

**„VITROFLORA Grupa Producentów” Sp. z o.o.**  
**Trzêsacz 25**  
**86-022 Dobrcz**

## **REQUEST FOR QUOTATION**

**„VITROFLORA Grupa Producentów” Sp. z o.o invites you to submit bids for the delivery, assembly and startup of the robot for packing the seedlings.**

### **I. BASIC INFORMATION**

The proceeding is conducted in accordance with the principle of competitiveness and is not subject to the provisions of the Act of 29 January 2004 Public Procurement Law (Journal of Laws No. 2015, 2164, as amended).

The order will be implemented within the project: "Improving the quality of storage and preparation of products for sale at the applicant's plant in Trzêsacz by purchasing machinery and equipment" under sub-measure 4.2 "Support for investments in the processing, marketing or development of agricultural products", which is applied for co-financing from the European Agricultural Fund for Rural Development Under the Rural Development Program 2014-2020.

### **II. SUBJECT OF THE ORDER:**

The contract relates to the supply, installation and startup of the robot for packing the seedlings of the following technical parameters:

Identification of the subject of the order according to the Common Procurement Vocabulary (CPV)

- CPV: 42921300-1 Machines for bulk or unit packaging.
- CPV: 42921310-4 Tape Machines.
- CPV: 42921320-7 Machines for bulk packaging.
- CPV: 42921330-0 Machines for unit packaging.

**Below the detailed specifications for the subject of the order:**

**Functions of the robot for packing the seedlings:**

- To automate the labor-intensive manual packing of rooted cuttings including seedlings of Pelargoniums.
- To facilitate a process of cleaning and selecting plants.
- To automate the process of picking up the plants from trays in a growing density to place the plants into a shipment density.

**Input process:**

- 84 cells trays (7x12) with rooted Pelargoniums in paper pots.
- The plants are spaced in rows for more space during the rooting period.
- Plants have a variation in size.
- Plants can have dead leaves.

**Output process:**

- 100% filled 84 cells trays (7x12) with rooted Pelargoniums in paper pots.
- Dead leaves are removed.
- Small plants are removed.

**Specification for Pelargonium Packing Line:**

- The line starts with workplaces for manual cleaning and checking the plants. The small plants can be removed here.
- The trays are automatically moved into a pick and place unit.
- The pick and place unit is equipped with 24 plant grippers. The pick up takes from 2 trays simultaneously from the long side of the tray.
- This plant grippers can be removed completely for manual disinfection.
- The pick and place unit can be equipped with different sizes of plant grippers. To ensure a smooth pick up from smaller or bigger size plants in the future.
- The speed of entering the plant grippers into the paper pots is infinitely adjustable.
- A leaves protection system must be attached at the pick and place unit to prevent leaves damages.

- The empty trays after the pick and place unit must be directly reused. This is done by an automatic system which positions the empty tray at the destination side.
- The superfluous trays are automatically released.
- The 100% filled trays are discharged on a roller track with a system-end switch.
- The total length of device with feeders is not higher than 8,5 cm
- The speed of the line is up to 20.000 plants per hour.

### III. EXECUTION TIME:

- The order will be executed **from 18 September 2017 until 31 December 2017**.
- The Purchaser reserves the right to change the implementation schedule at the stage of the conducted proceedings as well as at the stage of contract execution. The changes of the schedule for implementation of other elements of the project may be the basis for changing the schedule of order implementation.

### IV. PLACE OF IMPLEMENTING THE OBJECT OF THE CONTRACT:

Trzęsacz 25, 86-022 Dobrcz.

### V. CONTACT DETAILS AND FORM OF INFORMATION TRANSMISSION:

The person authorized to contact the participants in the proceedings is:

**Michał Anhalt**

**Phone: 502 306 496**

**e-mail: [m.anhalt@vitroflora.com.pl](mailto:m.anhalt@vitroflora.com.pl)**

**working hours: 9.00 – 15:00.**

### VI. OFFER VALIDITY:

- The bidder remains bound to the offer submitted for the period of sixty (60) days.



- Time of the validity of the offer begins with the end of the time for submission of offers.
- Before the deadline of the submission of offers, Purchaser May request for an extension of the deadline of the tender.

## VII. TERMS OF PARTICIPATION IN THE PROCEEDINGS:

- Offers can be submitted:
  - o In paper form in person at the Purchaser or sent by post/ courier to the address of the Contracting Authority: the offer, together with required attachments must be placed in an envelope addressed to the Purchaser with description: **Offer for robot for packing plants.**
  - o In electronic form: the offer in the form of a scan should be sent to the address indicated in the Request ([m.anhalt@vitroflora.com.pl](mailto:m.anhalt@vitroflora.com.pl)).  
Correspondence shall be deemed to have been made within the time limit if its content has reached the Purchaser before the deadline for submission of offers.
- Purchaser does not allow the possibility of submitting partial tenders as part of the contract.
- Purchaser does not allow the possibility of submitting variant offers understood as offers, which provide for different way of order fulfillment specified by the Contracting Authority.

