

Zambrów, the **30th of October, 2023.**

GREENVIT Sp. z o.o.
Street Aleja Wojska Polskiego 27A
18-300 Zambrów
VAT Number: 7231619950

REQUEST FOR QUOTATION No. 2/A1.4.1/KPO/2023
Updated on October 30 2023

in connection with the implementation of investment no. "IMPLEMENTATION OF SUSTAINABLE AND ENVIRONMENTALLY FRIENDLY TECHNOLOGIES FOR THE PRODUCTION OF STANDARDIZED PLANT EXTRACTS FOR THE FOOD INDUSTRY"

under the Agreement to cover the project with non-repayable support from the development plan no. 00021-84000-OR1000023/22,

NATIONAL RECOVERY AND RESILIENCE PLAN,

Actions A1.4.1. "Investments for the diversification and shortening of the supply chain of agricultural and food products and building the resilience of entities participating in the chain" in the scope of:

- support for micro, small and medium-sized enterprises to carry out activities in the field of processing or marketing agricultural, fishery or aquaculture products

by GREENVIT Sp. z o. o.

We invite you to participate in a competition of offers, the aim of which is **the purchase and delivery, along with supervision of the installation, of a brand new MEMBRANE FILTRATION DEVICE and an INSULATED TANK, min. 10 m³** for the implementation of the above-mentioned project.

I. INTRODUCTION:

1. The provisions of the Act of September 11, 2019, Public Procurement Law (Journal of Laws of 2022, item 1710, as amended) do not apply to the proceedings.
2. The proceedings are conducted in compliance with the principles of fair competition, equal treatment of contractors, efficiency, openness and transparency.
3. The proceedings are conducted in Polish and English.
4. Changes to the content of the request for quotation and explanations provided by the Ordering Party to the Contractors' inquiries become an integral part of the request for quotation and are binding on the Contractors.

II. NAME AND ADDRESS OF THE ORDERING PARTY:

GREENVIT Sp. z o. o.
street Aleja Wojska Polskiego 27A
18-300 Zambrów

III. ORDER DESCRIPTION:

CPV: 42912000-2: Machines and apparatus for filtering or purifying liquids

44611000-6: Tanks

42210000-1: Food, beverage and tobacco processing machinery

The subject of the order is:

1. Delivery of MEMBRANE FILTRATION DEVICE and INSULATED TANK min. 10 m³, in accordance with the specification constituting Annex No. 1 to the Order in question.
2. Transport and supervision of the assembly of the MEMBRANE FILTRATION DEVICE and the INSULATED TANK, min. 10 m³, at the Ordering Party's plant located in Łomża at Akademicka 45 Street, 18-400 Łomża (Podlaskie Voivodeship);
3. Training of the Ordering Party's employees in the operation of the MEMBRANE FILTRATION DEVICE and the INSULATED TANK, min. 10 m³ at the Ordering Party's plant;
4. MEMBRANE FILTRATION DEVICE and INSULATED TANK min. delivered. 10 m³, must be new, unused, complete, free from physical and legal defects, as well as encumbrances with the rights of three persons.
5. A detailed description of the subject of the order is attached as Annex 1 to this request for quotation.

PLACE OF ORDER COMPLETION:

Łomża, ul. Akademicka 45 (Podlaskie Voivodeship, Łomża powiat, Łomża commune);

TERMS OF PAYMENT:

The Ordering Party allows advance payments, but not more than 30% of the total order value. The remaining value of the remuneration will be payable in the form of partial payments and final payment;

IV. DESCRIPTION OF PARTS OF THE ORDER - IF PARTIAL OFFERS AND VARIANT OFFERS ARE ALLOWED:

The Ordering Party **does not allow** the submission of partial offers.
The Ordering Party **does not allow** the possibility of submitting variant offers.

V. ORDER COMPLETION DEADLINE:

The time to report readiness to ship the subject of the Order is 24 weeks from the date of signing the contract.

Planned date of conclusion of the contract: 11/2023

VI. PLACE AND DATE FOR SUBMITTING OFFERS:

Offers constituting a response to the inquiry should be submitted using the completed Form for the Bidder constituting Annex No. 2 to the **inquiry in person, by post or courier** to the following address:

GREENVIT Sp. z o. o.

street Aleja Wojska Polskiego 27A
18-300 Zambrów

or by e-mail to: kamil.pietruszynski@greenvit.pl

(in such a case, the sender's company, its address and the person issuing the offer must be identified. If the offer is submitted in the form of a scan sent by e-mail, it must contain the signature of the person issuing the offer and a stamp).

