4. Information about the outcome of the procedure will be published on the website: <http://pass.com.pl/>
- 10.5. The Ordering Party reserves the right to cancel the procedure at any time without giving a reason.
- 10.6. If the Contractor whose bid has been selected avoids signing the contract or executing the order, the Ordering Party will select the most advantageous bid from among the remaining bids.
- 10.7. The Ordering Party will correct obvious clerical errors, obvious accounting errors in the bid (taking into account the accounting consequences of the corrections made) and other errors involving inconsistency of the bid with the content of this request that do not result in significant changes in the content of the bid, and will notify the Contractor whose bid was corrected.

## **11. BID PREPARATION**

- 11.1. The content of a bid includes:
  - a) Bid form,
  - b) Declaration of meeting the conditions for participation in the procedure,
  - c) Declaration of no arrears with payments,
  - d) Power of attorney (if applicable),
  - e) A document confirming the right to represent the Contractor (extract from the KRS [National Court Register], extract from the CEIDG [Central Registration and Information on Business] or other relevant register).
- 11.2. Documents and declarations must be signed legibly by persons authorised to represent the Contractor or, in the case of a bid submitted by a proxy, a document (or documents) confirming the right to represent the Contractor should be attached to the bid.

## 12. ESSENTIAL AGREEMENT PROVISIONS

12.1. The Ordering Party specified the essential provisions of the contract in section 3 of the Request for Quotation.

12.2. The remaining essential provisions of the contract are specified by the Ordering Party as follows:

Change of contract:

Changes to the essential terms of the concluded contract may only be made in the following events:

- (1) if the possibility of change is provided for in the contract;
- (2) occurrence of force majeure – if the ordering party, acting with due diligence, could not have foreseen the changes, and their value does not exceed 50% of the order.

It is not possible to make significant changes to the provisions of the concluded contract in relation to the content of the bid on the basis of which the contractor was selected, unless:

- (1) the changes are provided for in the contract in the form of clear, precise and unambiguous provisions that define their scope and type as well as the conditions for introducing the changes;

- (2) the changes concern the provision of additional supplies, services or construction works from the current contractor, not covered by the basic order, provided that they have become necessary and the following conditions have been met:

- (a) a change of contractor cannot be made for economic or technical reasons, in particular reasons regarding the interchangeability or interoperability of equipment, services or installations ordered under the basic contract,

- (b) changing the contractor would cause significant inconvenience or a significant increase in costs for the ordering party,

- (c) the value of each subsequent change does not exceed 50% of the order value originally specified in the contract;

- (3) the change does not lead to a change in the nature of the contract and the following conditions have been met:

- (a) the need to change the contract is caused by circumstances that the ordering party, acting with due diligence, could not have predicted,

- (b) the value of the change does not exceed 50% of the order value originally specified in the contract;

- (4) the contractor awarded the contract by the ordering party is to be replaced by a new contractor:

- (a) based on contractual provisions,

- (b) as a result of a merger, division, transformation, bankruptcy, restructuring or acquisition of the existing contractor or its enterprise, as long as the new contractor

meets the conditions for participation in the contract award procedure, there are no grounds for exclusion and it does not result in any other significant changes to the contract,

(c) as a result of the ordering party taking over the contractor's obligations towards its subcontractors. In the event of a change of subcontractor, the ordering party may conclude a contract with a new subcontractor without changing the terms of execution of the order, taking into account payments made for work completed so far;

(5) the change does not lead to a change in the general nature of the contract and the total value of the contract is lower than the EU thresholds and lower than 10% of the value of the original contract, in the case of orders

### **13. APPENDICES**

1. Description of the subject of the order,
2. Bid form,
3. Declaration of meeting the conditions for participation in the procedure,
4. Declaration of no arrears with payments,

**Bid form**

.....  
.....

(full name of the Contractor)

Business Register number

.....  
Taxpayer Identification Number

.....  
telephone .....

e-mail: .....

Responding to the Invitation to submit an offer for the task: **machining cell consisting of stations for the following processes:**

- **upsetting (forming tube ends)**
- **profiling (bending)**
- **re-cutting**
- **milling**
- **calibration (diameter and ovalization)**
- **pressing additional elements into the product (flange)**

under the project *Investment in the purchase of an automated OCK work centre* as part of a competition under the National Recovery and Resilience Plan (NRRP)

I offer the execution of the subject of the order for the price:

PLN ..... EUR

I/We hereby declare that:

1. the offered subject of the order meets all the requirements of the Ordering Party specified in the Request for Quotation No. ....
2. the valuation of the subject of the order takes into account all conditions and factors related to the implementation of the order and covers the entire scope of the order,
3. I/we have read the Request for Quotation and its attachments and I/we have no objections in relation thereto and I/we accept the terms and conditions contained therein,
4. I/we consider myself/ourselves bound by this bid for the period specified in the Request for Quotation.
5. if the order is awarded, I/we undertake to conclude the contract at the place and date indicated by the Ordering Party.

Attached:

.....



**Contractor:**

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

*(full name/company name, address,  
depending on the entity: Taxpayer ID  
No./Personal ID No., KRS/CEiDG)*

**CONTRACTOR'S DECLARATION  
ON MEETING THE CONDITIONS FOR PARTICIPATION IN THE PROCEDURE**

In connection with the Request for Quotation **machining cell consisting of stations for the following processes:**

- **upsetting (forming tube ends)**
- **profiling (bending)**
- **re-cutting**
- **milling**
- **calibration (diameter and ovalization)**
- **pressing additional elements into the product (flange)**

under the project *Investment in the purchase of an automated OCK work centre* as part of a competition under the National Recovery and Resilience Plan (NRRP)

conducted by Pass Polska sp. z o.o., I declare that I meet the conditions for participation in the Request for Quotation specified in the announcement of the Request for Quotation.

The contractor further declares that it is not an entity related to the Ordering Party personally or financially.

**Contractor:**

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

*(full name/company name, address,  
depending on the entity: Taxpayer ID  
No./Personal ID No., KRS/CEiDG)*

**CONTRACTOR'S DECLARATION  
OF NO ARREARS WITH PAYMENTS**

In connection with the Request for Quotation **machining cell consisting of stations for the following processes:**

- **upsetting (forming tube ends)**
- **profiling (bending)**
- **re-cutting**
- **milling**
- **calibration (diameter and ovalization)**
- **pressing additional elements into the product (flange)**

under the project *Investment in the purchase of an automated OCK work centre* as part of a competition under the National Recovery and Resilience Plan (NRRP)

conducted by Pass Polska sp. z o.o., I declare that I am not in arrears with tax payments or social security contributions.