## VIII. REQUAIED CONDITIONS AND DOCUMENTS:

- 1) Bidders who meet the following conditions may apple for the contract:
  - are authorized to perform specific activities or actions, if the law imposes an obligation to have them;
  - have the necessary knowledge and experience, i.e. delivered in the past 3 years prior to the deadline for submission of tenders in the procedure, and if the period of activity is shorter - in this period, at least one (1) machine for packaging seedlings realized andprovided under a separate agreement.

- have the appropriate technical capacity and persons capable of performing the contract;
- they are not excluded from participation in the proceedings.

2) The procedure excludes the following:

- Tenderers who during three years prior to the initiation caused material injury to the Purchaser in relation to the contract by failing to complete the order or doing it inadequately.
- Tenderers in relation to which bankruptcy proceedings were commenced.
- Tenderers who are natural persons, who have been validly sentenced for an offense committed for financial gain.
- Legal persons of the Company, whose partner or active member of the managing authorities were sentenced for an offense committed for financial gain.
- Tenderers who did not submit statements or did not meet other requirements specified in the inquiry.
- **The entities that are personally or financially related to „VITROFLORA Grupa Producentów” Sp. z o.o.**

That what is meant by personal or by capital relations are reciprocal connections between Purchaser or persons entitled to incur obligations on behalf of the Purchaser or persons performing on behalf of the Purchaser actions related to the preparation and carrying out the procedure for selecting the contractor and the contractor, they include in particular:

- a) participating in the partnership as a partnership member or civil law partnership member,
- b) holding at least 10% of shares and stock,
- c) acting as a member of the supervisory or management authority, proxy, plenipotentiary,

- d) remaining in a marriage, in a direct kinship or affinity, secondary kinship or affinity, in adoptive relationship, custody or guardianship,
  - e) To remain with the Contractor in such a legal or factual relationship that this may give rise to reasonable doubts as to the impartiality of such persons.
- 3) In order to demonstrate compliance with the conditions for participation in the procedure, each of the Tenderers should submit the following statements and documents with the offer:
- Current excerpt from the relevant register or current certificate of entry in the business register, confirming that no liquidation or bankruptcy was opened / declared during the 3 months prior to the deadline for submission of tenders.
  - The power of attorney granted to individuals if they are not authorized to represent the participant in the proceedings on the basis of the appropriate register.
  - The offer should include at least one (1) delivery reference for the past 3 years before the deadline for submission of tenders, and if the period of operation is shorter - at least one (1) device for packing seedlings, implemented under a separate agreement, which included the scope of delivery and assembly of the robot for packing the seedlings.
  - Declaration of meeting the conditions for participation in the procedure (appendix 1 to the inquiry);
  - Statement of lack of grounds for exclusion from participation in proceedings (Attachment No. 2 to the inquiry).
- 4) Absence of any required documents or filling of the document in the wrong form upon request to complete the documentation at the time specified by the Ordering Party will result in rejection of the offer.
- 5) These documents should be provided in the form of signed originals and copies of the documents should be certified by the person authorized to represent the subject.

**IX. PREPARATION OF THE OFFER:**



- 1) Offer must be in Polish or English .
- 2) Purchaser allows the submission of tenders:
  - a. In paper form: the offer together with the required attachments should be placed in an envelope addressed to the Purchaser with the description: **Offer for robot for packing seedlings.**
  - b. In electronic form: the offer in the form of a scan should be sent to the address indicated in the Request. Correspondence shall be deemed to have been submitted within the time limit if its content has reached the Purchaser before the deadline for submission of tenders.
- 3) Offer should contain:
  - full name and address of the Tenderer, date of preparation of the Tender;
  - description referring to the parameters / range specified in the inquiry;
  - the value of the offer in PLN net and gross, along with the value and VAT rate, covering the complete scope of delivery and services related to the execution of the subject of the contract. The offer should include a price breakdown on net and gross prices;
  - the offer should be valid at least sixty (60) days, time of the validity of the offer begins with the end of the time for submission the offers;
  - date of contract performance;
  - proposed warranty period (in months). Minimum warranty period required: 12 months
  - Statement that the offered price includes all costs associated with the execution of the order specified in the Bid Request.
  - Declaration of acquaintance with the content of the Request for Proposal and not raising objections to it in particular as to its completeness or regularity.
- 4) Deal must be accompanied by the required annexes defined in this query.

