

No BBS/WP4/1/2016

Barlinek 3rd February 2016

The invitation to submit a tender STAGE I

ORDER NAME:

Consultancy in the field of technical design and the supply of the components necessary for the construction of the pilot line.

1. INTRODUCTION

The company Barlinek Inwestycje Spółka z o.o. provides comprehensive processing of round lumber with the production of the finished floors intended for use in accommodation as well as public facilities. Under the project implementation shall request for proposal.

2. THE PURPOSE OF THE REQUEST FOR PROPOSAL.

The purpose of the proceedings is to identify one supplier: consultancy services and contractor of elements for the construction of a pilot line for testing in conditions similar to real solutions and improvements resulting from the research and development projects undertaken under the project "Improving the efficiency of the use of the production processes in industry" co-financed under the Biostrateg programme.

3. THE SUBJECT MATTER OF THE CONTRACT

3.1. The subject of the request for proposal is:

- a) **Task 1** the supply of consultancy services in the field of the design of technical solutions according to the results of the research used in the construction of the pilot line,
- b) **Task 2** execution and supply of elements for cutting leaf boards for fins, for the construction of the pilot line and taking into account the results of the research and development work.

3.2. To perform the contract 1 contractor is to be selected, responsible for the implementation of both the consultancy services as well as the implementation and delivery of the elements for the construction of the pilot line. The submission of partial or variant offers in tender is not allowed. In the event the offer is made by the consortium test potential shall be subject exclusively to the consortium leader.

3.3. General description of the subject of the contract is attached to this request.

4. The procedure for the selection of a contractor will be overseen in 2 stages:

4.1. **Step 1:** is open and is used for the emergence of a minimum of 2 up to 3 potential contractors that meet the criteria of experience as well as technical and financial capacity for performance of the contract. The next step will be allowed up to 3, tenderers who acquire the greatest number of points in the above criteria for the evaluation and undertake to maintain the confidentiality (the NDA agreement).

4.2. **Step 2:** this step is developing a detailed technical specifications and selection on the basis of the criterion of prices and implementation time. At this stage will be carried out at least 1 round of negotiations for specifying othe technical records of the specification necessary for the preparation of a detailed concept of the subject of the contract, taking into account all parameters. In the context of the negotiations reserves the right to carry out the tests for devices indicated as meeting the technical criteria appropriate for elements for the construction of the pilot line. The need for further rounds of negotiations shall decide the Project Manager.

4.3. Technical specifications as the basis for which the tender price will be sent to tenderers immediately after the last round of negotiations.

- 4.4. Tenderers shall send an offer with a description of how to perform the contract and the implementation price of the subject of the contract in the division of tasks within the time limit set in the technical specification.
- 4.5. The substantive assessment of tenders shall perform an Assembly of minimum 3 persons selected by the Project Manager with knowledge of and experience in the design and construction of machinery, technical analysis, economic analysis, research and development, only on the basis of the tender information.

5. THE CRITERIA FOR THE EVALUATION AND SELECTION OF THE OFFER BY THE INVESTOR.

5.1. FORMAL

- 5.1.1. In proceedings can participate every tenderer satisfying the following conditions:
- 5.1.1.1. It is capable of performing the contract (on the basis of the statement).
- 5.1.1.2. Realization in the last three years (2013-2016) at least three contracts with a value of not less than 1 million euros each, with the scope close to the subject of the contract,
- 5.1.1.3. Required to have functionally separate department of research and development R&D;
- 5.1.1.4. Formal proof of insurance against civil liability in respect of the current business for the amount of at least 1 million euros.

5.2. SUBSTANTIVE

No.	Criterion	Step	Scale
1.	Experience	1	20
2.	Potential	1	20
3.	The minimum period of warranty	2	15
4.	The deadline for delivery the subject of the contract	2	15
5.	Price	2	30

6. PERSONS AUTHORISED TO CONTACT THE TENDERER.

6.1. The persons authorised to contact the Tenderer are:

- Piotr Hoffmann
- Grzegorz Bryła
- Jacek Bator

7. ASSESSMENT OF TENDERS

The selection of the tenderer will be made on the basis of the largest quantities of obtained points in accordance with the model.

The final evaluation = $\sum P(k)$

$P(k)$ = importance * $M(k)$,

where $M(k)$ indicates the number of points in the criterion,

The number of points allocated to the successful tenderer in the criterion will be calculated according to the model.

$$M(k) = e - \{(e/n) * [n - (n - k + 1)]\}$$

n - the number of bidders,

k - order in criterion

e - maximum number of points in the stage.

