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**REQUEST FOR QUOTATION NO. 3A / 2018**  
**ON ORDER FOR PURCHASE SINGLE FACE SHEETER**

SŁONE, 24.04.2018



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**1. Name and address of the Orderer.**

ROYALPACK, Tatar Sp. j.

Al. Brzozowa 2A, SŁONE

66-008 Świdnica

POLSKA

KRS: 0000378072, NIP: 9730992496, REGON: 080502765

**2. Procedure of awarding contracts.**

Request for proposal compliant with the competitiveness principle.

The Orderer allows for negotiations.

Contract within the project titled "Range of innovative reusable cardboard packaging with innovative features and landmark performance parameters".

**3. Description of the object of the contract.**

**Single Face Sheeter**

The object of the contract is the delivery and installation of **single face sheeter** operating in the in-line system web-to-sheet.

**3.1 Functions, parameters and equipment necessary - if any of these necessary parameters are not met the Tenderer's offer shall be rejected**

**3.1.1 Necessary functions:**

**Single Face Sheeter enabling:**

- 1) Cutting the web of single-face corrugated board unwound from the roll, onto sheets and automatically stacking them on a pallet.
- 2) Cut-off sheets of single-face corrugated board placed on the pallet with the **open side up**.
- 3) Work in an in-line system with Reel Stand.
- 4) Equipped with:
  - a) automatic non-stop down-stacker
  - b) control panel

**3.1.2 Necessary parameters and equipment**

- 1) maximum width of the web not smaller than 1650mm
- 2) maximum cutting length not less than 1640mm
- 3) maximum cutting width not less than 1640mm for a single sheet
- 4) maximum cutting width not less than 815mm at the central cutting of the web into two narrower ones
- 5) maximum speed up to 200m / min
- 6) cutting accuracy +/- 1 mm



- 7) suitable for cutting a single-face corrugated board with B, E, F, G profile
- 8) pallet height at the down-stacker, including a pallet of approx. 2.2 m
- 9) equipped with 3 slitting knives (2 for cutting edges and 1 for center cutting of the sheet to size)
- 10) equipped with helicoidal knives for cross cutting installed on two rotating cylinders, controlled directly by the servo system
- 11) the ability to adjust the angle of the knives setting
- 12) automatic non-stop down-stacker allowing for fully automatic pallet exchange without stopping the machine, equipped with a conveyor system consisting of 4 plastic modular flat conveyors, pallet dispenser and control panel
- 13) fluent regulation of the number of sheets on the pallet that automatically activates their replacement
- 14) automatic format change over on the touch screen, can be pre-programmed
- 15) feeding and guiding the web and cut-off sheets using vacuum belts powered by AC motors
- 16) machine control via a touch panel
- 17) computer recording of machine settings for repeat orders
- 18) setting the next order and data correction at any time during machine operation
- 19) waste registration
- 20) straightening system of cut-off sheets of single-face corrugated board
- 21) continuous web measurement system connected to a computer controlled knives system to ensure cutting accuracy
- 22) an accelerating section behind the cutting section ensuring trouble-free stacking of the sheets
- 23) automatic detection of the corrugated cardboard web splice made with metallic tape and rejecting this connection by a waste ejector
- 24) speed control and synchronization system between the web and the cutting section
- 25) web centering and tensioning system
- 26) microprocessor synchronizing the main motor with rotary knives and automatic down-stacker
- 27) platform with stairs that enables the operator to operate the sheeter conveniently

### **3.2 Code according to the Common Contract Glossary: 42000000-6 Industrial Machines**

### **3.3 Costs of possible trainings shall be paid by the supplier.**

#### **4. Order completion term.**

I-II quarter of the year 2019

#### **5. Desired payment terms**

- 10% prepayment within 14 days after ordering - bank guarantee of advance payment
- 10% second prepayment 7 months before delivery - bank guarantee of advance payment





- 70% before shipment of the object of the contract - bank guarantee of advance payment
- 10% after confirming the completeness of delivery and signing a positive protocol receipt, 14 days from the date of invoice.

The payment terms receive additional points — according to the description in Paragraph 16. Criteria for tender assessment and their calculation method description.

**6. Place of delivery**

ROYALPACK, Tatar Sp. j.  
Al. Brzozowa 2A, SŁONE  
66-008 Świdnica  
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**7. Partial contracts.**

Partial tenders are not allowed by the Orderer.

**8. Variant tender information.**

Variant tenders are not allowed by the Orderer.

**9. Description of procedure participation conditions and the method of determination if these conditions are met.**

**9.1** Contractors meeting the following conditions are allowed to participate in the procedure: permission to conduct activity or actions within the scope of the object of the contract.

**9.2** The assessment of the compliance with the conditions in this procedure shall be made on a "meets/doesn't meet" basis based on information contained in documents and declarations submitted by the Contractors.

**10. List of declarations and documents to be submitted by the contractors in order to meet the procedure participation conditions.**

To meet the condition stipulated in Paragraph 9.1:

An up-to-date extract from the appropriate register or an up-to-date certificate of entry into the business activity register should the entry into the register or a certificate of applying for an entry to the business activity register are required by separate regulations, issued not sooner than 6 months before expiration of the tender submission period.

