



Europejski Fundusz Rolny na rzecz Rozwoju Obszarów Wiejskich: Europa inwestująca w obszary wiejskie

Trzęsacz, November 30, 2018

REQUEST FOR QUOTATION

Identification data of the Ordering Party:

“VITROFLORA Grupa Producentów” Sp. z o.o.

Trzęsacz 25

86-022 Dobrcz, Poland

“VITROFLORA Grupa Producentów” Sp. z o.o. invites you to submit bids for delivery, assembly and commissioning of a robot for packing seedlings within the budget item A.5 “Robot for packing seedlings” within the project “Improvement of Warehousing Quality and Preparation of Products for Sale in the Applicant’s Plant of Trzęsacz Through Purchase of Machinery and Equipment.”

The procedure is conducted in accordance with the principle of competitiveness and is not subject to the regulations of the act of January 29, 2004. Public Procurement Law (Journal of Laws 2015. 2164 with later amendments).

The order will be carried out within the project “Improvement of Warehousing Quality and Preparation of Products for Sale in the Applicant’s Plant of Trzęsacz Through Purchase of Machinery and Equipment” within the sub-measure 4.2 "Support of investments in processing, marketing and development of agricultural products" within the Rural Development Program 2014-2020.

A. DESCRIPTION OF THE SUBJECT OF THE ORDER

1. The order regards delivery and assembly along with activation of a robot for packing seedlings with the following technical parameters:

- a) Description of the subject of order according to the Common Procurement Vocabulary (CPV):
 - CPV: 42921300-1 Machines for bulk or unit packing.
 - CPV: 42921310-4 Strapping machines
 - CPV: 42921320-7 Machines for bulk packaging
 - CPV: 42921330-0 Machines for unit packaging
- b) Below, there is the detailed specification of the subject of the order:

Purpose of automation:

- To automate the labor-intensive manual packing of pelargoniums.
- To facilitate an easier manual process of cleaning and selecting plants.



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- 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.
- To small plants are removed.

Requirements Pelargonium Packing Line:

- The line starts with workplaces for manual cleaning and checking the plants. Too 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 is 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 leave protection system must be attached at the pick and place unit to prevent leave damages.
- The empty trays after the pick and place unit must be directly reused. This is done by an automatic system which positioning the empty trays 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 speed of the line is up to 20.000 plants per hour.

2. Any common names used in documentation are for reference only. The Ordering Party allows the use of materials/products made by a different producer with equivalent technical parameters.

3. The Ordering Party does not allow for submitting partial bids, understood as offers for performance of part of the subject of the order.

4. The Ordering Party does not allow for submitting variant offers understood as offers anticipating a method for performance of the order that is different than the one specified by the Ordering Party.

5. Order delivery date

- a) The order will be performed not later than 31.03.2019.



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- b) Place of order completion: Trzęsacz 25, 86-022 Dobrcz, Poland
- c) The Ordering Party reserves the right to change the implementation schedule at the stage of procedure, as well as the stage of contract performance. The basis for change in the implementation schedule can include:
 - i) change in the schedule for implementation of different parts of the project;
 - ii) change in the schedule of performance of construction works that have an impact on performance of the subject of the order;
 - iii) change in the schedule of assembly or delivery of different equipment (that is part of the project) or installation, which precludes performance of the subject of the order;
 - iv) delay in receiving permits or other administrative decisions having impact on performance of the subject of the order;
 - v) changes in legal regulations in force in the range having impact on performance of the subject of the order.

6. The Ordering Party can change the Request for Quotation before expiration of the deadline for submitting bids, when:

- a) the changed Request for Quotation will be provided to different entities before expiration of this deadline;
- b) the changed Request for Quotation will include an extended deadline for submitting bids by the time that is necessary to implement changes in bids, when extension of this period is necessary due to an important change in the Request for Quotation, consisting in particular in the change of:
 - i) description of the task,
 - ii) terms of participation related to selection by the beneficiary a contractor for a given task included in the material-financial statement of operation or the method for evaluation of compliance of a given term in this procedure,
 - iii) bid evaluation criterion.