The deadline for submitting offers is: ~~October 30, 2023~~; October 30, 2023

In the case of offers that will be delivered by post/courier, the date of receipt of the offer by the Ordering Party at the following address: ul. Aleja Wojska Polskiego 27A, 18-300 Zambrów

Offers should be submitted in a closed envelope with the note: Bid procedure No. 2/A1.4.1/KPO/2023

VII. DESCRIPTION OF THE METHOD OF PREPARING THE OFFER:

1. The offer should be prepared in one copy, on the form attached as *Annex 2* to the request for quotation.
2. The offer should be signed by a person authorized to represent the Contractor, in accordance with the form of representation specified in the national court register or other registration document appropriate for the given organizational form of the Tenderer, or by a person authorized by an authorized person, and the power of attorney must be attached to the offer.
3. All places where the Bidder has made changes should be initialed by the person(s) signing the offer.
4. The offer should be written in Polish. Documents prepared in a foreign language must be submitted with a translation into Polish.
5. The submitted offer should:
 - a. be stamped and signed by the person or persons authorized to sign the offer,
 - b. be prepared in a legible manner, in accordance with the description of the subject of the order,
 - c. be marked with the date of preparation of the offer,
 - d. contain the bidder's data such as: name, address, VAT number, name and surname of the contact person along with contact details.
6. An offer submitted via e-mail should be signed with an electronic signature or in person by the Contractor (or an authorized person), and then scanned and attached to the message.
7. The offer should be consistent with the description of the subject of the order.

8. The offer must be accompanied by:

- a) power of attorney to act on behalf of the Bidder, unless the right to represent the Bidder in the above respect results directly from the registration document;

- b) detailed specification and characteristics of the offered equipment;
 - c) declarations of the offeror according to Annex No. 3 to the Request for Quotation;
 - d) declaration of lack of personal and capital connections with the Ordering Party according to Annex No. 4 to the Request for Quotation;
9. The bidder will bear all costs related to the preparation and submission of the offer;
10. A bidder may submit only one offer;
11. In the course of examination and evaluation of offers, the Ordering Party may request explanations from the Bidders regarding the content of the submitted offers;
12. The submitted offer and its attachments will be public, with the exception of information constituting a business secret within the meaning of the provisions on combating unfair competition, which the Contractor, when submitting the offer, stipulated and demonstrated that the confidential information constitutes a business secret. If the Contractor does not demonstrate that the proprietary information constitutes a business secret within the meaning of Art. 11 section 4 of the Act of April 16, 1993 on combating unfair competition (consolidated text: Journal of Laws of 2018, item 419), the Ordering Party will consider the secrecy to be ineffective and will inform the Contractor about it. Information constituting a trade secret should be grouped and constitute a separate part of the offer, described in as follows: "business secret - only for inspection by the Ordering Party".
13. The offer should be made in PLN/EUR/USD. If an offer is submitted in foreign currencies (other than PLN), the Ordering Party will convert the offer value using the average exchange rate for a given currency announced by the National Bank of Poland on the date of publication of the Request for Quotation.

In the event of formal deficiencies, obvious clerical or calculation errors, the Ordering Party may call on the bidders to correct the indicated deficiencies, setting a deadline of 3 business days for this purpose. The completed/corrected offer should be submitted in the manner indicated in point. VI. Failure to correct the deficiencies in the offer within the specified period will result in its rejection. Completing formal deficiencies in the offer cannot lead to its substantive change.

VIII. OFFER BINDING DATE:

The offer is valid for **60 days** from the deadline for submitting offers.

IX. GROUNDS FOR REJECTING THE OFFER

The ordering party will reject the offer:

1. Not meeting the parameters indicated in the Description of the subject of the order (Appendix No. 1) - verification based on the Offer Form (Appendix No. 2) or equipment specifications;
2. Not meeting the requirements referred to in point No. XI of this Inquiry;
3. Showing the order completion period is longer than that indicated in the request for quotation - verification based on the Offer Form (Appendix No. 2);
4. Presenting a warranty period shorter than that indicated in the Order Specification, verification based on the Offer Form (Appendix No. 2);
5. A contractor with personal and capital ties with the Ordering Party. The fulfillment of the condition will be verified on the basis of the "Declaration of lack of connections", the template of which is attached as Annex 3 to this request for quotation;

6. Unsigned or signed by a person or persons who are not authorized to represent the Contractor, in accordance with the form of representation specified in the court register or other document appropriate for the given organizational form of the Tenderer, or by a person who is not authorized by the authorized person or persons, the power of attorney must be attached to the offer.