7.1 THE METHOD OF ASSESSMENT OF THE OFFER

7.1.1 Stage I

7.1.1.1 Formal assessment is made on the basis of the transmitted form of the offer. The offer of the contractor not satisfying the conditions for participation in the proceedings is discarded. To participate in stage II of the proceedings are released tenders which have acquired the highest number of points and within the time limit set by the Contracting Entity have sent the obligation of confidentiality (hereinafter: NDA).

7.1.1.2 The offers meeting the formal criteria are prioritized according to the criteria:

a) experience:

- the number of deployments of new technological lines in the Wood Scheme in the years 2013-2016 (based on the presented reference) - max. 10 points

- the number of patents (based on the notification numbers) - max. 10 points,

b) potential:

- the total company turnover - the tenderer in the last 2 years (based on the statement) max. 10 points

- the number of full time employed in 2015 engineers - constructors in R&D department (based on the statement) - max 10 points

7.1.1.3 The offers indicating the highest parameter to be assessed acquire the highest number of points, other tenders acquire the number of points decreased in proportion to the shown parameter. The final assessment in the stage I is the total number of points.

7.1.2 Stage II

7.1.2.1 Stage II of the proceedings is preceded by negotiating rounds, which lead to the preparation of the final specification of the subject of the contract. During the negotiation rounds the Contracting Entity will transmit to the tenderers the information necessary for the preparation of the tender, including information resulting from the research work.

7.1.2.2 The Contractors, on the basis of a detailed description of the subject of the contract, shall submit a performance offer of the subject of the contract.

7.1.2.3 The assessment in stage II is carried out independently of the evaluation obtained in stage I.

7.1.2.4 The offers are prioritized according to the criteria:

(a) Minimum Warranty period: designated on the individual elements for the construction of the pilot line. The score is calculated as the arithmetic average of the warranty period calculated for the various elements:

- 0 - 5 months: 0 points

- 6 - 11 months: 5 points

- 12 - 17 months: 10 points

- over 18 months: 15 points

b) The deadline for delivery of the subject of the contract:

- up to 5 months: 15 points

- 6 - 7 months: 10 points

- 8 - 9 months: 5 points
- over 10 months: 0 points

c) The price: max 30 points The offers indicating the highest parameter to be assessed acquire the highest number of points, other tenders acquire the number of points decreased in proportion.

7.1.2.5 The final assessment is the total number of points in stage II.

The Contracting Entity reserves, in the course of the evaluation of the offer, the right to check the credibility of submitted by the tenders documents, lists, data and information.

8. DATE AND PLACE OF PROPOSALS

The offer in the form of scan must be sent to the email address of the person authorised to contact grzegorz.solid@barlinek.com.pl; Jacek.bator@barlinek.com.pl

and by mail to the following address:

BARLINEK INWESTYCJE Sp z o.o.
ul. Przemysłowa 1
74-320 BARLINEK

The deadline for submission of tender is 19th February 2016

9. PREPARATION OF THE INITIAL OFFER

The offer must be prepared in the form of the paper documents and sent in the form of scan containing the signature to the email address of the persons authorised to contact and in paper form should be delivered to the address shown above.

No documents included in the offer, including those presented in the form of the originals are not reimbursable by the Contracting Entity. The successful tenderer shall bear all costs related to the preparation and submitting a tender.

The initial offer should include:

1. date of preparation,
2. name and address of the tenderer,
3. Information concerning fulfillment of the formal criteria
4. portfolio of the tenderer and the details of any technical potential held, according to the attached form
5. signature of the tenderer.

10. THE TENDER VALIDITY PERIOD

The tenderer (if not indicated otherwise) remains bound with submitted offer for **90 days**. The period of tender validity begins with the expiry of the time limit for submitting tenders.

11. NOTICE OF SELECTION

The successful tenderer of the election of his tender will be notified by email or telephone in the recorded time period within 7 days after the end of the evaluation of the tenders.

The Contracting Entity reserves the right to cancel the proceedings without providing any reasons at any stage of the selection of the contractor.

Annex 1 General description of the Subject of the Contract

Task 1. The supply of consultancy services in the field of the design of technical solutions according to the results of the research used in the construction of the pilot line,

