

No. BBS/WP6/3/2017

Barlinek, 07 March 2017

Invitation to tender for STAGE I

TITLE OF THE CONTRACT: *Consultancy services and supply of components necessary for constructing a pilot line for unedged timber processing*

1. INTRODUCTION

Barlinek Inwestycje Spółka z o.o. offers comprehensive services in the processing of roundwood and the production of ready-made wood flooring intended for use in residential and public utility buildings. The Contracting Authority would like to request proposals for a project under implementation.

2. PURPOSE OF THE REQUEST FOR PROPOSALS

The purpose of the procedure is to award a single contract for supply of consultancy services and components for constructing a pilot line for testing, under conditions similar to actual in-use conditions, solutions and improvements resulting from research studies and development works carried out under the project "Improving the efficiency of wood raw material use in production processes in the industry" co-financed by the Biostrateg programme.

3. SCOPE OF THE CONTRACT

3.1. This request for proposal covers:

3.1.1. **Task 1.** The supply of consultancy services in the technical design of solutions based on the research results and their application in the components of the pilot line for unedged timber processing and bonding into semi-finished products for manufacturing the middle layer of floorboards;

3.1.2. **Task 2.** The making, delivery and installation of the components for constructing a pilot line for unedged timber processing and bonding into semi-finished products for manufacturing the middle layer of floorboards.

3.2. The contract will be awarded to 1 supplier who will be responsible for providing both the consultancy services and the components for setting up the pilot line. It is not allowed to submit partial or variant tenders. In the event that a tender is submitted by a consortium, only the consortium leader will be considered in the assessment process.

3.3. The general contract specifications are attached to this request.

4. The contract award procedure will be carried out in 2 stages:

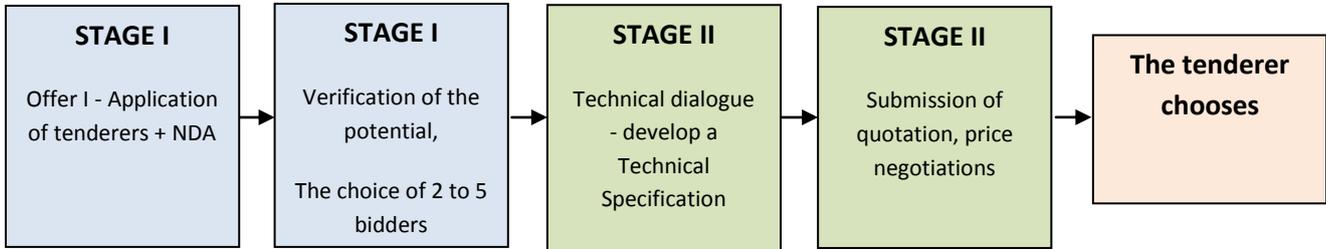
4.1. Stage 1: This stage is open and aimed at selecting at least 2 up to 5 potential suppliers who meet the criteria of experience as well as technical and financial capabilities for delivering the contract. Up to 3 tenderers will be admitted to the next stage, who are awarded the greatest score in the Stage 1 assessment process and sign the non-disclosure agreement (NDA).

4.2. Stage 2: This stage is aimed at developing detailed technical specifications and selecting a supplier based on the criteria of price and delivery period.

At this stage at least 1 negotiation round will take place with the aim of further clarifying the technical specifications as necessary for the preparation of a detailed concept of the contract scope, taking into account all the pre-defined parameters. During the negotiations the Contracting Authority reserves the right to perform tests of devices considered to meet the technical criteria applicable to the components for setting up the pilot line.

The decision to organize additional negotiation rounds lies with the Project Manager.

- 4.3. The technical specifications for a quotation will be sent to the tenderers immediately once the last negotiation round is finished.
- 4.4. The tenderers will submit proposals describing how the contract is to be delivered and specifying the contract price broken down by individual tasks to be completed within the time limit prescribed in the technical specifications.
- 4.5. The technical assessment of the proposals will be performed by a Team of at least 3 persons appointed by the Project Manager, having knowledge and experience in the design and construction of machinery, technical analysis, economic analysis, and research and development, only on the basis of information provided in the proposals.