7. Explanation of the content of inquiry:

- a) The Bidder can send a question in writing to the Ordering Party the latest 3 days before the deadline for submitting bids. The Ordering Party will immediately provide explanations in writing.
- b) The written content of explanations will be – without revealing the source of question – published on the website.
- c) The Ordering Party reserves the right to not reply to the question sent after expiration of the deadline mentioned above.
- d) The Ordering Party can modify the content of question before expiration of the deadline for submitting bids. Modification made in this way is sent by the Ordering Party to all Bidders applying for awarding the order or placed on its website or portal of ARiMR orders.

B. TERMS OF PARTICIPATION IN THE PROCEDURE



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1. An order can be awarded to the Bidders who meet the following conditions:

- a) have permits to perform a specific work or activity, when legal regulations impose upon them an obligation to have them;
- b) have necessary knowledge and experience, i.e. delivered within the past 3 years before the deadline to submit bids in a procedure, and if a period of activity is shorter – in this period, at least one (1) machine for packing seedlings that is made and delivered under a separate contract.
- c) have proper technical capabilities and staff able to perform the order;
- d) are not subject to exclusion from participation in the procedure.

2. In order to confirm meeting of the conditions for participation in the procedure, each of the Bidders should submit along with the bid the following statements and documents:

- a) Current excerpt from a relevant register or current certificate on an entry to the commercial register, confirming appropriately that no liquidation or bankruptcy procedure has been initiated within 3 months before the deadline for submission of bids.
- b) Power of attorney granted to private individuals when they are not authorized to represent a participant of the procedure based on a proper register.
- c) The bid should be accompanied by at least (1) copy of reference regarding delivery within the past 3 years before expiration of the deadline for submission of bids in the procedure, and if a period of activity is shorter – in this period, at least one (1) machine for packing seedlings that is made and delivered under a separate contract, which range included delivery and assembly of a robot for packing seedlings.
- d) Statement on meeting conditions on participation in the procedure (Appendix 1 to the Request for Quotation);
- e) Statement on lack of grounds for exclusion from participation in the procedure (Appendix 2 to the Request for Quotation).

3. Lack of any of the required documents or incorrect submission of a document after a call to supplement documentation in the time specified by the Ordering Party causes rejection of the bid.

4. The mentioned documents should be submitted in the form of signed originals, and copies of documents should be certified for their compliance with the original by a person authorized to represent the entity.

C. INFORMATION ON EXCLUSION

1. The following bids are rejected:



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- a) the bids which content does not correspond with the content of the Request for Quotation,
- b) the bids submitted by the Bidder who does not meet the conditions specified in the Request for Quotation,
- c) the bids submitted by the Bidder who is subject of exclusion in relation to existence of personal or capital connections,
- d) the bids that have been submitted after the deadline for submission of bids.

2. The award procedure excludes the following:

- a) Bidders who within 3 years before the start of the procedure caused serious damage to the Ordering Party by failing to perform an order or performing it without due diligence.
- b) Bidders in relation to whom bankruptcy proceedings have been initiated.
- c) Bidders who are private individuals legally convicted of a crime committed for financial gain.
- d) Legal entities and Companies, whose shareholder or executive in office was convicted of a crime committed for financial gain.
- e) Bidders who did not submit the required statements or did not fulfil other requirements specified in the Request for Quotation.

