

## ORDERING PARTY:

**ZITO Chudy i Wspólnik Spółka Jawna**  
ul. Michała Kajki 3/1, 10-546 Olsztyn  
NIP: 1251615886; REGON: 146102440  
[zitofarma@gmail.com](mailto:zitofarma@gmail.com)

*Olsztyn, 04.08.2016 r.*

## REQUEST FOR QUOTATION

The process of selection of the best offer will be conducted in keeping with the rules of fair trade, free access and transparency.

The selection process does not adopt the regulations from the 29.01.2004 Act: Public Procurement Law (hereinafter referred to as: Act).

The selection process pertains to the project subsidized by the European Regional Development Fund and national public funds within the Operational Program Smart Growth, Measure 1.1 „R&D Projects of companies”, Sub-measure 1.1.1 „Industrial research and experimental development implemented by companies”

This request is conditional, which means that the acceptance of the undertaking in the form of the signing of the final contract with the selected contractor is subject to obtain project financing from the abovementioned Program.

A conditional agreement for services will be signed with the selected contractor by 30.09.2016.

### SCOPE OF THE ORDER

We request to present an offer on the complex preparation of expertise, evaluation reports and preparing the registration dossier for the medicinal product in the form of a powder for inhalation, as a part of the Ordering Party's project which will be placed to co-financed from Operational Program Smart Growth.

The subject of the request for proposal are R&D, it is both industrial research and development work (in accordance with the principles laid down by NCBiR). Performed R&D work must be in accordance with ICH guidelines and EDQM and the guidelines countries, which will be filed registration application.

Bidders applying for the execution of the contract, which this RFQ should comply with the conditions for (0/1 criteria for the validity of a bid):

- 1) Owning the necessary knowledge and experience
- 2) Appropriate technical potential and personnel capable of performing the contract.
- 3) The bidder must agree to show the price of source and used margin control authorities at the request of NCBiR (this requirement is the fulfillment of the condition of the paragraph 15 point 2 of the agreement, committing to provide on-demand NCBiR documents related to the actual costs incurred by all parties concerned for the realization the work covered in order. Documents should clearly indicate the scope of the work performed and the costs of their implementation)

The list of documents to be provided by bidders to ensure compliance in the conditions for participation in the proceedings:

The documents / information confirming that the offerer has the necessary knowledge, experience and has the appropriate technical and human resources to perform the contract, in particular:

- Company Overview
- Reference list
- Description of staff and his experience

Due to the sensitive nature of the order, the **Detailed specification of the subject-matter of the order** will only be made available to the prospective bidders after signing of the Confidentiality Agreement. A template of the Confidentiality Agreement can be found in Appendix 1 to this request for quotation (sent on request by email).

Detailed specification of the subject-matter of the order is presented in Appendix 2 to this request for quotation.

To obtain an electronic version of the Confidentiality Agreement, please contact us at: [zitofarma@gmail.com](mailto:zitofarma@gmail.com).

The Confidentiality Agreement, signed by a person authorized to represent the bidder and stamped with the company's stamp should be scanned and sent by electronic mail at [zitofarma@gmail.com](mailto:zitofarma@gmail.com). Additionally, we require a copy of a document confirming the authorization to represent the bidder (valid transcript from the National Court Register, power of attorney, etc.)

### **FORMAL REQUIREMENTS OF THE OFFER**

1. Any Supplier may submit only one offer.
2. The offer must include:
  - 1) Full name of the bidder, or bidders if they are placing a joint offer, bidder's address, contact data (telephone number, fax number or email) and appropriate fiscal identification numbers,
  - 2) A company stamp and/or Bidder's signature (offers could be send as a scanned document by email),
  - 3) Date of issue,
  - 4) Expiry date of the offer no shorter than 90 days. The period commences with the submission deadline.
  - 5) The all-round amount of indemnity required by the bidder, expressed in PLN (or EURO) and expressed as a net amount. If the prices on the offer will be presented in a currency other than PLN they will be converted using the rate 4.1749 PLN / EUR, according to the Regulation of the Prime Ministers of 28 December 2015, concerning the average exchange rate for the Polish zloty (PLN) against Euro being the basis for converting the value of public contracts.
  - 6) The following clauses:
    - a. I/we declare that I/we have familiarized myself with the contents of the request for quotation and all appendices applicable to the scope of the order and I/we accept all of the specified conditions.
    - b. In the case that this offer is deemed the most favorable, I/we commit to sign a contract in the place and time specified by the Ordering Party.
3. The offer should be prepared in English or Polish.