Rys. 1 Diagram of tender steps

5. INVESTOR'S ASSESSMENT AND CONTRACT AWARD CRITERIA

5.1. FORMAL ASSESSMENT

5.1.1. All and any tenderer who meets the following criteria is allowed to participate in the procedure:

- 5.1.1.1. The tenderer is capable of delivering the contract (as declared);
- 5.1.1.2. The tenderer is not subject to exclusion on grounds set out in Article 24 of the Public Procurement Act and it is not affiliated with the Contracting Authority;
- 5.1.1.3. The tenderer has delivered at least 3 (three) contracts with a value of not less than EUR 0.2 million each and with a contract scope similar to that of the contract in question (technological lines in enterprises operating in the wood sector) over the past three years (2013-2016);
- 5.1.1.4. The tenderer has a certificate of third-party business insurance policy with a coverage of at least EUR 0.2 million.

5.2. TECHNICAL ASSESSMENT

No.	Parameter	Stage	Weight
1.	Experience	1	10
2.	Capabilities	1	10
3.	Minimum warranty period	2	10
4.	Contract delivery date	2	10
5.	Price	2	60

6. PERSONS AUTHORIZED TO CONTACT THE TENDERER

6.1. The following persons are authorized to contact the Tenderers:

- Piotr Hoffmann – piotr.hoffmann@barlinek.com.pl – technical issues (design, technology)
- Grzegorz Bryła – grzegorz.bryla@barlinek.com.pl – technical issues (infrastructure)

– Barbara Hryniewicka – barbara.hryniewicka@barlinek.com.pl – procedure-related issues

7. ASSESSMENT OF PROPOSAL

The contract will be awarded to the Tenderer with the greatest score at each stage to be calculated as follows:

Final score = $\sum P(k)$

$P(k) = \text{weight} * M(k)$,

where $M(k)$ is the score for a given parameter.

The score awarded to the Tenderer for each parameter will be calculated as described below.

7.1. ASSESSMENT PROCEDURE

7.1.1. Stage I of the Invitation to Tender

7.1.1.1. The formal assessment is made on the basis of the completed proposal submission form. Proposals submitted by Tenderers who fail to meet the requirements of the procedure are rejected. Proposals awarded the greatest score and accompanied by a signed non-disclosure agreement (NDA) that is sent in within the time limit prescribed by the Contracting Authority will be admitted to Stage II.

7.1.1.2. Proposals meeting the formal requirements will be classified according to the following criteria:

a) experience: max. 10 points

- Number of projects completed in 2013-2016 in the implementation of new technological lines in enterprises operating in the wood sector (according to letters of reference) – 1 point per project.

b) capabilities: max. 10 points

- Number of full-time engineers/constructors employed in 2015 (as declared) – 1 point per engineer/constructor.

7.1.1.3. Proposals with the largest quantity for the parameter under assessment will be awarded the greatest score, and the other proposals will be awarded a score reduced in proportion to the value of the parameter in question. The final selection at Stage I will be made based on the total score.

7.1.2. Stage II of the Invitation to Tender

7.1.2.1. Stage II of the procedure will be preceded by negotiation rounds aimed at developing the final contract specifications. During the negotiation rounds the Contracting Authority will provide the tenderers with information necessary for preparing their proposals, including information obtained as a result of the research studies.

7.1.2.2. Based on the detailed contract specifications, the Suppliers will submit their proposals (closing proposals).

7.1.2.3. The selection at Stage II will be made irrespective of the Stage I score.

7.1.2.4. The proposals will be classified according to the following criteria:

a) Minimum warranty period: granted for the individual components of the pilot line. In the event that different warranty periods are granted for the individual components, the final score will be calculated as an arithmetic mean of the warranty periods granted for the specific components:

- 0 – 11 months: 0 points
- 11 – 23 months: 5 points
- 24 months: 10 points

b) Contract delivery period:

- up to 5 months: 10 points
- 7 – 9 months: 5 points

- more than 10 months: 0 points

c) Price: max. 60 points

Proposals with the largest quantity for the parameter under assessment will be awarded the greatest score, and the other proposals will be awarded a score reduced in proportion to the value of the parameter in question.

