

## LETTER OF ENQUIRY 1/INNOMOTO/2017

for the selection of subcontractor, which will realize part of  
substantive work in 2017

within the framework of the project submitted for funding under Priority Axis "Support for  
conducting R & D work", Measure 1.2 "Sectoral R & D programs," The Sectoral Programme  
"INNOMOTO" Operational Programme Smart Growth for the years 2014-2020

### I. NAME AND ADDRESS OF THE ORDERER

Wielton S.A.  
Rymarkiewicz 6  
98-300 Wieluń  
Poland  
Phone: 43 843 45 10  
e-mail: [wielton.office@wielton.com.pl](mailto:wielton.office@wielton.com.pl)  
www: <http://www.wielton.com.pl/>

### II. PROCEDURES OF AWARDING CONTRACTS

Competition procedure with the principles specified under the *Guidelines on the  
eligibility of expenditure under the ERDF, the ESF and SF for the years 2014-2020  
(horizontal guidelines) and Programme Guideline of OP Smart Growth.*

### III. PUBLICATION DATE

**JANUARY 12th 2017**

### IV. ORDER DESCRIPTION

**CPV CODE:**

**73100000-3 Research and experimental development services.**

**The contract is to perform research service within the individual phases of the project:**

#### 1) PHASE I:

- Design, development requirements in the selection of parameters and construction solutions for the production of isothermal body / refrigerated semi-trailer
- developing technological requirements in relation to the new line in terms of the research assumptions and parameters of planned for the production of semi-trailers (refrigerated semi-trailer)
- evaluation of the conceptual framework for the future line in terms of production capacity for components that meet the required design parameters of trailers (refrigerated semi-trailer)
- development of technological processes,
- performing stress analysis based on the Finite Element Method (FEM).

#### 2) PHASE II:

- participation in the construction of the prototype of technology line,
- monitoring of the quality parameters of the prototype line in order to comply the construction assumption.

3) PHASE III:

- testing and validation of the prototype and the introduction of necessary improvements in order to achieve the research assumptions in terms of developed solutions,
- monitoring of the quality parameters of the prototype of the technological line in terms of compliance of construction assumptions.

**V. CONDITIONS OF PARTICIPATION IN THE PROCEEDINGS**

1. Bidders who have the necessary knowledge and experience in R & D projects and have the appropriate technical and human potential to perform the contract.
2. Bidders who have the necessary knowledge and experience to perform the contract and that they are in an economic situation and financial providing the performance of the contract.
3. The contractor of services may not be an affiliate of the purchaser personally or financially. Through capital connections or personal understand the interactions between the contracting authority or persons authorized to enter into commitments on behalf of the customer or persons performing on behalf of the contracting activities related to the procedure for selecting the contractor and the contractor, in particular by:
  - a) participation in the company as a partner or partnership,
  - b) the possession of at least 10% of shares, unless the lower threshold is not required by law or has not been specified by the MA in the programming guidelines,
  - c) the functions of a member of the supervisory or management, proxy, representative,
  - d) remaining married in consanguinity or affinity in a straight line, the second degree of kinship or affinity of the second degree in the collateral line or by adoption, guardianship or custody.

In case the National Centre for Research and Development finds procurement entity affiliated in any way other than specified in subparagraph a-d, institution is required before the call to return the funds demonstrate the existence of a breach of competition rules through the existing relationship.

**VI. ACCESS CRITERIA:**

1. The tenderer shall indicate in the offer description minimum of three projects and a minimum of five years of experience:
  - in the design, development requirements in the selection of parameters and construction solutions for the production of isothermal body / refrigerated semi-trailers
  - the development and implementation of technological assumptions for production line of semi-trailers (refrigerated)

- prototyping process of line for manufacturing of components to be able to meet the required construction parameters of semi-trailers (refrigerated)
- design and prototyping of semi-trailers (refrigerated).

Access criterion is deemed to be fulfilled provided the offer description of projects completed by the tenderer.

## VII. EVALUATION CRITERIA

Tenders will be evaluated on a scale of 0 to 100 points based on the following criteria:

### 1. Price – 60 points. (60%)

The number of points in the criterion "price" will be given by the following formula:

$$P_i = [C_{min}/C_i] \times 60 \text{ points}$$

Where:

$P_i$  - number of points for the offer 'i' in the criterion of "price"

$C_{min}$  – the lowest total price of all the prices proposed by all bidders

$C_i$  – total price of the offer „i”

### 2. Service timing – 40 points (40%)

The number of points in the criterion "time of service" will be awarded according to the following scheme:

- 0 points – execution time longer than 27 months.
- 10 p. – execution time: within 26 months from the date of the order of R&D works
- 20 p. – execution time: within 25 months from the date of the order of R&D works
- 30 p. – execution time: within 24 months from the date of the order of research by the Employer.

MAXIMUM NUMBER OF POINTS POSSIBLE TO OBTAIN: 100 (100%).

The offer should be made to all the selection criteria. If the tenderer does not indicate the information to assess one or more of the criteria the offer may be regarded as invalid, or in the assessment will be conferred 0 points for given criterion.

Submitted offer will be evaluated by the selection board, whose members will include employees of the Purchaser. The appraisal will be based on the above criteria.

Purchaser after evaluation of submitted offers propose a bidder who obtained the highest number of points, the conclusion of a conditional agreement for the implementation of the contract.

**VIII.** Condition of entry the contract into force with the selected contractor will be to sign the Agreement on project financing under Priority Axis "Support for conducting R & D work", Measure 1.2 "Sectoral R & D programs," The Sectoral Programme "INNOMOTO" Operational Programme Smart Growth for the years 2014-2020.

