



Konin, 08.09.2017

IMPEXMETAL SPÓŁKA AKCYJNA  
ul. Jagiellońska 76  
03-301 Warsaw

## REQUEST FOR PROPOSALS

Due to implementation of a project entitled "Development of a highly advanced technology of production of HSAA-P30 multi-layer aluminium tapes intended for a new generation of automotive heat exchangers" as part of *Intelligent Development Operational Programme 2014-2020, Measure 1.2 R&D Sectoral Programmes (INNOMOTO)*, the IMPEXMETAL SPÓŁKA AKCYJNA company calls for tenders for the **supply of 1,200 tonnes of primary aluminium of a minimum purity of 99.7%.**

### I. Definition of the subject matter:

Supply of 1,200 tonnes of primary aluminium of a minimum purity of 99.7%, divided into 3 partial deliveries:

- 400 T – partial delivery (I) in week 43 of 2017 (from 23.10. to 27.10.2017)
- 400 T – partial delivery (II) in week 2 of 2018 (from 8.01. to 12.01.2018)
- 400 T – partial delivery (III) in week 27 of 2019 (from 1.07. to 5.07.2019)

The goods delivered should be:

- In compliance with REACH requirements,
- In compliance with DDP Konin terms of delivery,
- Delivered to the place of the project implementation, located in Konin at ul. Hutnicza 1, 62-510 Konin, Poland.

#### 1. The Project provides for a purchase of:

- 1,200 tonnes of primary aluminium of a minimum purity of 99.7%
- CPV Code:

**14721000 - 1 - Aluminium**

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2. Term for the order execution: the maximum term for the order execution is until 05.07.2019, according to the dates mentioned in point I of the Request for Proposals.

**II. Conditions necessary to participate in the tender procedure:**

Tenderers eligible to apply for the contract award are tenderers which:

1. have the powers required by the law to execute the order.
2. have the knowledge, experience and technical capacity required to execute the order.
3. are in a financial and economic situation making it possible for them to execute the order.

**III. Tender assessment criteria.**

The most beneficial tender will be chosen on the basis of the following criteria:

- Net price (PLN) – criterion weight: 80%,
- Term of payment (days) – criterion weight: 20%

It is assumed that 1% of the criterion weight = 1 point.

The Ordering Party will choose the most beneficial tender by awarding points for compliance with the net price criterion and for the length of the term of payment. The tender will be assessed as a whole. The tender awarded the highest number of points will be chosen as the most beneficial one, whereas the rules of awarding points are as follows:

**“Net price (PLN)” criterion:**

- The tender with the lowest net price will be awarded 80 points.
- The remaining tenders will receive scores linearly (up to 2 decimal points) according to the following arithmetic formula:  
 $(X/Y) \times 80$ , where:  
X = the lowest price,  
Y = the price of the tender assessed.

**“Term of payment (days)” criterion:**

- The tender with the longest term of payment will receive 20 points.

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- The remaining tenders will receive scores linearly (up to 2 decimal points) according to the following arithmetic formula:  
 $(X/Y) \times 20$ , where:  
X = the shortest term of payment,  
Y = the term of payment in the assessed tender.

#### **IV. Scope of exclusions.**

Entities related to the Ordering Party by way of equity or personal connections may not be tenderers. Equity and personal connections are understood as mutual relations between the beneficiary or persons authorised to enter into obligations on the beneficiary's behalf or persons carrying out activities related to the contract award procedure on the beneficiary's behalf and the contractor, based mainly on:

- a) participation in the company as a partner of a partnership or a civil law partnership,
- b) owning at least 10% of shares, unless a lower limit is set in a legal regulation or the Operational Programme Managing Authority's decision,
- c) holding the position of a member of a supervisory or managing authority, proxy or representative,
- d) being related by way of marriage, kinship or affinity in a straight line, second degree kinship or second degree collateral affinity or adoption, custody or guardianship.

#### **V. Term and place of tender submission:**

1. The tender must be delivered to the Ordering Party's seat at **ul. Hutniczej 1, 62-510 Konin** or sent to the following e-mail address: **k.mazurek@impexmetal.com.pl**
2. The tender must be submitted no later than on **09.10.2017**. If the tender is sent by traditional or courier mail, the day on which it will be delivered the Ordering Party's seat will be taken into account.
3. **Tenders submitted after the deadline will not be reviewed.**
4. The most beneficial tender will be chosen until **13.10.2017**. Within 2 business days from choosing the most beneficial tender, the Ordering Party will inform the Contractors about the results of the procedure and will submit the same information on its website.

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5. Further information on the Project can be obtained from Mrs Katarzyna Mazurek, Tel. +48 695107079, e-mail: k.mazurek@impexmetal.com.pl

**VI. Tender preparation:**

1. Each Tenderer may submit only one tender.
2. The tender must be in compliance with the order's subject matter.
3. The tender must be submitted on the tender form, whose template constitutes Annex No. 1 to this Request for Proposals. **Tenders which will not be submitted on the form, will not be reviewed.**
4. The tender must be written in Polish language or in another language with a translation and signed by a person authorised to represent the Tenderer.
5. The tender must include: the net price in PLN or in another currency (the order value will be converted according to the average exchange rate of Bank Gospodarstwa Krajowego as of the day of the tender submission) and applicable VAT for the execution of the order according to the terms and conditions indicated in this request for proposals. In case of tenderers from the countries where VAT does not apply, it is allowed to submit tenders including only net price for the order execution.
6. The tender must bear the Tenderer's company stamp, date of issue, the Tenderer's residential or seat address, phone number and e-mail address.
7. The tender must be valid for a **period of at least 5 business days**, calculated from the date of the deadline for tender submission.
8. Documents confirming compliance with REACH requirements must be attached to the tender.
9. The statements in Annex 2 must be attached to the tender.
10. Costs of the tender preparation will be incurred by the Tenderer.

