

Katowice, dated 13.07.2017

CRUX Sp. j. /registered partnership/ D. Zając, P. Wolny  
77 Obroki St.  
40-833 Katowice

KRS 0000093132, NIP 626-10-10-756, Regon: 272587164

### LETTER OF INQUIRY NO. 1/2017

In relation to execution of the project named „Increase of competitiveness of the company by implementation of innovative digital printing process and multifunctional binding, as well as by introducing new and enhanced products and services.” within the framework of Regional Operational Program of the Śląskie Voivodship for the period of 2014-2020, Measure 3.2 „Innovations in MSE”, CRUX SPÓŁKA JAWNA D.ZAJĄC, P.WOLNY announces a proceeding for public procurement, in accordance with the competitiveness principle (for orders over 209.000 EUR), for the purchase of the following project elements:

#### 1. Subject matter of the order:

##### **Automatic equipment for production of covers and laminations - 1pc**

Automatic equipment for production of covers of diaries and head of three-month calendars shall serve for production diary covers, head of three-month calendars, notebook covers. The equipment shall automate the process of producing semi-finished product.

Minimum technical parameters:

- max. dimension of opened case: 680x400mm
- min. dimension of opened case: 100x85mm
- speed: not less than 10-36pcs/min
- board thickness: 0.8-5mm
- center board: 6-100mm

Basic requirements for device functionality:

- automatic production diary covers, head of three month calendars,
- a device for making covers with straight and rounded corners,
- roller spine device for feeding center board,
- production of covers using paper, bookbinding materials, leather-like materials, fabrics in the grammage range of 70-250g.

#### Common procurement vocabulary (CPV):

42991100-0 bookbinding machinery.

#### 2. Planned order execution date: December 31st, 2017.

#### 3. Tender participation requirements:

Tenderers shall be considered for the tender procedure only on the basis of the following criteria:

- 1) Having the licenses necessary to run a specific business or perform specific activities, if they are legally required to.
- 2) Having the necessary knowledge and experience concerning the subject matter of the order and having the appropriate technical and personal potential for performing the order or

guaranteeing the appropriate subcontractors having the necessary knowledge and experience with the appropriate technical and personal potential for performing the order.

- 3) Being in an economic and financial situation that ensures the order be performed within the specified time limits.
- 4) Supplying the offer with a declaration on no relationships.
- 5) Submission of the specification confirming the fulfillment of required technical parameters.

The Ordering Party, in order to confirm that the above-mentioned conditions are met, shall submit the following documents:

1. Submission of an offer that includes:
  - tenderer's name and address,
  - date of tender's issue,
  - Parameters of the machine constituting the subject matter of inquiry,
  - Information allowing the tender to be assessed as well as points be given under the criteria,
  - tender's validity period.
2. Submission of the machine's specification, allowing the parameters to be assessed
3. Providing the offer with declarations of the following wording:
  - a. The Contractor declares to know and accept the order execution conditions specified in the letter of inquiry as well as raises no objections and remarks in this respect.
  - b. The Contractor hold licenses necessary to run a specific business or perform specific activities, if regulations required possession thereof.
  - c. The Contractor possesses appropriate knowledge and experience about the subject matter of the order and has appropriate technical and personal potential for performing the order or guarantees the appropriate subcontractors having the necessary knowledge and experience with the appropriate technical and personal potential for performing the order.
  - d. We are in an economic and financial situation that ensures the order be performed within the specified time limits.
  - e. I declare not to be personally or equity related to the Ordering Party. By personal or equity relations, it is meant to have mutual relations between the Ordering Party or parties authorized to undertake obligations on behalf of the Ordering Party or with parties performing activities related to preparation and execution of the procedure of selecting the Contractor on behalf of the Ordering Party, and the Contractor, particularly comprising of:
    - participating in a company as a shareholder of a private partnership or a partnership;
    - holding at least 10% shares or stocks;
    - performing the function of a member of supervisory or governing authority, proxy, attorney;
    - being married, in direct relation by blood or marriage, in secondary relation by blood or marriage up to the second degree, or in the relation of adoption, protection and guardianship;
    - being in such a legal or factual relationship with the Contractor that it may give raise to justified doubts as to the impartiality of such persons;

#### 4. Description of preparation of tender:

An offer may be made on a tender form (annex no. 1 to this letter of inquiry) or on a tenderer's form, along with annexes and declarations listed in its content, which are consistent with p. 3 of this letter of inquiry.