7.1.2.5. The final selection will be made based on the total Stage II score.

The Contracting Authority reserves the right to check in the course of the assessment procedure the reliability of any documents, lists, data and information submitted by the Tenderers.

8. DATE AND PLACE OF SUBMISSION OF PROPOSALS

8.1. The scanned proposal should **sent by e-mail to offer@barlinek.com.pl**

and

8.2. the original should be **sent by post to the following address:**

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

The time limit for submitting preliminary proposals expires on 28.03.2017

9. PREPARATION OF PRELIMINARY PROPOSAL

- 9.1. The proposal must be prepared in paper format and sent in the form of a signed scan to the email address of an authorized contact person, and the proposal in paper format must be delivered to the address shown above.
- 9.2. No documents included in the proposal, including those provided by means of the originals, will be returned by the Contracting Authority. The Tenderers will bear all and any costs related to the preparation and submission of their proposals.
- 9.3. The preliminary proposal should contain the following information (proposal submission form attached to the invitation):
 1. date of preparation,
 2. name and address of the tenderer,
 3. list of letters of references and documents giving evidence of experience in delivering contracts of similar scope for enterprises in the wood sector (e.g. registration number in the National Court Register (KRS)/Central Business Activity Register (CEDG), etc.),
 4. declaration of the number of employed engineers,
 5. Tenderer's signature (as in the power of representation).

10. PROPOSAL VALIDITY PERIOD

The submitted proposals will remain valid and binding for **90** days (unless indicated otherwise). The validity period will begin as soon as the time limit for submitting proposals expires.

11. CONTRACT AWARD NOTICE

The successful tenderer will be notified of the contract award decision by e-mail or by phone within 7 days from the date when the assessment procedure is completed.

12. PREPARATION OF CLOSING PROPOSAL

The guidelines for preparation of the closing proposal, containing the total contract priced, will be described separately, following the negotiation rounds with the tenderers selected at Stage I, and submitted to the tenderers once Stage I of the procedure is completed. It is expected that the time limit for submitting closing proposals will be no later than 28 April 2017.

13. PRICE NEGOTIATIONS

- 13.1. After receiving the closing proposals, the Contracting Authority will conduct price negotiations with each and every tenderer. All the tenderers will be allowed to submit complementary proposals. The Contracting Authority will re-assess the final (post-negotiation) proposals. The proposals may be modified in terms of the contract price, warranty period and contract delivery period, which means that the material scope of the proposal must not be changed.
- 13.2. The negotiations will be conducted in accordance with the principle of equal treatment and transparency. The negotiations may not result in less advantageous conditions or modification of the contract specifications.
- 13.3. The final selection will be made based on the total score.

14. TERMS OF PAYMENT:

- 1.1. No pre-payments/advance payments will be allowed.
- 1.2. In the event that a pre-payment is required, it must be secured by the Supplier based on a Bank Guarantee containing the following sentence: "This Guarantee is irrevocable, unconditional and payable on first demand."

15. ADDITIONAL WORKS:

Given the innovative nature of the contract, the Contracting Authority admits the possibility of contracting additional works (not included in these specifications) without having to re-conduct the contract award procedure. The scope of additional works may refer to the scope of any works related to the construction or functioning of the pilot line, including in particular the replacement and/or adaptation of its individual components based on the results of tests and further research studies. It is expected that the costs of additional works will not exceed a total of 50% of the costs of this contract.

The Contracting Authority reserves the right to cancel the contract award procedure at any time without providing reasons.

Appendices:

1. Appendix 1 General Contract Specifications
2. Supplier's declaration
3. Preliminary proposal submission form
4. Template of the Non-Disclosure Agreement
5. Template of the General Contract Conditions (Agreement)

Appendix 1 General Contract Specifications

Task 1. The supply of consultancy services in the technical design of solutions based on the results of research studies and their application in the components for constructing the pilot line.

