



INQUIRY No. 34/LIFE/PROZON of 13.06.2023

PROZON the Foundation for Climate Protection invites you to submit offers for the supply of 10 refrigerant recovery stations as a part of the project *"The demonstrative installation for the separation of refrigerant waste mixtures"* under administration number: LIFE18 CCM/PL/001100; project acronym: Refrigerants LIFE Cycle. The project is co-financed by the European Union under LIFE program and National Fund for Environmental Protection and Water Management.

I. INFORMATION ABOUT ORDERING PARTY

PROZON the Foundation for Climate Protection

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REGON: 012230156

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Phone: +48 508 529 628

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II. PROCEDURE

The proceedings do not apply to the provisions of the Public Procurement Law. The inquiry is carried out in the mode of an offer competition.

III. SUBJECT OF THE INQUIRY

The subject of the contract is the delivery of 10 refrigerant recovery stations with the following parameters:

- efficiency of steam recovery: up to 20kg/h
- classes of refrigerants: A1 + A2L
- compressor type: two-cylinder, oil-free, 0.37 kW
- Overload protection: 38.5 bar
- Weight: up to 12.5 kg
- guaranteed access to spare parts

Additional requirements :



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- minimum warranty - the warranty period required is 12 months.
- the price of the offer should include transport to the Ordering Party's headquarters;
- the subject of the contract should be delivered within the time specified in the offer, but no later than 8 weeks from signing the contract.

Planned date of signing the contract – 06/2023

IV. CONDITIONS FOR PARTICIPATION IN THE PROCEDURE

1. In order to ensure the high quality of the subject of the contract, Tenderers who meet the following conditions may participate in the procedure:
 - a) Knowledge and experience as well as technical potential: they have the necessary knowledge and experience, as well as the technical and personnel capacity to perform the subject of the contract.
 - b) Financial situation: they are in a financial and economic situation ensuring the fulfilment of the subject matter of the contract.
 - c) Permissions: have the right to perform a specific activity or activity, if the law imposes an obligation to have them.
2. **No capital or personal ties:** The contracting authority excludes the possibility of submitting a bid by entities that are related to it by capital or personally. Capital or personal connection shall be understood as the mutual connection between the Contracting Authority and the Tenderer, in particular through:
 - participation in the company as a partner in a civil law or personal partnership;
 - possession of at least 10% of shares;
 - performing the function of a member of the supervisory or management body;
 - being married, in a relationship of kinship or affinity in a straight line; being in a legal or actual relationship with the contractor that may raise reasonable doubts as to the impartiality of these persons.

The Offeror is obliged to submit a declaration on the lack of connections with the Awarding Entity (Purchaser) (Annex 3).

V. REQUIREMENTS FOR THE OFFER

1. The offer should be prepared in the most understandable, legible and complete way, unambiguously refer to the subject of the contract. The tender should be signed by a person authorised to represent the tenderer.
2. The offer should comply with generally applicable laws, in particular the provisions on the protection of fair competition and the provisions of the Act of 23 April 1964. Civil Code (Dz.U. No. 16, item 93, as amended) regarding the offer and meet the requirements described in this inquiry.
3. The offer should be prepared in accordance with the offer form constituting Annex 1 to this invitation.
4. Tenders not accompanied by the required annexes will be rejected for formal reasons.
5. In connection with the rejection of the offer, the participants of the proceedings (Bidders) are not entitled to any claim against the Ordering Party.
6. All costs related to the preparation and delivery of the offer shall be borne by the Tenderer.
7. The prices included in tenders must take into account all requirements related to the performance of the contract and all costs incurred by the tenderer for the proper performance of the contract in accordance with the applicable regulations.
8. The period of validity of the offers is 30 days from the end of the deadline for submission of tenders.



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VI. DEADLINE AND TERMS OF SUBMITTING THE OFFER

1. The deadline for submitting offers is 20.06.2023 (by the end of the day).
2. The deadline for submission of the offer is the date of receipt of the offer at the project headquarters indicated by the Purchaser as the place for submission of offers, i.e. Matuszewska 14/B9, 03-876 Warsaw or its submitting by e-mail to the e-mail address: life@prozon.org.pl or mikolaj.pilarski@prozon.org.pl (the date of receipt by the ordering party counts).
3. Offers submitted after the deadline will not be considered.

VII. RULES FOR EVALUATION OF OFFERS

1. The offer that obtains the highest number of points, which is the sum of points obtained in individual criteria of the offer evaluation, will be considered the most advantageous.
2. If the Offeror whose offer has been selected fails to conclude the contract within the time limit indicated by the Purchaser, the Purchaser may choose the most advantageous among the other offers.
3. The Purchaser may correct errors in the offer and request the Bidder to complete or clarify the offer (unless the offer would not be the most advantageous offer despite correcting errors, clarifications or additions). The contracting authority may negotiate the price and terms of the contract with the Bidder whose offer will be considered the most advantageous.
4. The contracting authority rejects the offer if:
 - the Offeror has not demonstrated that the conditions for participation in the procedure has been met,
 - the content of the offer does not meet the requirements of the announcement,
 - the Offeror offered an abnormally low price,
 - the offer is a violation of fair competition,
 - the offer is invalid based on separate regulations.
5. The decision of the Contracting Authority to reject the offer is a final decision.