**VII. Subject matter of the Contract for the order's execution**

Changes to the contract concluded with the Contractor as a result of the tender proceedings are allowed under the following conditions:

- Within the scope of changes to the term for provision of the services - in case of:

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- A force majeure event making it impossible to execute the contract within the agreed term,
  - If the term for execution of the order's subject matter is impossible to be complied with due to reasons attributable to the Ordering Party,
  - There is a need to obtain additional documentation necessary for duly execution of the order's subject matter, including any required decisions, authorisations/permits.
- In case of any of the aforementioned circumstances, the term for execution of the order may be prolonged respectively by the period:
    - Required to remove the effects of the force majeure event,
    - Necessary to complete the order in a due manner, however, no longer than the period of those circumstances occurrence.

#### **VIII. Reservations**

1. The Ordering Party will award the order to the Tenderer whose tender will comply with all the requirements presented in this Request for Proposals and who will present the most beneficial tender in terms of the criteria referred to in this Request for Proposals.
2. The Ordering Party reserves the right to prolong the deadline for tender submission.
3. The Ordering Party reserves the right to change the Request for Proposals before the deadline for tender submission.
4. The Ordering Party reserves the right to cancel the tender proceedings without giving any reasons at every stage of the proceedings.
5. The Ordering Party reserves the right to end the procedure early, without choosing the Contractor or giving any reasons.
6. During the procedure of reviewing and assessing tenders, the Ordering Party may require the Tenderers to provide clarifications concerning the tenders submitted by them, however, the Tenderers will not be able to change the conditions of the tender submitted.
7. Tenderers may change or withdraw their tenders before the deadline for tender submission.
8. Tenders submitted after the deadline will not be reviewed.
9. Tenders submitted by Tenderers which will not be complaint with the requirements for participation in the procedure will not be reviewed.

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European Regional  
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10. The Ordering Party does not allow for submission of partial tenders.
11. The Ordering Party reserves the right to reject tenders, whose substantive scope or abnormally low price will raise reasonable doubts.

**Annexes:**

Annex 1 – Tender form.

Annex 2 – Statements.

*Confirmed by*

**Member of the Board**

**Jan Wozniak**

**Proxy**

**Pawel Tokowicz**

**impexmetal s.a.**

ul. Jagiellońska 76, 03-301 Warszawa



**Annex No. 1**  
**to the Request for Proposals from 8.09.2017**  
**Tender Form**

The tenderer's stamp

The Tender's name, address and tax identification number:

.....  
.....

Tel. ...., Fax ...., E-mail.....

**In a response to the request for proposals from 8.09.2017** and due to implementation of a project entitled "Development of a highly advanced technology of production of HSAA-P30 multi-layer aluminium tapes intended for a new generation of automotive heat exchangers" as part of Intelligent Development Operational Programme 2014-2020, Measure 1.2 R&D Sectoral Programmes (INNOMOTO), co-funded with the European Regional Development Fund,



Order item	Net value	VAT	Gross value
400 T – primary aluminium of a min. purity of 99.7% - partial delivery (I)			
400 T - primary aluminium of a min. purity of 99.7% - partial delivery (II)			
400 T - primary aluminium of a min. purity of 99.7% - partial delivery (III)			

**Payment is to be made within..... days after each partial delivery.**

.....

date and signature

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**Annex No. 2**  
**to the Request for Proposals of 8.09.2017**  
**Statements**

The Contractor's stamp

The Contractor's name, address and tax identification number:

.....  
.....

Tel. ...., Fax ....., E-mail.....

**In a response to the request for proposals from 8.09.2017** and due to implementation of a project entitled "Development of a highly advanced technology of production of HSAA-P30 multi-layer aluminium tapes intended for a new generation of automotive heat exchangers" as part of *Intelligent Development Operational Programme 2014-2020, Measure 1.2 R&D Sectoral Programmes (INNOMOTO)*, co-funded with the European Regional Development Fund,

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**We declare that:**

1. We have the knowledge, experience and technical capacity necessary to execute the order.
2. Our financial and economic standing makes it possible for us to execute the order.

In addition, we declare that:

- we are not under the threat of bankruptcy, there are no liquidation proceedings against us, we have not been declared bankrupt and our activity has not been suspended.
3. We declare that we are not related to the Ordering Party by way of equity or personal connections. Equity and personal connections are understood as mutual relations between the beneficiary or persons authorised to enter into obligations on the beneficiary's behalf or persons carrying out activities related to the tender procedure on the beneficiary's behalf and the contractor, based mainly on:
    - a) participation in the company as a partner of a partnership or a civil law partnership,
    - b) owning least 10% of shares, unless a lower limit is set in a legal regulation or the Operation Programme Managing Authority's decision,
    - c) holding the position of a member of a supervisory or managing authority, proxy or representative,
    - d) being related by way of marriage, kinship or affinity in a straight line, second degree kinship or second degree collateral affinity or adoption, custody or guardianship.

We have read the RFP conditions and we accept them.

.....  
(place, date)

.....  
(first and last name and signature of the Tenderer's  
authorised representative)