1. Task 1 will consist of 2 subtasks involving:

Task 1.1. providing services related to the preparation of technical design documentation for components of a pilot line for the process of measuring unedged timber geometry using optical methods, mechanical processing by timber planing and profiling based on measurement results, bonding of pre-processed elements in width and dividing them into semi-finished products of pre-defined length and width. The line may be automated, as a whole or in part, and it must meet the requirements of Task 1.2;

Task 1.2. providing services related to the preparation of technical documentation for expansion of the line constructed in Task 1.1 using machines and equipment included in this task. It is expected that the expansion will help to improve the production capacity of the line up to the level indicated in section 4.7.2 and to provide it with an automated timber destacking and lateral cutting system and an automated collection and bundling system for ready-made semi-finished products. The flow of materials between the individual processes must be fully automated.

2. For the purpose of providing the services, the supplier will be given the results of research studies (industrial studies and development works) carried out by the Contracting Authority, which should be taken into account. The Supplier will keep in touch with the Contracting Authority on an ongoing basis and accept its comments and recommendations, and in particular take into account the results of research studies.

3. The Contracting Authority will retain the intellectual property rights to knowledge transferred to the Supplier, and any use of such knowledge in other production processes by the Supplier will require a separate agreement. The Supplier will retain all and any intellectual property rights that have not been contributed by the Contracting Authority.

4. To estimate the task-related capabilities of the supplier, the Contracting Authority has defined the following requirements:

4.1. Aim:

4.1.1. Cutting to width and 4-sided edging plus profiling of unedged timber using optical measuring systems supporting cutting operations.

4.1.2. Continuous bonding of timber provided with profiled joints in width and division of the resulting timber web into elements of specific width.

