

**Request for Proposal no. 01/FENG.01.01-IP.01-A05T/23
of 9 February 2024**

I. Ordering Party:

Novilet Sp. z o.o.
ul. Romana Maya 1
61-371 Poznań
Phone: 61 670 73 17
Tax Id. No. NIP: 7822574386
Court Register No. KRS: 0000519874

II. Procedure mode

The contract shall be awarded in accordance with the principle of competitiveness and is not subject to the provisions of the Public Procurement Law. To select the best offer, the Ordering Party posted an announcement about the competition in the Competitiveness Base at www.bazakonkurencyjnosci.gov.pl, sent the announcement to potential contractors, on the Ordering Party's website www.novilet.eu and at the company's headquarters.

III. General provisions

1. Subject of the contract:

The subject of the contract covers: **"Purchase of FPGA"** under evaluated project no. FENG.01.01-IP.01-A05T/23 "Development of a mobile device for local testing of skin cancer, oxygenation levels and post-exposure biodosimetry" co-financed by the European Union under the European Funds for a Modern Economy Program Priority 1. Support for entrepreneurs Recruitment FENG.01.01-IP.01-002/23 - SMART Path.

Attachment no. 1 – Detailed Contract Terms and Conditions

Attachment no. 2 – Offer Form – specimen

Attachment no. 3 – Declaration of the bidder concerning the reasons for exclusion from the proceedings related to the economic and financial situation

Attachment no. 4 - Declaration of the bidder concerning the reasons for exclusion from the proceedings related to sanctions on the Russian Federation

2. The Ordering Party shall accept partial offers.
3. The Ordering Party shall not accept variant offers.
4. The Ordering Party shall not accept offers containing more elements than specified.
5. Before sending an order or entering into a contract, the Ordering Party reserves the right to negotiate prices with the Contractor/Contractors whose offer has been considered the best. As a result of negotiations, the agreed price may not be higher than the price indicated in the offer.

Common Procurement Vocabulary CPV:

Designation of the subject of the contract according to the code of the Common Procurement Vocabulary CPV: 31712110-4 "Electronic integrated circuits and micromodules".

IV. Conditions for participation in the procedure and the manner of assessing compliance with these conditions – formal criteria

1. Contractors who can apply for the contract:
 - a. boast technical and organisational potential, as well as have human resources capable of performing the contract.
 - b. meet the requirement of having no personal or capital ties with the Ordering Party.
 - c. they are not subject to the exclusion from the possibility of the contract performance.

The Ordering Party sets the following detailed conditions for participation in the procedure:

In the scope of the condition indicated in sec. 1 letter a above, the Contractors who boast technical and organisational potential, as well as have human resources capable of performing the contract, may apply for the contract. The assessment of compliance with the above condition shall be based on the verification carried out by the Ordering Party.

In the scope of the condition indicated in sec. 1 letter b above, the Contractors who may apply for the contract have no personal or capital ties with the Ordering Party. The assessment of compliance with the above condition shall be based on the verification carried out by the Ordering Party.

In the scope of the condition indicated in sec. 1 letter c above, the Contractors who may apply for the contract are in an economic and financial situation enabling them to perform the contract and are not subject to exclusion from the contract award procedures in the light of the provision of Art. 24 of the Act on Public Procurement Law (Journal of Laws of 2007 No. 223, item 1665, as amended). The assessment of compliance with the above condition shall be based on the verification carried out by the Ordering Party.

By submitting the offer, the Contractor declares that he meets the criteria contained in sec. IV point 1 points: a, b, and c of the RfP and that there are no contraindications to implement the offer.

V. Contract performance deadline:

The Ordering Party requires that the deadline for the contract should be in line with the one declared in the offer. The Ordering Party reserves the right to reject an offer whose delivery date is different from the declared date of offer implementation, and exclude the Contractor from the possibility of participating in future inquiries.