1. The task is to implement the consultancy service in the field of technical documentation of the construction of the elements of the pilot line of the process for the production of semi-finished wood technology so called cut wet, with regard to the elements for cutting leaf boards to fins.
2. In order to implement the service the contractor receives the results of the research work carried out by the Contracting Entity, which should be taken into consideration. The Contracting Entity undertakes to stay in constant contact with the Contracting Entity and to adopt its comments and recommendations, in particular in the matter of taking into account the results of research.
3. The Contracting Entity retains the right to intellectual property rights to knowledge transferred to the Contractor and any use of it in other production processes by the Contractor will require a separate agreement. The Contractor shall retain all intellectual property rights that do not constitute the contribution of the Contracting Entity.
4. In order to estimate the possibility of a task implementation by the contractor, the Contracting Entity identified:
 - 4.1. specific requirements in relation to the pilot line in part for cutting process:
 - 4.1.1. the ability for separating dry boards (humidity ~7.0%) and in fresh state (humidity ~ 50.0÷80.0%)
 - 4.1.2. cutting boards to fins with one transition for both the process status of boards fresh and dry
 - 4.1.3. Leaf sawn timber intended for separating to fins is vitiated with many occurring characteristics of wood (defects of the anatomy) as knots, rots, cracks, core etc.
 - 4.1.4. Cutting of the input material with the acquisition of the one board with the thick reference of 6 fins obtaining in the final stage of the fin production process with thickness of 3.0 mm in the same quantity as the cut board
 - 4.1.5. the dimensional accuracy of cutting to fins ± 0.2
 - 4.1.6. cutting of boards into 6 pcs. of fins with one transition through the pilot installation
 - 4.1.7. feeding for stacking of fins length 738 mm of 3 pcs. on length; length 1107 mm of 2 pcs. on length
 - 4.2. THE TARGET WORK ENVIRONMENT

4.2.1. Ambient temperature	15÷400 C
4.2.2. Humidity	30÷70%
 - 4.3. INPUT MATERIAL: leaf sawn timber wet or dry in terms of dimensions
 - 4.3.1. thickness 20 - 150 mm;
 - 4.3.2. width 70 - 300 mm;
 - 4.3.3. length 700 - 2500 mm;
 - 4.4. OUTPUT MATERIAL: fins after sawing with a thickness from 2 to 5 mm depending on adjustment
5. The result of the task will be a **REPORT** containing at least:
 - 5.1. Technical description of the elements of the pilot line with given parameters.
 - 5.2. Indicating sites for the media connections for each element for the construction of the pilot line.

6. A report will be submitted within a period of not more than **1 month** from the decision moment on the conduct. The Contractor will be given an opportunity to comment and amendments to the report. The report can be corrected 2 times within the time limit indicated by the Contractor. Disregarding of the comments or amendments or sending them after the time limit indicated by the Contracting Entity will declare default order and the same suspension of payments.
7. For receiving the report and preparation of any comments and objections is the responsibility of the Project Manager.
8. **Payment** for the implementation of tasks is made via transfer based on properly issued invoices within the time limits specified in the accepted tender provided that the last payment may not be less than 50 % of the value of the task and will occur after the presentation of the correct report.

Task 2) execution and supply of elements for cutting leaf boards for fins, for the construction of the pilot line and taking into account the results of the research and development work.

1. The Contractor undertakes to comply with and provide elements for the construction of the pilot line for cutting - wet fins of hardwood, taking into account the results of the research work and the Report content generated within the tasks 1.
2. Detailed specification of pilot line elements will be prepared during the negotiations and presented to each of the potential contractors after closing negotiation rounds. The Contracting Entity reserves the right to carry out the tests of construction designs proposed by the Contractor as to complying with technological requirements resulting from the research carried out.
3. The Contracting Entity declares that each of the elements provided will be permanently installed in the pilot line.
4. The Contractor shall be required to comply with and provide the following pilot line elements:
 - 4.1. The positions for equalizing broad surfaces of the input elements before cutting
 - 4.2. The positions for high performance cutting of boards into fins in accordance with the report made as part of the task 1 and taking into account the results of the research and development works,
 - 4.3. Elements of the transport system and for and discharge as required, in accordance with the report made as part of the task 1 and taking into account the results of the research and development works.
5. The supply of the above elements for the construction of the pilot line will be within the time limit indicated in the tender. Reception of the subject of the contract will be in two stages:
 - quantitative reception - contractors at the time of delivery and
 - qualitative - at the time of installation and start all or part of the pilot line.
6. For receiving the subject of the contract and preparation of any comments and objections is the responsibility of the Project Manager. Disregarding of the comments or necessary amendments or their execution after the time limit indicated by the Contracting Entity will declare default order and the same suspension of payments.
7. **Payment** for the implementation of tasks is made via transfer based on properly issued invoices within the time limits specified in the accepted tender provided that the last payment may not be less than 10 % of the value of the task and will occur after the last receipt.
8. Additional work: in connection with the innovative nature of the order the Contracting Entity provides the ability to **order the implementation of additional work** (not included in this specification) without the need to carry out the procedures again. The scope of the additional work may concern each scope of work related to the construction or functioning of the pilot line, including in particular the exchange and/or adapting its individual elements to the results of the tests and further research. It is anticipated that the cost of the additional work does not exceed a total of 50 % of the costs of this order.