4.1.3. System for disposing waste from cutting timber in width.

4.2. Material:

4.2.1. Unedged timber, mostly pine timber

4.3. Dimensions:

4.3.1. Input material: max. 25-45 x 130-228 x 2500-2950 mm

4.3.2. Output material: max. 25-45 x 100-180 x 900-2050 mm

4.4. Prerequisites for the proposal:

4.4.1. Available production area for Task 1.1: 770 m², for Task 1.2: 1740 m²

4.4.2. Height from the floor to the main structural components of the flat roof: 3.7 m

4.4.3. Structure of the production building made of reinforced concrete

4.4.4. Utilities (electric power, compressed air, sawdust extracting system, water) in the production area

4.4.5. Utility connections at points indicated by the Tenderer on the Contracting Authority side

4.5. Technological prerequisites:

4.5.1. Linearity of longitudinal milling of timber lateral surfaces – max. 0.2 mm/1 m

- 4.5.2. Ready-made product width with an accuracy of ± 0.5 mm
- 4.5.3. Facing of boards in continuous panels with an accuracy of up to 1 mm
- 4.5.4. PVAC adhesive system
- 4.6. Processing sequence:
 - a) Timber destacking (Task 1.2.)
 - b) Lateral cutting (Task 1.2.)
 - c) Scanning timber geometry and longitudinal cutting – edging (Task 1.1.)
 - d) Planing to achieve uniform surfaces of wide timber panels plus profiling of lateral surfaces (Task 1.1.)
 - e) Bonding of continuous panels (Task 1.1.)
 - f) Cutting of continuous panels into elements of specific width (Task 1.1.)
 - g) Bundling of semi-finished products (Task 1.2.)
- 4.7. The input line capacity must meet the following requirements:
 - 4.7.1. Task 1.1.
 - from 30% to 50% of the capacity indicated in section 4.7.2
 - equipment suitable for at least three-shift operation
 - 4.7.2.
 - 65 m³ of timber per shift
 - 14,000 linear meters of timber per shift
 - 9,500 pcs per shift
 - equipment suitable for at least three-shift operation
- 4.8. Detailed requirements
 - 4.8.1. Noise protection in accordance with EU Directives and Polish regulations
 - 4.8.2. Machines and related equipment provided with CE certificates
 - 4.8.3. Machines provided with the operation and maintenance documentation (DTR)
 - 4.8.4. The possibility of doubling the production capacity of the line/work centres by reconstructing and/or providing additional machines and equipment up to 65 m³ of input material per shift.
- 4.9. Technical requirements for machines:
 - 4.9.1. An optical measuring system suitable for taking the measurements of timber geometry in length, width and thickness, compatible with a two-sided edger that enables automatic and continuous adjustment of the edging width for each input element.
 - 4.9.2. A 4-sided planer with a dedicated feed and locking system that enables reducing the twist on the plane of the material during the machining operations, an automatically and continuously adjustable lateral head so that input elements of various width can be used.
 - 4.9.3. Continuous press, partly adapted to bonding elements with profiled joints.
- 4.10. Electrical control system and control elements in the control cabinet near the machine.
- 5. The task deliverables will include a **REPORT** containing at least:
 - 5.1. Technical description, including a drawing of the pilot line components according to the pre-defined parameters.
 - 5.2. Marked utility connections for the individual components of the pilot line.
- 6. The report should be submitted at latest within **1 month** from the date of the contract award decision. The Supplier will take into account the possibility of revising the report. The report may be revised 2 times within the time limit prescribed by the Supplier. In the event that any comments or corrections are disregarded or submitted outside the time limit prescribed by the Contracting Authority, the contract will be treated as non-delivered and the payments will be suspended.

7. The responsibility for the contract acceptance, submission of comments and objections, if any, lies with the Project Manager.
8. **Price:** The Contracting Authority stipulates that the value of Task 1 may not be greater than **10%** of the total contract value.
9. **Payments** for the task will be made by bank transfer based on properly issued invoices within the time limits specified in the accepted proposal, provided that the last payment must not be less than 50% of the task value and it will be made once a correct report is submitted.

Task 2. The making, supply and installation of components for constructing a pilot line for unedged timber processing and bonding into semi-finished products for manufacturing the middle layer of floorboards.

1. The Supplier will deliver, install and commission components for constructing a pilot line for **unedged timber processing and bonding into semi-finished products for manufacturing the middle layer of floorboards**, taking into account the results of research studies and the contents of the Report prepared at the end of Task 1.
2. Detailed Technical Specifications for the components of the pilot line (developed after the technical dialogue) will be submitted once the non-disclosure agreement is signed. The Contracting Authority reserves the right to test the technologies proposed by the Supplier for compliance with the technological requirements resulting from the research studies.
3. The Contracting Authority declares that all the components supplied will be permanently installed in the pilot line.
4. The Supplier will be required to make and supply the following components of the pilot line in accordance with the report delivered at the end of Task 1 and taking into account the results of research studies and development works.
5. The above components for the construction of the pilot line will be supplied within the time limit specified in the proposal. The contract acceptance procedure will take place in two stages:
 - quantitative acceptance – at the time of notification of readiness for delivery and after delivery at the Contracting Authority's site,
 - qualitative acceptance – at the time of installation and commissioning of the pilot line, as a whole or in stages, by the Tenderer.
6. The responsibility for the contract acceptance, submission of comments and objections, if any, lies with the Project Manager. In the event that any comments or corrections are disregarded or introduced outside the time limit prescribed by the Contracting Authority, the contract will be treated as non-delivered and the payments will be suspended.
7. **Payments** for the individual tasks will be made by bank transfer based on properly issued invoices within the time limits specified in the accepted proposal, provided that the last payment must not be less than 10% of the task value and it will be made after the last acceptance procedure.
8. **Additional works:** Given the innovative nature of the contract, the Contracting Authority admits the possibility of **contracting additional works** (not included in these specifications) without having to re-conduct the contract award procedure. The scope of additional works may refer to the scope of any works related to the construction or functioning of the pilot line, including in particular the replacement and/or adaptation of its individual components based on the results of tests and further research studies. It is expected that the costs of additional works will not exceed a total of 50% of the costs of this contract.