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**REQUEST FOR QUOTATION NO. 5 / 2018**  
**ON ORDER FOR PURCHASE PAPER SHEETER**

SŁONE, 06.09.2018



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

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 Purchaser 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.**

**Paper Sheeter**

The object of the contract is the delivery and installation of **paper sheeter** operating in the off-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. The offer must be accompanied by a specification of the machine confirming the fulfillment of the functions, parameters and necessary equipment.

**3.1.1 Necessary functions:**

**Paper Sheeter enabling:**

- 1) Cutting the web of paper unwound from the roll, onto the sheets and automatically stacking them on the pallet.
- 2) Cutting two webs of paper simultaneously, from dual unwinder
- 3) Central guidance of two paper webs enabling cutting into sheets without the use of slitting knives, that is without side trimming

**3.1.2 Necessary parameters and equipment**

**3.1.2.1 Necessary parameters:**

- 1) maximum diameter of paper rolls not less than 1800 mm
- 2) maximum width of paper rolls not less than 1700 mm
- 3) maximum weight of rolls not less than 3400 kg
- 4) internal diameter of cores 150 mm and 300 mm
- 5) maximum web width (trimmed) not less than 1650 mm
- 6) minimum sheet width 200 mm
- 7) maximum length of the sheet 1650 mm, 2080 mm without overlapping
- 8) minimum sheet length 400 mm
- 9) sheet length accuracy +/-0,38mm Single Web; +/- 0,5mm Multiple Web

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- 10) maximum speed up to 300m /min
- 11) maximum load on the transverse knife (mechanical) 1000g /m<sup>2</sup>
- 12) maximum slitter load 600g / m<sup>2</sup>
- 13) stacking height pallet including 1500 mm
- 14) maximum stack weight 2500 kg

#### 3.1.2.2 Necessary equipment:

- 1) Double unwinder
- 2) Manual trolleys for feeding paper rolls, 2 pieces
- 3) Web tension control system, 2 pieces
- 4) Fully adjustable de-curl control for flat sheets - system that allows to make de-curl adjustment of 2 paper webs at the same time
- 5) Dual web aligner system
- 6) Full width web cleaner
- 7) Splice detector, 2 pieces
- 8) Slitting section - 3 slitting knives, including 2 trimming knives
- 9) Cross cutting section - a double rotary knife
- 10) **A lower inertia rigid cylinder** – the centre shaft of the cross cut knife is fixed, rigid and does not turn. The cross cut knives are tangent mounted on a sleeve – only the sleeve rotates during sheeting.
- 11) **On machine re-sharpening of cross cut knives.** No need to remove from the machine. The knives are in contact during cut, allowing a shear cutting action and standard ability to re-sharpen the knives in the machine without removing the blades.
- 12) Air jet overlap system
- 13) Reject gate (wasted sheets)
- 14) A section for stacking sheets on a pallet, allowing stacking of 2 stacks simultaneously
- 15) Pallet centralising feature to avoid use of pile turners in the factory
- 16) Press ready stacks produced – no need to guillotine
- 17) Touch control panel
- 18) An accelerating section behind the cutting section to ensure trouble-free overlapping of the sheets
- 19) Platform with stairs that enables the operator to operate the cutter conveniently

#### 3.2 Preferred equipment and functions:

- 1) Out-feed area to avoid after knife jams – without dead plate on the exit from the knife to the entry to the high speed conveyor, to avoid potential jams at the key point.
- 2) Easy and safe one man knife adjustment
- 3) Highest dust free cutting capacity
- 4) High quality of cutting, provides the lowest power consumption
- 5) PC based motion control for the highest cut accuracy

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

#### 3.4 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**

- 15% prepayment within 14 days after ordering against guarantee of advance payment
- 75% before shipment of the object of the contract against 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  
POLSKA

**7. Partial contracts.**

Partial tenders are not allowed by the Purchaser.

**8. Variant tender information.**

Variant tenders are not allowed by the Purchaser.

**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





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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 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 09.10.2018 until 14.00

The date of receipt of the tender by the Purchaser 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 09.10.2018, at 3 o'clock p.m.  
at the Purchasers premises. Public tender opening is not foreseen by the Purchaser.

#### **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	30 points	Evaluation based on the offer form  net minimum offered price $C = \frac{\text{net minimum offered price}}{\text{the price of the tested net offer}} \times 30 \text{ point}$
2.	Guarantee period	15 points	Points will be awarded in the following way: <ul style="list-style-type: none"> <li>Guarantee up to 12 months - 0 points</li> <li>Guarantee over 12 months - 15 points</li> </ul>
3.	Service response time at the registered office of the ordering party	15 points	Points will be awarded in the following way: <ul style="list-style-type: none"> <li>reaction time up to 24 hours - 15 points</li> <li>reaction time from 25 to 48 hours - 5 points</li> <li>reaction time over 48 hours - 0 points</li> </ul>
4.	Desired payment terms	30 points	<ul style="list-style-type: none"> <li>compatible with the query - 30 points</li> <li>other than in the query - 0 points</li> </ul>
5.	Preferred equipment	10 points	<ul style="list-style-type: none"> <li>compatible with the query - 10 points</li> <li>other than in the query - 0 points</li> </ul>

The notes shall be rounded to two decimal places. The Purchaser 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 Purchaser 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 Purchaser 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;
- 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 Purchaser 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 Purchaser. The Purchaser 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.



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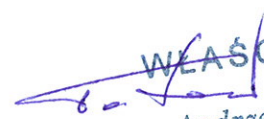
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The appendices to the present document are:

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

  
**WŁAŚCICIEL**  
Andrzej Tatar

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