Pruszków, 27.03.2025

***Request for Proposals: 3/ROZ-E-2/2025***

**Ordering Party:**

Siltec Sp. z o.o.

ul. Parzniewska 12

05-800 Pruszków

KRS: 0000001635

NIP: 522-00-03-718

REGON: 001069838

e-mail: biuro@siltec.pl

**REQUEST FOR PROPOSALS 3/ROZ-E-2/2025**

In connection with the implementation of the project "Autonomous distributed CUAV on a universal transport platform" carried out under the Program entitled "Development of modern, breakthrough technologies for the security and defense of the state" - Competition No. 4/SZAFIR/2021.

# **SUBJECT OF THE ORDER**

The subject of the order is the purchase of a self-unloading and stabilizing system for a container that meets the requirements specified in Appendix No. 1 to the Request for Proposals ("Detailed description of the subject of the order"). The subject of the order should be free from physical and legal defects.

# ORDER COMPLETION TIME

The Ordering Party requires that the subject of the order be delivered to the ordering party’s registered office within **35 weeks** from the date of the order/agreement.

# CONDITIONS OF PARTICIPATION IN THE PROCEEDINGS

Bidders who meet the following conditions may apply for the contract:

1. have the authorizations to perform specific activities or actions, if the laws impose the obligation to have such authorizations,
2. have the necessary knowledge and experience and have the technical potential and persons capable of performing the order,
3. are in an economic and financial situation that ensures the performance of the order
4. no liquidation proceedings are pending against them.

# DOCUMENTS TO CONFIRM FULFILLMENT OF CONDITIONS FOR PARTICIPATION IN THE PROCEDURE

1. Technical specification in the form of a compliance table submitted together with the offer to confirm the compliance of the delivery with the description of the subject of the order (according to the template constituting Appendix No. 1 to this Request for Proposals).
2. Extract from the National Court Register or entry in the Register of Business Activity (Appendix No. 2 to the offer).
3. Declaration of fulfillment of the conditions for participation in the procedure (Appendix No. 3 to the offer).
4. Assessment of fulfillment of the conditions for participation in the procedure will be made in the "meets/does not meet" formula. In order to demonstrate fulfillment of the conditions for participation in the procedure and the lack of grounds for exclusion, each Bidder should attach to the offer documents confirming fulfillment of the conditions of the section in the procedure. In the event of failure to submit the documents with the offer, the Ordering Party will call upon the Bidders to supplement them. The documents must be supplemented within 3 working days from the date of the request. Failure to submit the above documents will result in rejection of the offer.

# REQUIREMENTS FOR SUBMITTING AN OFFER

1. The offer must include:
* name and address of the bidder (full company name, address, Tax Identification Number, registration number, contact details and contact person details for the offer),
* prices given in net and gross values,
* order completion date,
* offer submission date,
* offer validity period (no shorter than 30 days),
* payment terms,
* warranty period,
* Technical specification in the form of a completed compliance table according to the template constituting Appendix No. 1 to this Request for Proposals (Appendix No. 1 to the offer).
1. The offer should be submitted on the Offer Form, which is Appendix No. 2 to this request for Proposals, in English in writing.
2. The current registration document of the Bidder should be attached to the offer.
3. The Bidder should attach all declarations and other requested documents confirming the fulfillment of the conditions for participation in the procedure required by the provisions of the Request for Proposals.
4. The offer should be signed by an authorized representative of the Bidder, and all pages should be initialed. If the authorization to represent the person signing the offer does not result from the attached registration document, a power of attorney in the original or in the form of a notarized copy should also be attached to the offer.
5. The content of the submitted offer should fully correspond to the content of the Request for Proposals.
6. Any corrections in the content of the offer must be initialed by the person signing the Offer.
7. Offers may be submitted in Polish zloty or in EURO or USD.
8. The Ordering Party does not allow partial offers.
9. Each bidder may submit only one bid.
10. No documents included in the bid, including those submitted in original form, shall be returned by the Ordering Party.

# OFFER VALIDITY PERIOD

1. The offer validity period is 30 days.
2. In justified cases, the Ordering Party may extend the offer validity period to 60 days.