**11. Description of tender preparation method**

- 1) The tender shall be prepared according to the description of the contract. The Tenderer shall pay all costs related to the tender preparation and submission.
- 2) The tender shall be submitted on the form being an appendix to the request for



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proposal.

- 3) Documents specified in Paragraph 10 of the request for proposal shall be attached to the tender.
- 4) The tender shall be prepared in Polish or in English version

## 12. People authorised to contact the Contractors:

Andrzej Tatar  
tel. 0048 603 600 332  
e-mail: [andrzej.tatar@royalpack.com.pl](mailto:andrzej.tatar@royalpack.com.pl)

## 13. Place and time of tender submission.

Offers should be submitted in person or by post to the address of the Ordering Party:  
ROYALPACK, Tatar Sp. J., Al. Brzozowa 2A, SŁONE, 66-008 Świdnica, Poland  
or by e-mail to the following address: [andrzej.tatar@royalpack.com.pl](mailto:andrzej.tatar@royalpack.com.pl)  
no later than 28.05.2018 until 14.00

The date of receipt of the tender by the Orderer shall be the tender submission date.  
Tenders submitted after the date stipulated in the request for proposal shall not be considered.

## 14. The date of binding the offer.

The Contractor remains bound by the offer for a period of 60 days. The period begins with the deadline for submission of offers.

## 15. Date and place of tender opening.

The tenders shall be opened on 28.05.2018, at 3 o'clock p.m.  
at the Orderer's premises. Public tender opening is not foreseen by the Orderer.

## 16. Criteria for tender assessment and their calculation method description.

The maximum number of points possible to obtain - 100

No.	Name of the criterion	Weight	The way of awarding points
1.	Net offer price	60 points	<p>Evaluation based on the offer form</p> <p>net minimum offered price</p> $C = \frac{\text{net minimum offered price}}{\text{the price of the tested net offer}} \times 60 \text{ point}$



2.	Guarantee period	17 points	<p>Points will be awarded in the following way:</p> <ul style="list-style-type: none"> <li>Guarantee up to 12 months - 0 points</li> <li>Guarantee from 13 to 24 months - 5 points</li> <li>Guarantee over 24 months - 5 points + 1 point for each subsequent month - the maximum possible number of points to be earned in this criterion is 17 points</li> </ul>
3.	Service response time at the registered office of the ordering party	10 points	<p>Points will be awarded in the following way:</p> <ul style="list-style-type: none"> <li>reaction time up to 24 hours - 10 points</li> <li>reaction time from 25 to 48 hours - 3 points</li> <li>reaction time over 48 hours - 0 points</li> </ul>
4.	Desired payment terms	13 points	<ul style="list-style-type: none"> <li>compatible with the query - 13 points</li> <li>other than in the query - 0 points</li> </ul>

The notes shall be rounded to two decimal places. The Orderer shall award the contract to a contractor whose tender meets all conditions and requirements and receives the highest number of points.

The value of the object of the contract given in a foreign currency shall be translated into PLN at the mid-rate of the National Bank in Poland on the tender opening day.

In the case more than one tenderer achieves an identical number of points, the Buyer shall be entitled to choose the supplier.

#### 17. Scope of contract changes made as a result of the conducted proceedings:

The Orderer reserves the right to conduct negotiations in order to reduce the price of the contract, change the terms of payment and change the date of contract fulfillment. It allows the possibility of introducing minor changes in the scope of the contract that have no impact on the value of the concluded contract.

Change of the provisions of the concluded contract may take place with the consent of both parties, expressed in writing under pain of nullity.

#### 18. Entities connected to the Orderer personally or financially are not allowed to participate in the procedure.

Financial or personal connections mean mutual relations between the beneficiary and persons authorised to undertake obligations on behalf thereof, or persons taking actions related to the preparation and performance of the contractor selection procedure on behalf of the beneficiary and the contractor, those relations being in particular:

- 1) participation in a company as a partner of a civil partnership or limited partnership;





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- 2) ownership of at least 5% of shares or stakes;
- 3) function of member of supervisory or managing authority, signing clerk, proxy;
- 4) such a legal or factual relation that can give rise to justified doubts about the impartiality in the contractor selection, especially in the case of marriage,
- 5) linear consanguinity or affinity, collateral consanguinity or affinity to the second degree, adoption, care or guardianship.

## 19. Other information.

By submitting a tender the Tenderer agrees on revealing the details of the tender to the rest of the Tenderers. The Tender shall have the right to disagree to inform on technical details of the object of the contract.

The Orderer reserves the right to:

- 1) change the conditions of awarding contracts according to Section 16;
- 2) cancel the procedure;
- 3) reject all presented tenders without giving reasons;
- 4) leave a tender non-compliant with the requirements of this request for proposal unconsidered.

In the above cases, the Tenderers shall not be entitled to any claims against the Orderer. The Orderer informs that the procedure is not proceeded based on the Government Procurement in Poland Act of January 29, 2004 - Public Procurement Law, therefore remedies specified in this Act cannot be applied.

The appendices to the present document are:

1. Tender form
2. Declaration of the lack of connections
3. Confirmation of compliance of the object of the contract with the requirements

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