VI. Description of the offer development:

1. The offer should be in Polish or English, written on a typewriter, computer or with the use of other durable, legible technique.
2. The Contractors shall cover all the costs they bear in relation to the preparation and submission of the offer.
3. The offer should include a declaration from the Contractor in which the Contractor states that he is bound by the offer for a period of 30 days as of the day on which the deadline for submission of offers expires.
4. The offer should contain a completed Excel form in Attachment No. 2 or another one- an

equivalent document containing information on the price and terms of delivery.

VII. Place and date of placing offers:

The offer should be submitted via the BK2021 application (Competitiveness Database) in the announcement related to the request for quotation published on the website: <https://bazakonkurencyjnosci.funduszeuropee.gov.pl> by February 19, 2024, by 12:00.

VIII. Assessment of offers and selection of the best offer:

1. The offers shall be opened on **19 February 2024** at 3:00 pm at the Ordering Party's headquarters (ul. Romana Maya 1, 61-371 Poznań). The offers shall be assessed with respect to the requirements in the Request for Proposal. If an offer fails to meet them, it will be rejected. The Contractors shall not be entitled to any claims against the Ordering Party if their offer is rejected.
2. **The Ordering Party shall assess the valid offers based on the criterion: offer price (score weight $w1=0.5$), number of offered components (score weight $w2=0.3$), order implementation duration (score weight $w3=0.2$).**
3. **The scores (P) for the offer shall be calculated in the following way:**
 $P=(p1*w1)+(p2*w2)+(p3*w3)$.

Whereas:

- a. **p1** is the number of points obtained in the assessment of the offer price criterion, e.g. 100 points for the offer with the lowest offer price (Cmin) and proportionally less for other offers (C), according to the formula: $(Cmin/C)*100$. **If the offer is made in a foreign currency** (other than PLN), the Ordering Party on the contract awarding day shall convert the offer value at the average NBP exchange rate plus 2% due to the uncertainty of the exchange rate between the offer submission period and its offer implementation, as well as bank fees associated with the currency conversion. **In the case of partial offers**, the offer value shall be modified in the following way: the total offer shall be increased by the valuation of items not offered in such a way that their price shall be compared to the highest price for a given element from other offers.
- b. **p2** is the number of points obtained in the assessment of the quantity of components offered, determined as a proportional number of points in accordance with the number of components offered, where the offer containing all components shall receive 100 points, while the offer for 0 elements shall receive 0 points.
- c. **p3** is the number of points obtained in the assessment of the criterion of the offer implementation time expressed in working days defined as 100 points for the offer with the shortest execution time (Tmin) and proportionally less for other offer (T) in accordance with the formula: $(Tmin/T)*100$. For the offers stating delivery time in weeks, the Ordering Party shall convert them into business days, assuming that **1 week = 5 business days**. When counting points, the Ordering Party shall refer to the sum of days from all offered elements. **In the case of partial offers**, the delivery time shall be modified in the following way: in the absence of a specified contract performance duration for the whole or part of the offer, the duration times shall be added, while these times shall be compared to the longest delivery times for a given element from the remaining offers.

The offer obtaining the highest score of P shall be considered the best offer.

4. Should it be impossible to select the best offer, the Ordering Party shall first take into account the offer which is better in terms of environmental impact and then (if necessary) ask the Contractors who submitted the offers to submit additional offers within 3 days.
5. The Contractors submitting additional offers may not offer higher prices than those offered in the initially submitted offers.
6. If all the offers submitted in the procedure and non-rejectable offers include a price which exceeds the amount the Ordering Party may use to finance the subject of the contract, the Ordering Party may enter into additional price negotiations with the Contractor who offered most favourable conditions.
7. The Ordering Party shall immediately notify all interested parties about the selection of the best offer.
8. The Ordering Party may terminate the procedure (in whole or in part) without choosing any of the offers, at any time, without stating a reason. In such a case, the Bidders shall have no right to make any claims against the Ordering Party.

IX. Additional information:

Person authorised to liaise with Contractors:

Mrs Paulina Burlaga, phone: 61 670 73 17

e-mail: zamowienia@novilet.eu

.....
(Ordering Party's signature)