

REQUEST FOR PROPOSALS NO. 01/2017

concerning the selection of the contractor who will be commissioned provision of a test service that will be the subject matter of the contract. The research service is planned within the Project that will be submitted under Regional Operational Programme of Lower Silesia 2014-2020, in order to obtain funding from the European Regional Development Fund.

1. Name and address of the Ordering Party

BMETERS Polska Sp. z o.o.

ul. Główna 60

51-188 Psary

(KRS: 0000241766, NIP: 915-169-62-11; REGON: 020128925)

phone +48 71 388 90 83

www.bmeters.pl

2. Contract awarding procedure

Tender conducted in accordance with the principle of competitiveness set out in the guidelines on the eligibility of expenditure under the European Regional Development Fund, the European Social Fund and the Cohesion Fund for the years 2014-2020, financed from the funds of European Regional Development Fund, the European Social Fund and the Cohesion Fund 2014-2020.

3. Date of RFP release

13th October 2017

4. Deadline for proposal submission

Proposals may be submitted by 24th October 2017 until 24:00. The date and time of receipt of the proposal by the Ordering Party is taken into consideration.

5. Contract description

BMETERS Polska Sp. z o.o. announces open tender procedure, the subject of which is the performance of a test service for the BMETERS Heat Cost Allocator Certification in accordance with the standard EN834:2013 and the German regulation on heating costs §5 HKVO (§5 Heizkostenverordnung).

Selection of the best proposal will take place on the basis of a one-step contractor selection procedure.

Task 1 includes:

- testing BMETERS Heat Cost Allocator (model: Hydroclima 2, type: HC2) for recording the heat consumption of radiators - electricity powered instruments – in accordance with the standard EN834:2013
- issuing a certificate of conformity with the standard EN834:2013 of Hydroclima 2 Heat Cost Allocator
- issuing a certificate of conformity of the Hydroclima 2 Heat Cost Allocator with §5 HKVO of the German regulation on heating costs (§5 Heizkostenverordnung)

Task 2 includes:

- calculating *c* coefficients, in accordance with the standard EN834:2013, for 100 most popular radiators. The list of radiators will be determined with the Contractor after signing the contract and will include heaters available for the Contractor.

6. Conditions of tender participation

1. The service is planned within the Project that is applying for financing under Regional Operation Programme of Lower Silesia 2014-2020.
2. Entities with personal and capital ties with the Ordering Party are excluded from tender proceedings.
Capital or personal ties are understood as mutual connection between the Ordering Party or persons authorised to incur liabilities on behalf of the Ordering Party or persons acting on behalf of the Ordering Party to perform the activities connected with preparing and carrying out the procedure of contractor selection, and the contractor, specifically consisting in:
 - participating in a company, as a partner in a civil law partnership or partnership,
 - holding at least 10% of shares,
 - acting as a member of a supervisory or management authority, a proxy, a plenipotentiary
 - being married, in direct or secondary consanguinity or affinity, in adrogation relationship, in guardianship or custody.
3. The bidder should have adequate human resources capable of performing the contract.
4. The bidder should have experience and relevant equipment in the area covered by the contract.
5. The bidder should ensure that the method of provision of the testing service is beneficial for the environment by minimising the consumption of materials, raw materials, energy, etc. necessary for the implementation of the testing service.
6. The bidder should have the required entitlements to carry out specific activities aimed at fulfilling the Contract description, have accreditation for testing required and described in this Request for Proposal.
7. The Ordering Party reserves the right to alter or revoke the terms contained in this Request for Proposals. A change made to the RFP will be forwarded immediately to all contractors submitted with the RFP and if it was made available on a website, it will also be posted on that website. Each change becomes binding as soon as the information about it is communicated.
8. The Ordering Party reserves the right to withdraw or cancel the tender procedure without giving any reason.

9. Deadline for contract performance:

The deadline for contract performance is the end of the period for project implementation, i.e. 01.07.2017 to 31.07.2018.

Detailed deadlines for contract performance will be specified in the contract concluded between the Ordering Party and the Contractor.

7. Criteria and method of proposal evaluation

Selection of the best proposal shall be made based on the following criteria:

- 7.1 60% – price – 60 points
- 7.2 20% – date of start testing – 20 points
- 7.3 20% – contract delivery date – 20 points

Re. 7.1 The number of points for the criterion ‘price’ will be awarded according to the following formula:

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

where:

P_i – number of points for proposal ‘i’ in the criterion ‘price’

C_{min} – the lowest total bid price among all the prices offered by all bidders

C_i – total price of proposal ‘i’

Re. 7.2 The number of points for the criterion ‘date of commencement of testing’ will be awarded according to the following scheme:

- 20 points – date of commencement of testing within 1 week from signing the contract and delivering the devices for testing and documentation by the Ordering Party
- 15 points – date of commencement of testing within 2 weeks from signing the contract and delivering the devices for testing and documentation by the Ordering Party
- 10 points – date of commencement of testing within 3 weeks from signing the contract and delivering the devices for testing and documentation by the Ordering Party
- 5 points - date of commencement of testing within a month from signing the contract and delivering the devices for testing and documentation by the Ordering Party
- 0 points - date of commencement of testing over a month from signing the contract and delivering the devices for testing and documentation by the Ordering Party

Re. 7.3 The number of points for the criterion ‘contract delivery date’ will be awarded according to the following scheme:

- 20 points – delivery date within 3 months from the commencement of testing by the Contractor
- 15 points – delivery date within 4 months from the commencement of testing by the Contractor
- 5 points – delivery date within 5 months from the commencement of testing by the Contractor

- 0 points - delivery date more than 5 months from the commencement of testing by the Contractor

Where by 'contract delivery date' is meant the time when all tasks included in the Contract description (point 5) will be fulfilled.

