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Unia Europejska  
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Rozwoju Regionalnego



Kornica, 17.02.2017r.

## Inquiry for offer

### PROJECT NAME

**„Introducing of production of big size structured matrixes and punches for ceramic industry by new machinery and equipment buying”**

### FINANCING

**Project co-financed by European Regional Development Fund under the Measure 2.5: Supporting the sector of Small and Medium Companies, Regional Operational Programme in Świętokrzyskie Voivodship for 2014-2020, Application No: RPSW.02.05.00-26-0035/16**

### ORDERING COMPANY

„ORIZZONTE POLSKA”  
SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ  
Kornica, Przemysłowa St. No 3,  
26-200 Końskie, Poland  
e-mail: [januszhurec@orizzonte-polska.pl](mailto:januszhurec@orizzonte-polska.pl)

### SUBJECT OF ORDER – GENERAL DESCRIPTION

#### 1. Description of order:

**Delivery of CNC Aluminum Engraving machine (including protection cabin)**

#### 2. Type of order:

Delivery.

#### 3. Technical parameters of order:

The subject of order is invitation to tender for delivery of machine- CNC Aluminum Engraving machine (including protection cabin) (code CPV 42637300-3 CNC milling machines)

#### 4. Technical parameters (minimal ones in common):

- |   |  |
|---|--|
| - 3 axes movement (working range)               | - min. (x2400mm) x (y1200mm) x (z250mm)        |
| - Electrical Motors for axis control            | - Brushless stepper motor with encoder control |
| - Electrical spindle                            | - Max 24.000 rpm 300 Hz 220/380V 3.KW er 20    |
| - Spindle Driver                                | - Card Driver Yaskawa 3 KW                     |
| - Controller                                    | - ADHEC 4 axes CNC                             |
| - Software                                      | - Type FANUC with USB/LAN                      |
| - VGA Display                                   | - min 8”                                       |
| - Control panel                                 |  |
| - Programming resolution                        | - 0,01 mm                                      |
| - CE certifications, manuals, declarations etc. |  |
| - CE plate.                                     |  |



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**Additional services included in offer:**

- Test before machine delivery,
- Machine installation and start up.

All additional costs excluding the price of machine e.g. transport costs, installation, start up, customs costs etc. – on supplier side.

**OTHER INFORMATIONS (ESPECIALLY LAW, ECONOMICAL, FINANCIAL AND TECHNICAL)**

**1. Description of tender conditions:**

- 1.1. Participants have to possess all necessary funds which will allow right and in accordance with the deadline implementation of order. Have to possess all necessary experience and knowledge to implement the subject of contract. Enclosed Annex no 1 is the example of Declaration.
- 1.2. From the tender are excluded participants who have capital or personal connections with contractors. As a capital connection we understand: connection between ordering company, its authorized persons or other indicated by ordering company to proceed the process of tender and offer choosing from one side and from the other possible contractor which especially consist of: 1). Be a partner in a solo trade company, partnership company, 2). To possess min 10% of company shares, 3). To be on position in company supervising member, management member, plenipotentiary or proxy, 4). To be in state of being married, first/straight family connections, family connection of second line or side line, custody, protection. Declaration has to be attached to the tender offer according to enclosed Annex no 2.

**2. Way of offer preparing, terms and place of offer submit:**

- 2.1. Complete offer should have:
  - a. name and company address, tax identify number, Bidder telephone contact,
  - b. detailed description of machine technical parameters,
  - c. machine net price,
  - d. the price-offer should include all obligations, should be indicated in EUR or PLN. To compare offer indicated in different currencies, the price will be calculated according to National Bank of Poland medium rate with the date of day preceding the day of offer's opening. The price indicated in offer should cover all the costs connected with its preparing and realization of order. The price can be only one for the subject of tender. We do not allow any optional offers. The offered price is valid for the whole time of offer validity and contract implementation,
  - e. term of delivery – maximum delivery term of order (in weeks, starting from order date),
  - f. time and conditions of guarantee,
  - g. service information, with detailed data regarding reaction of supplier in case of machine problem,
  - h. date of contract and validity of offer (min 30 days from the last day of tender),
  - i. conditions and term of payment,