Methods of submitting offers:

- 1) Personally, in the company's official seat: 40-833 KATOWICE, 77 Obroki St.
- 2) By post, by registered letter, by courier mail to the company's address: 40-833 KATOWICE, 77 Obroki St.
- 3) By electronic mail to the email address: [pwolny@crux.pl](mailto:pwolny@crux.pl)

Deadline for submission of tenders expires on: **12.08.2017**

- Offers submitted to the Ordering Party after the deadline's expiration shall not be accepted. Successful submission of an offers means receipt of an offer by the Ordering Party before the above-mentioned deadline. Amendment or withdrawal of offers by tenderers before the expiration of the above-mentioned deadline is allowed.
- The Ordering Party shall assess the tenders after opening thereof. While assessing the tenders, the Ordering Party may require tenderers to provide explanations concerning the offers made thereby.
- Upon the end of tenders' assessment procedure, the Ordering Party shall select the most favorable offer.
- The Ordering Party reserves the right not to select the most favorable offer. At any stage of the tendering procedure relating to selection of a contractor, the Ordering Party has the right to close the tendering procedure without selecting any tenderer. In this regard, tenderers shall be vested with no rights against the Ordering Party.
- The Ordering Party shall immediately inform the tenderers and make appropriate announcements on their website about the results of the tendering procedure or the closure of the tendering procedure without selecting any tenderer.

5. **Tender's validity period: minimum 60 days from the date indicated in the Letter of Inquiry as the Deadline for submission of tenders**

6. **Tender assessment criteria:**

The Ordering Party shall assess the tenders in accordance with the following criteria:

<i>Tender assessment criteria</i>	<i>weight</i>	<i>Maximum no. of points</i>
<i>net price in PLN or USD*</i>	<i>80%</i>	<i>80</i>
<i>Warranty period on months</i>	<i>20%</i>	<i>20</i>

*\*In case of providing foreign currency, conversion shall be performed at the average exchange rate announced by the National Bank of Poland on the date of drafting the protocol of selection of the tenderer.*

**Method of awarding points for satisfying given criterion of tender assessment:**

Points for assessment criterion of *net price in PLN or USD* shall be given under the following formula:

C min

$$A_n = \frac{\dots}{C_r} \times 100 \times 80\%$$

C min - lowest achieved

C r - price of the assessed offer

A n - number of points given to the offer

Points for criterion of warranty *period in months* shall be given under according to the following intervals:

warranty period less than 24 months - 0 points

warranty period equal and longer than 24 months - 20 points

#### 7. Information on the scope of exclusion from the possibility to execute the order.

It is not possible to execute the order for the entities that have personal or equity relationship with CRUX SPÓŁKA JAWNA D. ZAJĄC, P. WOLNY. By personal or equity relations, it is meant to have mutual relations between CRUX SPÓŁKA JAWNA D. ZAJĄC, P. WOLNY or parties authorized to undertake obligations on behalf of CRUX SPÓŁKA JAWNA D. ZAJĄC, P. WOLNY or with parties performing activities related to preparation and execution of the procedure of selecting the Contractor on behalf of CRUX SPÓŁKA JAWNA D. ZAJĄC, P. WOLNY and the Contractor, particularly comprising of:

- 1) participating in a company as a shareholder of a private partnership or a partnership;
- 2) holding at least 10% shares or stocks;
- 3) performing the function of a member of supervisory or governing authority, proxy, attorney;
- 4) being married, in direct relation by blood or marriage, in secondary relation by blood or marriage up to the second degree, or in the relation of adoption, protection and guardianship;
- 5) being in such a legal or factual relationship with the Contractor that it may give raise to justified doubts as to the impartiality of such persons;

Confirmation of no equity or personal relationship constitutes provision of a declaration on no above-mentioned relationships on the tender form by the tenderer (annex no. 1 to the letter of inquiry).