Proposals should refer to all the selection criteria. If the bidder does not provide information that allows one or more criteria to be evaluated, 0 points will be awarded in a given criterion.

The submitted proposals will be evaluated by the selection board, which will consist of representatives of the Ordering Party. The assessment will be based on the criteria mentioned above.

After the evaluation of the proposals submitted, the Ordering Party will propose to the bidder, who obtained the highest number of points, **concluding a conditional contract on the provision of service required.**

The contractor is obliged to sign a **Declaration of lack of personal / capital relations with the Ordering Party** (template of the Declaration is attached to this RFP).

8. The proposal must include the following elements

- Complete data identifying the bidder (name, address, NIP, KRS/EDG),
- Information about the type of entity,
- Proposal validity date,
- Scope and description of testing services offered within the proposal,
- Reference to each of the proposal selection criteria included in the RFP,
- Total net price,
- Total gross price,
- Payment terms and deadline,
- Date of commencement of testing,
- Contract delivery period,
- Details of the contact person (first name, surname, phone number, e-mail).

Lack of any of the elements listed above may result in rejection of the proposal.

9. Supplementary and additional orders

1. The Ordering Party reserves the right to place a supplementary order to the contractor selected as a result of the conducted contractor selection process, up to 50% of the contract value specified in the contract concluded with the contractor. The subject of the supplementary order will be compatible with the subject of the basic order.
2. The Ordering Party reserves the right to place an additional order to the contractor selected as a result of the conducted contractor selection process, not covered by the basic order, up to 50% of the value of the order implemented, which is indispensable for its

proper performance, which has become necessary due to unforeseeable circumstances, if the performance of the basic order depends on the performance of the additional order.

10. Change of contract

The Ordering Party reserves the right to change the scope of the conditional contract concluded with the entity selected in the result of conducted proceedings in particular for the following reasons:

- a. Reasonable changes in the method of contract performance,
- b. Objective reasons beyond the control of the Ordering Party or the bidder,
- c. Force Majeure circumstances,
- d. Changes of legal regulations binding on the day of contract execution.

11. How to submit the proposal

The proposal may be submitted:

1. electronically to the e-mail address: jan.bejszer@bmeters.pl
2. on paper by mail to the address: BMETERS Polska, ul. Główna 60, 51-188 Psary, Polska

Proposals submitted after the deadline will not be considered. The date of receipt of the proposal by the company counts.

As part of applying for co-financing, proposals can be submitted for verification to the appropriate public institution.

For more information on the subject matter and terms of the contract, please contact Jan Bejszer: phone +48 500 260 395, e-mail: jan.bejszer@bmeters.pl

This request for proposals has been published on the website <http://www.bmeters.pl/>, <http://dip.dolnyslask.pl/zapytania-ofertowe-wnioskodawcow.html>, and in the headquarters of BMETERS Polska Sp. z o.o., ul. Główna 60, 51-188 Psary, Polska.

Annex 1 – form of offer

FORM OF OFFER

In response to Request for Proposal no. 02/2017 dated October 2, 2017, submitted by BMETERS Polska Sp. z o.o. regarding selection of the contractor to be commissioned part of the project research, we submit the following offer:

INFORMATION ABOUT BIDDER

NAME OF THE COMPANY	
ADDRESS	
VAT NUMBER	

CONTACT DETAILS

NAME AND SURNAME	
E-MAIL	
PHONE NUMBER	

OFFER SPECIFICATION

SCOPE AND DESCRIPTION OF THE OFFERED SERVICES	
NET PRICE	
GROSS PRICE	
DAY OF START TESTING	
CONTRACT DELIVERY DATE	
PAYMANT DUE	

1. I confirm that I accept the terms described in the Request for Proposal, I have read the content of the above, I have no objections and I accept all the terms contained in it.
2. I express my willingness to undertake the execution of the entire Contract Description.
3. I undertake to execute the entire Contract Description in accordance with applicable regulations and due diligence.
4. I declare that I have read the Request for Proposal and the offer contains all the elements specified in the Request.

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Date of submission of the offer

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Signature

Annex 2 – Statement of lack of connection

STATEMENT CONCERNING NO PERSONAL AND CAPITAL RELATIONSHIP

In behalf of the bidder..... I declare that the Bidder is not affiliated with the Ordering Party personally or capital, as defined in the Offer Inquiry, ie by capital or personal ties, is understood as the relationship between the Purchaser or the persons authorized to incur liabilities on behalf of the Ordering Party or persons performing on behalf of the Ordering Party the preparation and conduct of selection procedure for the Contractor and the Contractor, consisting in particular of:

- i. participating in a company as a partner in a civil law partnership or partnership,
- ii. holding at least 10% of shares,
- iii. acting as a member of a supervisory or management body, proxy, attorney,
- iv. Marry, kinship or affinity in a straight line, second degree affinity or second degree affinity in a sideline or adoption, care or guardianship.

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Date of submitting the statement

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Signature