3. Bidders who are connected by capital or personally with the Ordering Party are excluded from the procedure. Capital or personal connections are understood as mutual relations between the Ordering Party and persons authorized to enter into commitments on behalf of the Ordering Party or persons performing on behalf of the Ordering Party activities related to preparation and carrying out the contractor selection procedure and the contractor, consisting in particular in:

- a) participation in a partnership as a partner of a legal person or partnership,
- b) holding at least 10% of shares or stocks,
- c) acting as a member of supervisory or managing body, proxy, agent,
- d) remaining in a marriage, relationship or collateral kinship,
- e) remaining with the contractor in a legal or actual relationship that can give rise to reasonable doubts in terms of impartiality of such persons.

D. METHOD AND TIME FOR SUBMISSION OF BIDS

1. Bids should be submitted in person in the main office of the Ordering Party or sent by Polish postal service/overnight service **to the following address: Vitroflora Grupa Producentów Spółka z o.o. Trzęsacz 25 (86-022 Dobrcz)**, or sent by e-mail **to the following address c.ziarkowski@vitroflora.com.pl until 10th of December 2018, 10:00 a.m.**

2. The person authorized for contacts with participants of the procedure is:

Cezary Ziarkowski, email address: c.ziarkowski@vitroflora.com.pl, phone : +48502139501

3. The offer has to be made in Polish or English. Bids can be submitted:



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- a) on paper or in person in the main office of the Ordering Party or via Polish postal service/overnight service to the address of the Ordering Party: then the bid along with the required attachments should be placed in an envelope addressed to the Ordering Party with description: **Bid for a robot for packing seedlings.**
- b) by e-mail: then the scanned bid should be sent to the address shown in the Request for Quotation c.ziarkowski@vitroflora.com.pl. Correspondence is regarded as submitted on time when its content reached the Ordering Party before the deadline for submission of bids.

4. The Ordering Party can extend the deadline for submission of bids:

- a) when as a result of modification in the content of the request for quotation it is necessary to add more time to implement changes in bids;
- b) at a justified request of the Ordering Party;
- c) the Ordering Party will immediately notify all Bidders about extension of the deadline for submission of bids or will post this information on its website or portal of ARiMR orders.

5. The bid should contain at least:

- a) information identifying the Bidder (name and address);
- b) description referring to the parameters detailed in the request for quotation (description of the subject of the order);
- c) net and gross value of the offer in Polish zlotys, specifying also the value and rate of VAT tax, including the complete range of delivery and services related to performance of the subject of the order. The offer should contain price breakdown split to net and gross prices;
- d) the bid should be valid for at least 60 days; the time of validity of the bid begins along with expiration of the deadline for submission of bids;
- e) time of contract performance;
- f) proposed warranty period (in months). Required minimum warranty period: 12 months;
- g) Statement that the price on offer includes all costs related to performance of the order specified in the Request for Quotation;
- h) Statement on reading the content of the Request for Quotation without raising any objections, in particular in terms of its completeness or correctness.

6. Bids should include data identifying the Bidder, i.e. they should contain full name of the bid issuer (e.g. certified with name/header stamp, prepared on letterhead paper, etc.). Bids should also contain the date of document preparation and signature of the bidder or a person authorized to act on its behalf.

7. Submitted bids have to correspond with the content of the Request for Quotation. It is also recommended that the bid contains additional information, e.g. terms of payment,



Europejski Fundusz Rolny na rzecz Rozwoju Obszarów Wiejskich: Europa inwestująca w obszary wiejskie requirements regarding maintenance, inspections and servicing of equipment, estimate of the bid, etc.

8. The Bidder who submits a bid is bound by it for a period of 60 days. The time of validity of the bid begins along with expiration of the deadline for submission of bids.

9. Publishing of information about selection of the best bid obliges the Contractor to perform the subject of the order at the price offered in the printed bid.