**IX. DEADLINE AND METHOD OF SUBMITTING OF OFFER**

1. The Offer should be submitted until 19.01.2017 r.
2. Purchaser does not provide for extending the deadline for the submission offers.
3. Offers submitted after the specified deadline will not be considered. What counts is the date of receipt of the offer to the Purchaser.
4. The offer must be submitted on the form attached to this question.
5. The offer shall be made in Polish or English language.
6. Do not allowed variants or in part.
7. The costs associated with the preparation of the bid shall be paid by the Offeror.
8. Offer and annexes should be signed by persons authorized, or authorized representative of the Offeror.
9. The offer should be clear, i.e. made without additions, options, variants and deletions.
10. In the case of an offer submitted on paper it should be tense in a sustainable way.
11. The offer must include a completed application form with attachments to the form attached to this inquiry, including at least:
  - a. The name and address of the bidder
  - b. The date of preparation
  - c. Validity of the offer
  - d. Net price and gross divided into phase indicated in the offer.
  - e. Delivery time offer
  - f. Details of contact person
  - g. Name and signature of bidder
12. Annex number 2 Statement of the lack of connections should be attached to the offer.
13. The lack of any of the above parts may result in rejection of the offer.

**X. CONTRACT SUPPLEMENTARY AND ADDITIONAL**

1. Purchaser reserves the right to grant the contractor selected in the result of the procedure for selection of supplementary order in the amount not exceeding 50% of the contract, as defined in the agreement concluded with the contractor. Object of the contract supplementary will be consistent with the subject of the main contract.
2. Purchaser reserves the right to grant the contractor selected in the result of the procedure for selection additional order not covered by the basic rate not exceeding 50% of the executed order required for its proper implementation, the execution of which became necessary as a result of the situation impossible to predict if:
  - a) due to technical or economic separation of an additional order
  - b) from the main contract would require incurring disproportionate costs or
  - c) the basic performance of the contract is dependent on the performance of the contract further.

**XI. CHANGE OF AGREEMENT**

Purchaser reserves the right to change the scope of a conditional contract with the offeror selected in the result of the procedure for public procurement of the following:

- a) reasonable changes in the way the subject of the order,
- b) objective reasons beyond the customer or supplier,
- c) the circumstances of force majeure,
- d) changes in legal regulations in force at the date of signing the contract,
- e) receipt of the decision unit financing project containing the changes in the scope of tasks, deadlines or establishing additional provisions, to which the contracting authority will be required.

**This letter of inquiry has been placed at the registered office of the Company on the bulletin board: Rymarkiewicz 6, 98-300 Wieluń, Poland.**

**List of attachments:**

- 1. Appendix 1. Template of the offer.**
- 2. Appendix 2. Statement of the lack of connections.**

## Appendix 1: template of the offer

### OFFER FORM

In response to the Letter of Inquiry 1 / INNOMOTO / 2017 regarding the selection of subcontractors, which will realize part of substantive work in 2017 within the framework of the project submitted for funding under Priority Axis I "Support for conducting R & D work", Measure 1.2 "Sectoral R & D programs," The Sectoral Programme "INNOMOTO" Operational Programme Smart Growth for the years 2014-2020 we make the following offer:

<b>Data of the Offeror</b>	
Name	
Address	
Tax identification number	
Register of National Economy (REGON)	
National Register of Court (KRS)	
Entity fulfills the condition of the prohibition on the award of contracts to related parties (YES/NO)	
<b>Data of contact person</b>	
Name and surname	
e-mail address	
phone	
<b>Offer parameters</b>	
The date of preparation of the offer	
Expiration date of the offer	
<b>Proposed implementation of the subject of the offer indicating the necessity of implementing the tasks in the context of the implementation of the project and the achievement of its results.</b>	
<b>The reference to the selection criteria offer</b>	
Net and gross price divided into each specified phase (PLN)	
Total net and gross price of offer (PLN)	
Time of service	
<b>Terms of realization and payment deadline</b>	
Payment deadline	14 days from invoice on the basis of the signed Protocol of receipt of contracted work

**The Offeror statement :**

Oświadczamy, że zapoznaliśmy się z Zapytaniem Ofertowym i nasza oferta zawiera wszystkie elementy określone w Zapytaniu.

We declare that we are acquainted with the letter of inquiry and our offer contains all the elements specified in the letter of inquiry.

Name of the person authorized to make an offer	
Official position	
Date and signature	

## Appendix 2. Statement of the lack of connections

....., dn. ....

### Statement of the lack of personal and financial connections

In response to the Letter of Inquiry 1 / INNOMOTO / 2017 regarding the selection of subcontractors, which will realize part of substantive work in 2017 within the framework of the project submitted for funding under Priority Axis I "Support for conducting R & D work", Measure 1.2 "Sectoral R & D programs," The Sectoral Programme "INNOMOTO" Operational Programme Smart Growth for the years 2014-2020 I declare that I am not affiliated with the Purchaser personally or financially.

Through financial connections or personal understand the interactions between the contracting authority or persons authorized to enter into commitments on behalf of the customer or persons performing on behalf of the contracting activities related to the procedure for selecting the contractor and the contractor, in particular by:

- a. participation in the company as a partner or partnership,
- b. the possession of at least 10% of shares, unless the lower threshold is not required by law or has not been specified by the MA in the programming guidelines,
- c. the functions of a member of the supervisory or management, proxy, representative,
- d. remaining married in consanguinity or affinity in a straight line, the second degree of kinship or affinity of the second degree in the collateral line or by adoption, guardianship or custody.

.....  
Date and signature of  
the person authorized to make an offer