X. CRITERIA FOR EVALUATION OF THE OFFER AND THEIR WEIGHT

Total net price - 90 pt (90%)
Hardware warranty period (in months)- 10 pt (10%)

The Supplier will be selected based on the highest number of points obtained in accordance with the following methodology:

The criterion "**Total net price**" is understood by the Ordering Party as the total net price specified by the Tenderer in the offer form constituting Annex No. 2 to this request for quotation for the execution of the subject of the order.

The rating under the "Total net price" (Kc) criterion will be calculated based on the following formula:

$$Kc = (Cmin/Co) \times 90\% \times 100$$

Where:

Cmin – the lowest proposed net price among offers that cannot be rejected;

Co – net price proposed in the examined offer;

Kc – number of points awarded to a given offer in the "Total net price" criterion

By the criterion "**Warranty period**", the Ordering Party understands the warranty period specified by the Bidder in the offer form constituting Annex No. 2 to this request for quotation (given in full months) for the devices that are the subject of this request for quotation, counted from the date of final receipt of the subject of the order and signing final acceptance protocol.

ATTENTION!!! In accordance with the provisions of the Order Specification, the required minimum of the warranty period for the equipment is 12 months.

Proposing a shorter than 12 months warranty period for equipment will result in the offer being considered non-compliant with the specification.

The rating under the "Warranty period" (Kg) criterion will be calculated based on the following formula:

$$Kg = (Go/Gmax) \times 10\% \times 100$$

Where:

Go – warranty period proposed in the examined offer;

Gmax – the longest proposed warranty period among offers that cannot be rejected;

Kg – number of points awarded to a given offer in the "Warranty period" criterion

THE DECISIVE CRITERION:

If the same number of points is obtained, the selection of the offer will be based on the number of points obtained in the "**Total net price**" criterion.

The Ordering Party will consider the valid offers as the most advantageous and will select the offer that meets all the requirements specified in the detailed description of the subject of the order and has obtained the highest number of points in the final evaluation.

$$K = K_c + K_g$$

Where:

K – number of points awarded to a given offer in the final evaluation.

K_c – number of points awarded to a given offer in the "Total net price" criterion

K_g – number of points awarded to a given offer in the "Warranty period" criterion

Point values for individual criteria will be given with an accuracy of two decimal places, and rounding will be made in accordance with generally accepted mathematical principles.

XI. CONDITIONS OF PARTICIPATION IN THE PROCEDURE:

A Bidder who meets the following conditions may apply for the contract:

ECONOMIC AND FINANCIAL SITUATION

1. Is in an economic and financial situation ensuring the execution of the order.
2. The Bidder is not the subject of initiated bankruptcy proceedings, its bankruptcy has not been announced, it is not subject to a liquidation process, and its affairs are not covered by a receivership or court order.
3. The Bidder is not in arrears with the payment of taxes, fees or social security or health insurance contributions.
4. Members of the bodies/partners authorized to represent the Bidder have not been legally convicted of an offense committed in connection with the contract award procedure, an offense of bribery, an offense against economic turnover or any other offense committed in order to obtain financial benefits.

Fulfillment of the conditions will be verified, among others: based on the offerer's declaration included in Annex 3.

KNOWLEDGE AND EXPERIENCE, TECHNICAL POTENTIAL

1. Has the right to conduct business activities. Fulfillment of the conditions will be verified, among others: based on the offerer's declaration included in Annex 3.
2. Has appropriate technical potential necessary to perform the order and has appropriate experience in the implementation of deliveries corresponding to the nature of the subject of the order. To confirm the fulfillment of the above-mentioned condition, the Tenderer must present in the offer form (constituting Annex No. 2 to the request for quotation) a list of at least 3 deliveries corresponding to the nature of the subject of the order, i.e. supplies of equipment to production enterprises in the food or pharmaceutical industry with a value of at least PLN 100 000,00 Euro, carried out in the last 10 years before the deadline for submitting offers, and if the period of operation is shorter - during this period.

Fulfillment of the conditions will be verified, among others: based on the offerer's declaration included in Annex No. 2 - Offer and price form.