E. BID EVALUATION CRITERIA

1. Selection of the best bid takes place based on the following criteria:

1.	Price	80%
2.	Warranty	20%

2. Description of the method for awarding points:

- a) Points for the 1st criterion are awarded according to the following formula:
Awarded points = (the lowest price offered in all bids that are subject of evaluation) x 80 points
- b) Points for the 2nd criterion – warranty are awarded according to the following formula:
Awarded points = (warranty period of the evaluated bid / longest warranty period in all bids that are subject of evaluation) x 20 points

3. The Ordering Party will perform calculation of points for a given bid for each criterion with two-decimal place accuracy. The order will be awarded to the Contractor who will receive the highest number of points (sum of points obtained for meeting the above mentioned evaluation criteria), meeting the conditions for participation in the procedure.

4. During assessment and evaluation of bids, the Ordering Party can request from Bidders explanations regarding the content of the submitted bids. The Ordering Party and Bidder cannot negotiate the bid and make any change in its content.

5. In an event when the price or cost is not the only criterion for evaluation of bids specified in the Request for Quotation, when two or more bids are submitted and they present the same balance of price or cost and other criteria specified in the Request for Quotation, the best bid among such offers is the bid with the lowest price or the lowest cost.

6. The Ordering Party will call the Bidders who submitted bids with the same lowest price or the same lowest cost to submit additional bids in the time specified by the Ordering Party, in the scope regarding price or cost in the event described in art. 5 or when price or cost is the only criterion for evaluation of bids specified in the Request for Quotation.

- a) The Bidders submitting additional bids cannot resent price or cost that is higher than in the originally submitted bids.



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- b) In the case of failure to submit any additional bid or submitting additional bids at the same lowest price or the same lowest cost, or rejection of all additional bids, the Ordering Party will complete the procedure without selecting any bid:
 - i) entirely, when it is not allowed to submit partial bids, or
 - ii) in relation to this part of the procedure, in which selection of contractor was not possible, when submission of partial bids was allowed.
- c) Additional bid is rejected in an event when:
 - i) it contains price or cost that is higher than in the submitted bid or
 - ii) it was submitted after the deadline for submission of additional bids specified by the beneficiary in the call to submit these bids.

F. CONTRACT WITH THE CONTRACTOR

1. It is planned that a contract will be signed with the selected Contractor for performance of the task. Such contract does not constitute part of the Request for Quotation, but some parts of the selected bid such as price, time of performance and warranty will be transferred to the contract.
2. The contract signed with the selected Contractor can be changed, when such change does not reduce or increase the range of service.
3. Change in the contract signed with the selected Contractor causing reduction in the range of service is allowed when as a result of circumstances not possible to foresee on the day of signing the contract, for a proper performance of a given task, performance of part of the works covered previously by this task has become unnecessary.
4. Change in the contract signed with the selected Contractor causing an increase in the range of service is allowed, when for a proper performance of a given task, it is necessary to perform additional works not covered previously by this task, and the necessity to perform them occurred as a result of circumstances not possible to foresee on the day of signing the contract, but performance of:
 - a) these works as a new task would result in a significant increase in costs for the beneficiary or
 - b) a given task depends on performance of these works or without performance of these works it is not possible to perform this task in its entirety.

G. COMPLETION OF THE BIDDING PROCEDURE

1. The Ordering Party will notify about the results of the bidding procedure all participants of the procedure in the same way as they have been notified about initiation of the procedure.



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2. Information about the results of the bidding procedure will be sent to every Bidder who submitted a bid and will be posted on the website of the Ordering Party and on the portal of ARiMR orders.

3. The Ordering Party will award the order to the Bidder whose bid has been evaluated as the best based on the selection criteria. The Ordering Party will specify the time and place for signing the contract to the selected Bidder.

4. Any costs related to preparation and submission of bids will be covered by the Bidder.

5. The Ordering Party reserves the right to not select any bid and to close the procedure without giving the reason, to cancel the procedure entirely or partially without giving the reason.

H. LIST OF APPENDIXES TO THE REQUEST FOR QUOTATION:

Appendix 1 – Statement on meeting conditions on participation in the procedure.

Appendix 2 - Statement on lack of grounds for exclusion from participation in the procedure.