#### X. EXPLANATION OF QUESTIONS:

- 1) The Tenderer may request in writing the ordering party to clarify the content of the inquiry no later than 4 days before the deadline for submission of tenders. The Ordering Party will provide written explanations without delay.
- 2) The written content of the explanations will be - without disclosing the source of the query - published on the website.
- 3) The Purchaser reserves the right not to respond to questions submitted after the above deadline.
- 4) The contracting authority may, before the deadline for submitting tenders, modify the content of the request. The modification thus made by the Purchaser shall be sent to all Tenderers who apply for the contract or place on their website.

#### **XI. SELECTION CRITERIA:**

The best Tender will be chosen from among the Tenders submitted by Tenderers who meet the conditions for participation in the procurement procedure based on the following evaluation criteria:

<b>Criteria (C)</b>	<b>Maximum number of points</b>
<b>1. Net price</b>	<b>80</b>
<b>2. Warranty period (in months)</b>	<b>20</b>
<b>SUM</b>	<b>100</b>

##### **1. Criteria 1.Net price:**

- the price of the contract should include all the costs necessary to complete the entire contract;
- the net and gross price should be reported in Polish zloty to the nearest two decimal places;
- evaluation under the criterion is subject to the net price for performance of the object of the contract;
- to the way of awarding points:

Spot Score (K 1) = ((the lowest net price of the correct bids submitted) / (net price of the offer) x 100% x 80 points.



## **2. Criteria 2. Warranty period (in months)**

- Warranty period should be given in the months following execution of the object of the contract;
- to the way of awarding points:

Spot Score (K 2) = ((Guaranteed Offer Period) / (Longest Guaranteed Period) x 100% x 20.

### **Total number of points obtained by the surveyed tender = K1 + K2**

The most advantageous offer will be the offer which will receive the highest number of points calculated as the sum of the points obtained in the mentioned criteria.

If the best bid cannot be selected because two or more bids will receive the same score, the awarding entity will use the decisive criterion for the environmental and climate impact, ie. the higher energy efficiency.

The Ordering Party reserves the right to negotiate or negotiate prices with the Bidders who agree to participate in the negotiations.

## **XII. ADDRESS AND DEADLINE FOR SUBMISSION OF OFFER:**

- Offers must be submitted personally in the Ordering Party's premises or sent by post / courier to: Vitroflora Group of Companies z o.o. Trzesacz 25 86-022 Dobrcz, or send by e-mail to [m.anhalt@vitroflora.com.pl](mailto:m.anhalt@vitroflora.com.pl) until 12 September 2017. Until 15:00.
- Tenders submitted after the deadline will not be considered and will be returned to the Tenderers.
- The Ordering Party may extend the deadline for submitting tenders:
  - a) If you modify the content of the query, additional time is needed to make changes to your offers;
  - b) At the justified request of the Tenderer;
  - c) On the extension of the time limit for submission of tenders, the Purchaser shall immediately inform all the Tenderers or the information on its website.

### **XIII. TENDER ALLOTMENT:**

- The ordering party will notify the results of the proceedings of all the participants in the proceedings in the same manner as they were notified of the initiation of the proceeding.
- Information about the results will be sent to each Tenderer who submitted the offer and will be placed on the Ordering Party's website.
- The ordering party shall award the tender to the successful Tenderer who has been assessed as the best bidder based on the selection criteria. The selected Tenderer will determine the date and place of signing the contract.

### **XIV. ADDITIONAL INFORMATION:**

1. All costs related to the preparation and submission of tenders shall be borne by the Tenderer.
2. The Ordering Party reserves the right to make significant changes to the provisions of the contract concluded with the selected Contractor in relation to the content of the offer, in the following cases:
  - changes relate to the award of the Contractor selected through competitive procurement rules, supplementary amount not exceeding 50% of the basic contract, provided that these orders are consistent with the primary object of the contract.
  - change of the applicable VAT rate - if the change of the VAT rate will result in an increase of the contract performance costs on the Contractor's side, the Ordering Party may increase the remuneration by an amount equal to the difference in the amount of tax paid by the Contractor;
  - changes in the schedule of the order realization, resulting from delays in obtaining permits, administrative decisions and changes in the timetable for implementation of other elements of the project.



3. The Ordering Party reserves the right, in justified cases, at any time before the closing date for submission of tenders, to modify and supplement the content of the invitation to tender and to extend the time limit for submission of tenders. Information on the change will be posted on the Ordering Party's website as well as sent by e-mail to all the Tenderers to which the invitation to tender was sent.
4. The Purchaser reserves the right not to choose the offer and close the proceedings without giving a reason, dismiss the proceedings before the deadline for submission of tenders and cancel the proceedings, wholly or in part without giving any reason and bearing any legal or financial implications.

**XV. ATTACHMENTS:**

- 1. Tenderer's statement 1.**
- 2. Tenderer's statement 2.**



Prezes Zarządu  
*Tomasz Michalik*  
Tomasz Michalik