- j. Bidder signature with the personal and company stamp – offer have to be signed by person authorized or other person entitled to represent with power of attorney signed by authorized person (the Power of attorney should be enclosed to the offer),
- k. Bidder statements – according to the Annex no 1 and Annex no 2.
- 2.2. Offer must be submitted till 03.03.2017 till 15:00.
- 2.3. Offer must be submitted in writting in one of the following ways: e-mail address: januszhurec@orizzonte-polska.pl (scanned documents with signature and stamps), post or personally on company address: Orizzonte Polska Sp. z o.o. Kornica, Przemysłowa St. No 3, 26-200 Końskie, Poland.
- 2.4. Offers delivered after date indicated in point no 2.2. will not be considered.
- 2.5. It is possible to prepare offers in polish, english or italian language.
- 2.6. During the process of offers rating, contracting company can demand additional explanations – regarding content of delivered offer.
- 2.7. Each Bidder may submit only one offer.
- 2.8. Partial offers are not allowed.
- 2.9. Optional offers are not allowed.
- 2.10. All costs connected with preparing offer are covered by Bidder.
- 2.11. Implementation deadline of the contract: till 30.06.2017

### 3. Offer's rating:

Choosing best offer will be based on the following criteria (max quantity of points possible to get: 100):

#### Name of rating

Name of rating	Points
1. Net price	from 0 to 60
2. Terms of payment	from 0 to 20
3. Guarantee conditions and validity	from 0 to 10
4. Service reaction	from 0 to 10

### 4. The system of point calculations will be as follows:

- a. Price, LP – lowest given price divided by controlled-analyzed ones and multiplied by 60 points.
- b. Terms of payment, TP, 20 points - 100% of payment after delivery of machine, in case of prepayment till 30% of value – 15 points, in case of prepayment for more than 30% of value - 0 points.
- c. Guarantee, G, 10 points if the guarantee will be given for 2 years. 1 year guarantee - 5 points. Less than 1 year – 0 points.
- d. Service, S, 10 points in case of reaction till 5 working days. 5 points till 7 working days. 0 points for more than 7 working days.

Contracting company will choose the best offer according to the point balance according to above mentioned name of rating and will sign the contract with chosen company.  
Contracting company does not predict the public offers opening.



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**5. Contracting company reserves the rights to:**

- a. change conditions of order giving,
- b. to cancel the procedure,
- c. not choosing any presented offers without giving explanations,
- d. leave offer without consideration if is not made according to the indications of this inquiry.

In case of occurrence of those circumstances the Bidders does not have any claims against contracting company.

**Additional informations**

Person responsible for all additional informations is Mr Janusz Hurec, tel. +48 41 375 61 24, e-mail: [janushurec@orizzonte-polska.pl](mailto:janushurec@orizzonte-polska.pl).

This inquiry will be also placed on the company's website: [www.orizzonte-polska.pl](http://www.orizzonte-polska.pl).

Annexes:

Annex no 1 – Bidder Declaration

Annex no 2 – Bidder Declaration of not having capital and personal relations

Best Regards

Janusz Hurec



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Annex no 1

## **Bidder Declaration**

By submitting an offer for delivery of CNC Aluminum Engraving machine (including protection cabin) hereby declare, that as a Bidder:

1. I have read the conditions described in inquiry and do not have any reservations and possess all information's necessary for preparing the offer.
2. Persons, who will take part in order implementation have all required by law permissions to make/implement the subject of the contract.
3. I have permissions for following activity described in range of order subject.
4. I have all necessary experience and knowledge to implement the subject of contract.
5. I am not in state of bankruptcy, under receivership or note in process of liquidation.
6. I possess all necessary funds which will allow right and according to the Schedule implementation of order.
7. The subject of order will be made without any support.
8. All information included in the offer are true and actual.
9. In case of an individual – the person is not fund guilty with the court judgment for the false testimony, bribery against property, documents, cash and securities turnover, economic revolution, bank system, penal-taxes or other connected with the economic activity or other committed to achieve the financial benefits.
10. Not individual, when the person who is the member of management authority or partner was not fund guilty with the court judgment, look point 9.
11. Does not have any debts to the public, law institutions.

.....date .....

.....  
(Bidder stamp and signature)



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Annex no 2

## **Bidder Declaration of not having capital and personal relations**

In response to the tender inquiry regarding delivery of CNC Aluminum Engraving machine (including protection cabin) hereby declare, that as a Bidder we do not have with the Ordering Company any capital or personal relation.

As a capital and personal relations we understand common connection between ordering company, acting in the name of ordering company authorized persons or other indicated by ordering company to prepare and proceed the process of tender and offer and contractor which especially regards:

- 1) Be a partner in a solo trade company, partnership company,
- 2) To possess min 10% of company shares,
- 3) To be on position in company supervising member, management member, plenipotentiary or procurement,
- 4) To be in state of being married, first/straight family connections, family connection of second line or side line, custody, protection.

.....date .....

.....  
(Bidder stamp and signature)