

Kraków, **06th December 2018****REQUEST FOR QUOTATION No 06 12 2018 B****for a delivery of chemical compounds**

as a part of the project titled "Development of innovative personalized therapy of solid tumors", co-financed by the European Union Funds under Measure 1.1.1 "Industrial research and development work carried out by enterprises" of the OPERATIONAL PROGRAMME SMART GROWTH 2014-2020.

I. ORDERING PARTY:

Selvita S.A.
Ul. Bobrzyńskiego 14
30-348 Kraków
VAT EU: 679 29 42 955

II. DESCRIPTION OF THE ORDER:

1. Contractor should make an offer for object presented below:

	Name	Package size	Amount	CAS
1.	Propylphosphonic anhydride solution, ≥50 wt. % in ethyl acetate	50 g	1	68957-94-8

At the stage of comparing tenders offered amounts in grams and milliliters will be considered as equals.

2. CPV code: 33696300-8
3. It is ~~possible~~/not possible to make an offer for a part of an order.
4. It is ~~possible~~/not possible to make a variant offer

III. OTHER REQUIREMENTS

1. **delivery time** - within **14 calendar days** after **order submission (or signing the agreement)**; If range of time given, the upper value will be considered.
2. **offer validity period** – at least **30 calendar days**.

In the absence of information about the above requirements (section III), Ordering Party assumes that they comply with the requirements indicated in RFQ.

IV. CONDITIONS FOR PARTICIPATION IN THE PROCEEDINGS:

1. Excluded from the proceedings shall be those Contractors who are personally or equity related to the Ordering Party.*
2. Additional conditions for participation in the proceedings: **not applicable**

V. DESCRIPTION FOR PREPARING OFFERS:

*Project co-financed by the European Regional Development Funds under the Measure 1.1.1.
Operational Program - Smart Growth*

1. The Contractor should make the offer in Polish or English.
2. The offer has to:
 - **Include contact details.**
 - **Include date of the offer/submission date** (In the absence of the date of issue on the tenders submitted by e-mail, date of receipt will be equivalent to the issue of the offer).
 - **Include price for order** (without VAT/TAX).
For the purposes of comparing the tenders, the tender price in a foreign currency, will be converted into PLN using the exchange rate given in the Average Exchange Rate Table of the National Bank of Poland (NBP).
 - **Include product description (eg. name, catalog number, etc.).** The Ordering Party requires Contractor to confirm full compatibility of the offered product/products with each of the points of the detailed description of the subject of the order in RFQ (by placing an appropriate description on the offer or by attaching the relevant documentation if all required information is not available in the Contractor's/ Manufacturer's internet catalog).
 - **Include all the required attachments, indicated in Part III** (if required)
 - **In contacts with the Ordering Party mention the reference number: 06 12 2018 B.**

A lack of any of the above mentioned items will result in rejection of the tender for formal reasons.

VI. EVALUATION OF OFFERS:

The Ordering Party will evaluate valid tenders based on the following criteria:

1. Criterion admitting the tenders for further evaluation:
 - timely submission of the tender;
 - preparation of the tender in accordance with the requirements set out in part V;
 - range of functionalities of offered product must comply with the requirements set out in Part II.
2. Criterion for assessing tenders:
 - Price: **100%**
3. Method of assessment:
 - The Ordering Party will select the offer with the lowest price among the offers complying with the requirements of the proceedings.

In the case of the same prices from at least two Contractors, the Ordering Party shall appoint the following parameters - firstly **delivery date**, then **product purity**, and in the absence of a settlement the Contractors will be called to re-present the prices.

At the request of the Contractors summary report of the bids will be presented, in which the price will be recalculated according to the following rule (0-10 points):

- the lowest of the offered price - 10 points;
- the highest of the offered price - 0 point;
- others: $10 - (\text{offered price} / \text{highest offered price}) * 10$ points.

VII. DEADLINE OF THE DELIVERY

Delivery time should be not later than within **14 calendar days** after **order submission (or signing the agreement)**.

VIII. PLACE AND THE DEADLINE FOR SUBMISSION OF OFFERS:

1. The offer must be submitted by **13th December 2018 by the end of the day (23:59 CET)**.
2. Offer with required attachments must be sent to the e-mail address: tenders@selvita.com, by courier or delivered personally to Selvita S.A., ul. Bobrzyńskiego 14, 30-348 Kraków, within deadline set out in clause 1, part VIII.
3. Offers received after the deadline will not be taken into consideration. Decisive will be the date and the time of receipt of the offer by Ordering Party.
4. Contractors may - prior to the deadline for submission of tenders - change or withdraw the offer.
5. The Ordering Party will correct the obvious typographical and accounting errors in the offer, at the same time informing the Contractor by e-mail about the content of the amendment.
6. In the course of comparison and evaluation of offers the Ordering Party may require Contractors to present explanations concerning the content of submitted bids.
7. Inquiry is published on the following websites:
 - <http://www.bazakonkurencyjnosci.funduszeuropejskie.gov.pl>

IX. INFORMATION ABOUT THE SELECTION OF BEST OFFER

All Contractors will be notified per e-mail (to E-mail address which the offer was sent or to E-mail address indicated in the offer) about selecting the best bid.

X. AGREEMENT CONCLUSION

The tenderer whose tender is assessed the best shall be obliged to conclude an agreement with the Ordering Party within **14 calendar days** of the date the draft agreement have been sent. If the Contractor whose tender won evades from concluding the agreement the Ordering Party may choose the best tender from among the remaining tenders.

XI. ADDITIONAL INFORMATION

1. The Ordering Party reserves the right to change the content of this request. If the changes can affect the content of tenders submitted in the procedure, the Ordering Party shall extend the tender submission deadline. Any changes made shall be provided promptly to all tenderers to which the request was sent and shall be binding on them.
2. The Ordering Party allows the possibility of granting an order on terms insignificantly different from specified in the query when all the received tenders differ from specification appearing in the query in the same way, and these changes are insignificant and do not affect the proper conduct of the project research, ie.:
 - there is incomplete coherence of the product with a description specified in query (eg. purity, form, amount etc.);
 - there is incomplete coherence of the conditions for participation in the proceedings with the conditions set out in the request for proposals contained in section III.
3. The Ordering Party allows the possibility of granting an order if all received quotations exceed the delivery time specified in the RFQ and extension of delivery time does not affect the proper conduct of the project research. The Ordering Party will choose supplier based on criterion specified in clause 2, Part VI. The Ordering Party reserves the right to cancel this procedure without providing reasons,

change the number of products ordered in relation to the number specified in this RFQ, purchase one of parts/items and also to complete the procedure without choosing the winning tender.

For further information please contact with **Anna Dziedzicka** via e-mail tenders@selvita.com.

* Equity or personal relationship is understood as relations between the Ordering Party or individuals authorized to take commitments on behalf of the Ordering Party or those acting on behalf of the Ordering Party in order to prepare and implement the contractor selection procedure, and the Contractor, including in particular:

- 1) being a partner to civil law partnership or commercial law partnership;
- 2) holding at least 10% of shares if the lower threshold does not result from the law or has not been specified by the Managing Authority for the Operational Programme;
- 3) being a member of a supervisory or management corporate body, a holder of general commercial power of attorney, an authorized representative;
- 4) being married to, being in direct consanguinity or affinity, second-degree consanguinity or affinity of the second degree collaterally or by adoption or guardianship.