VIII. CRITERIA FOR THE EVALUATION OF TENDERS

The number of points awarded to each of the evaluated offers will be calculated according to the following formula. $X = A + B + C$

where:

X - total number of points awarded to the offer

A - number of points awarded to the offer based on the criterion - price (80 points)

B - number of points awarded to the offer based on the criterion – deadline for the contract (10 points)



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C - number of points awarded to the tender based on the criterion – respect for the environment (10 points)

Description of how the scoring for each criterion is calculated:

A. Total net order price, 80 pts

The score will be awarded according to the formula:

$$P = \text{CN/CO} * 80 \text{ points}$$

P - score awarded to the evaluated offer

CN - the lowest price among the submitted bids eligible for evaluation

CO - price of the rated offer

B. Deadline for the contract, 10 points

The delivery time should be given in weeks counted from the date of signing the contract with the Ordering Party.

The score will be awarded according to the formula:

$$P = \text{CN/CO} * 10 \text{ points}$$

P - score awarded to the evaluated offer

CN – the shortest delivery time

CO – delivery time indicated in the evaluated offer

C. Respect for the natural environment by the tenderer verified on the basis of the statement constituting Annex 3, 10 points

Criterion 0/1 - YES - 10 points, NO - 0 points

The maximum number of points to be obtained by the Contractor for all criteria for evaluating tenders is 100. All calculations will be made to two decimal places.

IX. OTHER INFORMATION

1. The Contracting Authority reserves the right to change the terms of the procedure, modify or supplement the content of the invitation to submit tenders, before the deadline for submitting tenders and to cancel the procedure at every stage, in particular due to the need to remove defects in the inquiry, adapt the inquiry to the requirements of generally applicable law or other regulations binding on the Contracting Entity, and if it turns out to be necessary for the proper implementation of the Project or subject inquiries (in particular due to the proper quality of the subject of the inquiry and its compliance with the objectives of the Project). In this respect, the Bidders are not entitled to any claims against the Contracting Authority (the Bidders waive all possible claims to which they are entitled). reserves the right to annul the proceedings at any stage of the proceedings without giving any reason.
2. No partial or variant tenders may be submitted.
3. Each Bidder may submit only one bid. Submission of more offers or an offer containing alternatives will result in the rejection of all offers submitted by a given Seller.
4. The tenderer may amend or withdraw his tender before the closing date for the submission of tenders.



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5. In the case of submitting an offer in a foreign currency, the conversion of the currency into PLN will take place according to the average exchange rate announced by the National Polish Bank applicable on the day of the evaluation of offers.
6. The price must take into account all the requirements of this inquiry and include all costs related to the timely and correct implementation of the entire subject of this inquiry.

X. CONDITIONS FOR AMENDING THE CONTRACT

1. The contract will be concluded with the Contractor whose offer will be the most advantageous (it will obtain the highest number of points).
2. The contract for the performance of the contract, the subject of which has been specified in this request for proposal, will be concluded taking into account the provisions resulting from the content of the request for quotation and the data contained in the offer.
3. If the Contractor whose bid has been selected evades the conclusion of the public procurement contract, the Contracting Authority shall select the most advantageous bid from among the remaining bids submitted without re-evaluating them.
4. An amendment to the contract in relation to the content of the bid submitted by the Contractor after its conclusion is permissible, provided that:
 - a) the changes will be beneficial for the Ordering Party;
 - b) circumstances have occurred which could not have been foreseen at the time of conclusion of the Agreement;
 - c) there are new technical or organizational solutions that the Ordering Party intends to use.
 - d) changes (including the introduction of new regulations) of generally applicable law to the extent affecting the implementation of the subject of the contract
5. The Ordering Party provides for the possibility of amending the provisions of the concluded contract. Conditions of the above changes:
 - a) change the performance to a better quality while maintaining the identity of the subject of the contract;
 - b) updating solutions due to technical or technological progress;
 - c) change the date of performance of the order in the event that for reasons beyond the control of the parties it will not be possible to perform the order within the assumed deadline (m.in. occurrence of problems in production; failures, problems during transport, force majeure);
 - d) changes in the terms and dates of payment if these changes result from reasons beyond the control of the Contractor or the Contracting Authority
 - e) The contracting authority also reserves the right to extend the delivery period of the subject of the contract – in particular in the event of changes in the project deadlines submitted to the European Commission.

XI. ATTACHMENTS:



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REFRIGERANTS LIFE CYCLE



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Annex 1 – Offer form
Annex 2 – Declaration of no links with the Ordering Party
Annex 3 – Environmental statement



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