At the request of the Ordering Party, the Contractor should provide documents confirming the implementation of the above-mentioned deliveries, specifying the type and scope of the delivery, value, date, place of performance and entities for which these deliveries were made, together with evidence specifying whether these deliveries were made properly, i.e. e.g. references, invoices, acceptance reports or other documents issued by the entity to which the deliveries were made.

The Ordering Party reserves the right to carry out reference visits aimed at verifying the correct functioning of the offered technology in industrial conditions.

PERSONS ABLE TO PERFORM THE ORDER

1. Has or will have people capable of executing the order.

Fulfillment of the condition will be verified, among others: based on the offerer's declaration included in Annex No. 2 - Offer and price form.

CONDITIONS FOR EXCLUSION FROM THE PROCEDURE

1. The Bidder who:

- directly performed activities related to the preparation of the proceedings or used persons participating in these activities to prepare the offer, unless the participation of this Contractor in the proceedings does not impede fair competition;
- He submitted false information affecting the outcome of the proceedings;
- Is an entity related to the Ordering Party personally or by capital. Capital or personal connections are understood as mutual connections between the Ordering Party or persons authorized to enter into obligations on behalf of the Ordering Party or persons performing on behalf of the Ordering Party activities related to the preparation and conduct of the Contractor selection procedure 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 or shares,
 - c) serving as a member of the supervisory or management body, proxy,
 - d) being in a legal or factual relationship that may raise justified doubts as to the impartiality in the selection of the contractor, in particular being married, in a direct line of consanguinity or affinity, second degree consanguinity or second degree affinity in the collateral line, or in the relationship of adoption, guardianship or guardianship;

The above condition will be verified on the basis of the Bidder's Declaration (Appendix No. 4 to the request for quotation).

The Ordering Party reserves the right to verify the Bidder's fulfillment of this condition based on its knowledge and available documents (e.g. KRS).

XII. IDENTIFICATION OF PERSONS AUTHORIZED TO COMMUNICATE WITH BIDDERS:

Kamil Pietruszyński, Proxy, is authorized to communicate with the Bidders in matters related to the proceedings.

tel.: +48 85 733 60 54

Tel. +48 696 09 88 77

Email: kamil.pietruszynski@greenvit.pl

It is reserved that any information relating to the subject of the order will be made publicly available.

XIII. CONDITIONS FOR CHANGING THE AGREEMENT

The Ordering Party provides for the possibility of changing the concluded contract in the event of the following circumstances:

- 1) Occurrence of changes in generally applicable legal provisions to the extent affecting the implementation of the subject of the contract.
- 2) The occurrence of discrepancies or ambiguities in the meaning of the terms used in the contract, which cannot be removed in any other way, and the change will enable the removal of discrepancies and clarification of the contract in order to unambiguously interpret its provisions by the parties.
- 3) Changing the date of completion of the subject of the contract for reasons beyond the control of the Contractor;
- 4) The need to introduce changes caused by the following circumstances:
 - change of data related to the administrative and organizational support of the contract (e.g. changes to the bank account number),
 - changes in contact details,
 - change in the applicable VAT rate.
- 5) The Parties are free from liability due to total or partial failure to perform the obligations set out in this Agreement in cases caused by force majeure or extraordinary circumstances (e.g. state of emergency, martial law, natural disaster, etc.). The parties are obliged to notify each other within 24 hours of the cessation of force majeure.
- 6) The Party that is prevented from performing the obligations of this Agreement by force majeure is obliged to exercise due diligence in order to remove the effects of force majeure as soon as possible and to continue performing the Agreement.
- 7) Failure to meet the original order completion date for reasons other than those mentioned above will result in a contractual penalty being charged, which will be regulated in the contract with the Contractor.

XIV. ADDITIONAL INFORMATION

1. If the Tenderer whose offer has been selected avoids concluding the contract, the Ordering Party may select the most advantageous offer from among the remaining offers, without re-evaluating them.
2. Bidders are not entitled to legal protection against the conducted proceedings (protest, appeal, complaint) specified in the provisions of the Public Procurement Law.
3. The Ordering Party reserves the right to invalidate or change the provisions of the tender procedure at any time.



signature

Ewa Kalka

Annex No. 1 - Order specifications
Annex No. 2 - Offer Form;
Annex No. 3 - Bidder's declarations;
Annex No. 4 - Declaration of deficiency

GREENVIT Sp. z o.o.
ul. Aleja Wojska Polskiego 27A
18-300 Zambrów
KRS 0000362038, Regon 200378382
NIP 7231619950

Członek Zarządu