#### 8. Conditions for agreement amendment:

- The Ordering Party provides a possibility to amend an agreement in case, when commonly applicable provisions of law are amended within the scope that influences execution of the subject matter of agreement.
- The Ordering Party provides a possibility to amend an agreement in case of circumstances caused by external factors such as the date of order execution, payment terms, changes in the value of the order due to reducing or increasing scope of subject matter of the order.
- The Ordering Party will deduct 0.1% of gross contract value for each day of delay, as the Contractor agrees by submitting an offer for this Letter of Inquiry.

All information on the subject matter of order shall be sought from **Mr. Piotr Wolny**, phone + 48 601 417 670, e-mail [pwolny@crux.pl](mailto:pwolny@crux.pl)



## 9. Reservations

This letter of inquiry shall not commit CRUX SPÓŁKA JAWNA D. ZAJĄC, P. WOLNY to perform any specific activity:

- Issuance of this letter of inquiry shall not require CRUX SPÓŁKA JAWNA D. ZAJĄC, P. WOLNY to accept any offer in its entirety or part as well as shall not require CRUX SPÓŁKA JAWNA D. ZAJĄC, P. WOLNY to provide explanations or reasons for accepting or refusing a tender.
- CRUX SPÓŁKA JAWNA D. ZAJĄC, P. WOLNY shall not become liable for any costs or expenditures incurred by tenderers in relation to preparation or delivery of tender.
- CRUX SPÓŁKA JAWNA D. ZAJĄC, P. WOLNY reserves the right to amend the entirety or part of the letter of inquiry at any time.

.....  
signature and  
company's stamp

**Attachment no. 1 to the letter of inquiry no. 1/2017**  
**Offer form**

An offer to CRUX SPÓŁKA JAWNA D. ZAJĄC, P. WOLNY, 77 Obroki St., 40-833 Katowice

In response to the letter of inquiry no. 1/2017 of **13.07.2017** on the purchase of a machine for automatic production of covers of diaries and head of three-months calendars - 1pc, relating to a project named „Increase of competitiveness of the company by implementation of innovative digital printing processes and multifunctional binding, as well as by introducing new and enhanced products and services.”, I submit this offer for execution of the above-mentioned order.

**I. Contractor's name and contact details**

	Information *
Full name	
Address:	
Contact person: • full name • phone no. • e-mail address	
NIP (Tax Identification Number):	

**II. Pricing conditions**

Item	Tender assessment elements	Tender's parameters *	Unit
1	net price in PLN or USD**		PLN/USD
2	Warranty period		months

\*\*In case of providing foreign currency, conversion shall be performed at the average exchange rate announced by the National Bank of Poland on the date of drafting the protocol of selection of the tenderer.

Tender validity period: ..... days from the date indicated in the Letter of Inquiry as the Deadline for submission of tenders\* (minimum 60 days)

**Declarations of the Contractor**

**I (we), the undersigned, do hereby declare that:**

- 1) The Contractor declares to know and accept the order execution conditions specified in the letter of inquiry as well as raises no objections and remarks in this respect.
- 2) The Contractor hold licenses necessary to run a specific business or perform specific activities, if regulations required possession thereof.
- 3) The Contractor possesses appropriate knowledge and experience about the subject matter of the order and has appropriate technical and personal potential for performing the order or guarantees the appropriate subcontractors having the necessary knowledge and experience with the appropriate technical and personal potential for performing the order.

- 1) We are in an economic and financial situation that ensures the order be performed within the specified time limits.
- 2) I declare not to be personally or equity related to the Ordering Party. By personal or equity relations, it is meant to have mutual relations between the Ordering Party or parties authorized to undertake obligations on behalf of the Ordering Party or with parties performing activities related to preparation and execution of the selecting the Contractor on behalf of the Ordering Party, and the Contractor, particularly comprising of:
  - a) participating in a company as a shareholder of a private partnership or a partnership;
  - b) holding at least 10% shares or stocks;
  - c) performing the function of a member of supervisory or governing authority, proxy, attorney;
  - d) being married, in direct relation by blood or marriage, in secondary relation by blood or marriage up to the second degree, or in the relation of adoption, protection and guardianship;
  - e) being in such a legal or factual relationship with the Contractor that it may give raise to justified doubts as to the impartiality of such persons;

Annex to this tender form:

1. Machine's specification that allows the parameters to be assessed

....., dated ..... \*

\_\_\_\_\_  
(signature and stamp of tender issuer)\*

\* *Obligatory information*