# DEADLINE AND PLACE OF SUBMISSION OF OFFERS

1. The offer should be delivered in writing by post, courier or in person to the Ordering Party's address:

Siltec Sp. z o.o.

ul. Parzniewska 12

* 1. Pruszków, Poland

in a sealed envelope, with the note **"Request for quotation 3/ROZ-E-2/2025" on** the envelope or by e-mail to the following address:

j.cieslak@siltec.pl

with the note in the e-mail subject: **"Request for Proposals 3/ROZ-E-2/2025"**. An offer submitted by e-mail requires confirmation of its receipt by the Ordering Party, otherwise it will be deemed as not delivered.

1. **The bid should be received no later than 07.04.2025.**

Bids submitted after the deadline will be rejected.

1. The date of submission of the offer is considered to be the date of its delivery to the Ordering Party. In the case of submission of offers by post or courier, the date and time of arrival of the shipment at the Ordering Party's Secretariat is decisive, and not the date of submission of the shipment at the post office or other operator.
2. During the examination and evaluation of the offers, the Ordering Party may request from the Bidders explanations regarding the content of the submitted offers, which must be provided within no more than 3 working days. The request for supplementation/clarification will be sent electronically to the e-mail address indicated in the offer.

# OFFER SELECTION CRITERIA

When selecting the best offer, the Ordering Party will be guided by the criteria presented below:

1. Verification of compliance of the parameters declared in the offer with the technical requirements specified in Appendix No. 1 ("Detailed description of the subject of the order");
* in the event of differences assessed by the Ordering Party as permissible, the Ordering Party will send the Bidder detailed questions, setting a maximum deadline for response of 3 days
* in the event of differences assessed by the Ordering Party as disqualifying, the offer will be rejected.
1. Lowest price

# PRICE CALCULATION METHOD

1. The offer price is a gross price calculated by adding the VAT rate to the net price at the appropriate rate. The Bidder is obliged to apply the VAT rate in accordance with the applicable provisions of the Act of 11 March 2004 on the tax on goods and services (consolidated text: Journal of Laws of 2024, items 361, 852, 1473, 1721).
2. The offered price will be a lump sum price (the definition of a lump sum in accordance with art. 632 of the Civil Code) and as a lump sum price is not subject to change.
3. The offered price must be given in numbers and in words. In the event of a discrepancy between the price entered in words and the price given in numbers, the Ordering Party shall consider the price entered in words as binding.
4. Settlements will be made in Polish zlotys or in EURO or USD currency with an accuracy of two decimal places.
5. The price of the offer should be calculated taking into account the entire remuneration of the Bidder for the proper performance of the contract - it is the sum of the value of all elements that make up the subject of the order, including the cost of delivery.

# **PAYMENT TERMS**

One-off payment, by bank transfer to the Bidder's account within 14 days from the date of a correctly issued invoice.

# CONDITIONS FOR THE CANCELLATION OF THE PROCEEDINGS

The Ordering Party may cancel the procedure if:

1. No bids were submitted.
2. All bids submitted were subject to rejection.
3. The price or cost of the most advantageous bid or the bid with the lowest price exceeds the amount that the Ordering Party intends to allocate to finance the order, unless the Ordering Party can increase this amount to the price or cost of the most advantageous bid.
4. There has been a significant change in circumstances that causes the conduct of the procedure or the execution of the order to be not in the public interest, which could not have been predicted earlier.
5. The Ordering Party reserves the right to cancel due to significant changes in circumstances that cause the conduct of the procedure or the execution of the order to be not in the interest of the Ordering Party.

# POINT OF CONTACT

In procedural matters: Jacek Cieślak, Deputy Head of the Task Group

e-mail: j.cieslak@siltec.pl

In technical matters: Grzegorz Parkot

e-mail: g.parkot@siltec.pl

Appendix:

Appendix No. 1 to the Request for Proposals - Detailed description of the subject of the order;

Appendix No. 2 to the Request for Proposals Offer Form – template;

Appendix No. 3 to the Request for Proposals Declaration of fulfillment of the conditions for participation in the procedure – template.