**Słomniki, 12.01.2023**

**Almus Sp. z o.o. (Purchaser)**

**Ul. Poniatowskiego 50**

**32-090 Słomniki**

Dear Sir or Madam,

in relation to the investment project implemented by Almus Sp. z o.o. we invite you to submit offers in response to the inquiry below. The proposed machines should have the parameters indicated in the inquiry or better.

We invite to submit the offers all interested companies, which directly or indirectly work as providers of machines for laying tissue paper in roll on pallets.

The name of the order:

**Delivery of equipment for the** **laying of hygienic papers on pallets**

Reference number: **12/01/2023**

EU Project Number:

**POIR.03.02.01-12-0001/20**

The title of the EU Project:

**Wdrożenie wyników prac badawczo-rozwojowych w przemysłowej produkcji innowacyjnych papierów higienicznych w Almus Sp. z o.o.**

**THE MAIN CPV CODE:**

**42921300-1**

**(Packing or wrapping machinery)**

**42800000-4**

**(Machinery for paper or paperboard production)**

Main place or location of the project:

**ul. Poniatowskiego 50,   
32-090 Słomniki, Polska / Poland**

**Selection criteria for the offer:**

Only complete offers meeting the following technical parameters will be considered. The selection of the supplier will be based on the following criteria:

Qualitative 1st level access criterion - **guarantee for a minimum of 12 months and a maximum of 36 months** (offers with a guarantee period not falling within this range will be rejected).

Price criterion: **lowest net price**: maximum 10 points (for the cheapest offer), each next more expensive offer receives 1 point less; criterion weighting – 10 (the number of points obtained is multiplied by 10).

A potential supplier may gain a maximum of 100 points.

The offer with the highest point value of the sum of all criteria wins. In the case of an equal amount of points, the offer with the longest warranty period will be selected. At the same time the guarantee period must be between 12 and 36 months.

**Scope of supply**

The subject of the order is a set of devices for the laying of hygienic papers on pallets.

**Supply specification:**

|  |  |
| --- | --- |
| **Machine** | **PARAMETERS** |
| **Palletization** | Minimal parameters:  - Minimum 2 modules or possibility of serving double packaging modules (as well singular and secondary packaging machine)  - Automatic work from outfeed of bundler to issuing ready pallet  - Production speed up to 40 pallets/hour per each module or more  - Conveying system and palletizing robot  - Streching unit  - Minimal strech foil thickness – 8 microns  - Maximal strech foil thickness – 40 microns or more |

In the offer, the Tenderer must ensure the possibility of palletizing all formats indicated in the Format List (appendix 3), including speeds equal or higher, shown in that appendix. Failure to meet this requirement will result in excluding the offer from further proceedings.

By submitting the offer the Tender agrees that, in case of his offer being selected, he is going to cover the costs of transport, installation of the line and service training (including the work of technicians, their travel, stay and accommodation).

The above or equivalent solutions, i.e. not inferior in quality to those presented in the inquiry, are allowed.

We would like to inform you that the Purchaser plans to obtain an advance payment under the grant agreement. Moreover, advance payments to the Supplier are planned – details to be established in the contract with the Supplier.

Offers should be valid at least till 28.03.2023, and must be submit till 15.02.2023 23:00 (local time PL), via e-mail ([m.giec@almus.pl](mailto:m.giec@almus.pl)), personally or via traditional mail (signed) to the address:

Almus Sp. z o.o.

Ul. Poniatowskiego 50

32-090 Słomniki

The opening of offers will take place till 17.02.2023, 4:00 PM local time (PL). The tender result will be communicated till 20.02.2023.

**The deadline for the implementation of the contract**

The maximum duration of the contract: no longer than 11.12.2023

**I Conditions for participation in the proceedings**

We invite to participate in the procedure all entities which conduct business activity in the area corresponding to the scope of supply being the subject of this inquiry. Submitting the offer means that Bidder fulfill that condition.

**II Exclusions:**

Any entities personally or capital affiliated to the Purchaser, as well as any of the persons executing on behalf of the Purchaser activities related to the selection procedure of the contractor, including those involved in the bid evaluation process, are excluded from the tender.

Personal or capital affiliation is meant in particular:

a) participation in the company as a partner in a civil law partnership or partnership,

b) owning at least 10% of shares, unless there is a lower threshold resulting from the law or specified by the MA of the OP,

c) acting as a member of the supervisory or management body, proxy, attorney,

d) remaining in a marriage, in a relationship of consanguinity or affinity in a straight line, second degree affinity or second degree affinity in a lateral line or in relation to adoption, care or guardianship.

**III Amendments to the Contract**

**General principles**

It is not possible to make significant changes to the provisions of the concluded agreement in relation to the content of the tender on the basis of which the contractor was selected, unless:

1. the changes concern the execution of additional supplies, services or works from an existing contractor not covered by a basic contract, provided that the following cumulative conditions have become necessary and are met:

* any change of contractor cannot be made for economic or technical reasons,
* any change of contractor would cause significant inconvenience or cost to the Purchaser,
* the value of each subsequent change does not exceed 50% of the value of the order originally specified in the contract.

2. the change does not lead to a change in the nature of the contract and the following cumulative conditions are met:

* the need to change the contract is caused by circumstances which, when acting with due diligence, could not have been foreseen,
* the value of the change does not exceed 50% of the original contract value.

**IV Other conditions and information**

* no conditions are foreseen for substantial amendments to the contract concluded as a result of the tender, except in the cases described above
* no partial tenders may be submitted
* no possibility of submitting variants is foreseen
* no additional procurement related to the scope of this request is planned, except as described above
* we reserve the possibility of rejecting offers which are not complete and which do not contain all the elements indicated (including declarations and other required attachments)
* the submitting party must consent to the processing of personal data (in accordance to the specimen provided)
* the tenderer cannot be associated with the Purchaser personally or in terms of capital
* submission of an offer is tantamount to acceptance of all the conditions and requirements specified in this request.

**V Documents to be submitted**

The offering party must submit:

1. a complete offer, containing all the required information described in the request (in particular the validity period of the offer and the guarantee period)

2. declaration of lack of connections data (in accordance to the specimen provided at Annex 1 to the request)

3. statement of consent to the processing of personal data (in accordance to the specimen provided at Annex 2 to the request)

4. List of Formats with speeds guaranteed by the Offering party (Ofering party is obligued to fill in the table with speeds, without intervening in formats and Rolls dimensions)

For formal and organizational matters, please contact: Marcin Giec ([m.giec@almus.pl](mailto:m.giec@almus.pl), +48 536 720 300).

**Attachments to the request for quotation:**

1. Specimen: DECLARATION OF PERSONAL OR CAPITAL AFFILIATION
2. Specimen: DECLARATION OF PERSONAL DATA PROCESSING AGREEMENT
3. Specimen: LIST OF FORMATS WITH SPEEDS GUARANTEED BY THE OFFERING PARTY.