4. The ordering party does not allow rendering of partial or variant offers.
5. The bidder will bear all costs of preparation of the offer. Ordering Party does not provide for reimbursement of the costs of participation in the proceedings.
6. The Supplier shall pay penalty clauses:
  - a. a delay in the delivery date of the order for each day of delay, if the delay is not the fault of the Ordering Party,
  - b. due to improper execution of the contract,
  - c. due to incomplete execution of the contract.
7. The Supplier agrees to deduct the amount of liquidated damages directly at the payment of VAT invoice on delivery.

#### **FORMAL REQUIREMENTS FOR PARTICIPATION IN THE SELECTION**

- 1) Only bidders that possess the applicable licenses for conducting given activities, as required by law, may submit their offers.
- 2) The offer should document the necessary knowledge and experience and capability to supply the required services in accordance to all requirements of request for proposals.
- 3) Written references from clients would be an advantage.
- 4) The Ordering Party allows the bidder to hire external subcontractors for the duration of the execution of the order should the proper execution of the order require so.
- 5) Orders can not be awarded to entities affiliated personally or financially with the Ordering Party. Through financial or personal connection we understand the interactions between the Ordering Party or persons authorized to enter into commitments on behalf of the Ordering Party or persons performing on behalf of the Purchaser activities associated with the preparation and the procedure for selecting Suppliers and Supplier, in particular by:
  - o participation in the company as a partner or partnership,
  - o owning at least 10% of the shares,
  - o the functions of a member of the supervisory or management, proxy,
  - o remaining married in consanguinity or affinity in a straight line, second-degree consanguinity or affinity of the second degree in the collateral line or by adoption or guardianship.

In case of the offers tendered by a consortium or any other form in which more than two entities are present, each of these entities must satisfy the abovementioned requirements

#### **METHOD OF EVALUATION SUBMITTED OFFERS**

##### **CRITERIA:**

1. Offers will be evaluated in terms of:
  - a. formal, ie. 0/1 fulfillment of the conditions specified in the Invitation
  - b. essential, ie. the selection the best offer according to the following evaluation criteria
2. The Ordering Party is entitled to reject the tender submitted by the Supplier who does not meet the conditions for participation in the proceedings, or if the offer is incomplete or incompatible with this request.
3. Formal compliance, the degree of compliance with the requirements of request for quotation.
4. As the most advantageous offer will be considered that which obtains the highest number of points.

5. The results of the mathematical calculations carried out in the evaluation of tenders are rounded to the second decimal place.

The Ordering Party will evaluate the offers based on the criterion of lowest price.

No.	Name	Points
1.	Price	100
	<b>TOTAL</b>	<b>100</b>

**The points will be calculated using the following formula:  $S = C$**

where:

S – sum of points,

C – points for price,

Criterion 1:

$$C = C_{\min} / C_{\text{of.}} \times 100$$

where:

$C_{\min}$  – lowest price amongst all offers,

$C_{\text{of.}}$  – offered price,

C – number of points for price

The buyer secures the right to demand further information from the bidder if such information is deemed necessary for proper evaluation of the offers.

The buyer secures the right to cancel the offer contest by not choosing any of the offers.

#### **CONTACT AND DEADLINE INFORMATION**

1. Offers may be tendered in person in the Company's office:  
ZITO Chudy i Wspólnik Spółka Jawna  
ul. Michała Kajki 3/1, 10-546 Olsztyn
2. or sent by registered mail (using either postal service or courier service) until 19.09.2016 (the validity of the offer will be determined by the date of the receipt of the offer at the Ordering Party's offices).
3. Offers could be send as a scanned document by email: [zitofarma@gmail.com](mailto:zitofarma@gmail.com)
4. Offers received after this date will be considered void.
5. The Supplier before time-limit for receipt of tenders is entitled:
  - a. to withdraw the offer by written notification by e-mail indicated for the submission of tenders,
  - b. to change the offer – notification of the changes must be submitted by the same rules as the submitted offer, appropriately marked with the note "CHANGING THE OFFER".
6. Selection of the winning offer is final, and the results are not subject to an appeal.
7. Submission deadline for offers: until 19.09.2016. Date as received by the ordering party.

#### **ADDITIONAL INFORMATION**

1. The Ordering Party reserves the right to demand from the bidder any additional information that will be deemed necessary to properly evaluate the offer.
2. The Ordering Party reserves the right to conclude the tender undecided by not choosing any of the offers submitted by bidders.
3. The Ordering Party reserves the right to cancel or terminate the procedure at each stage without giving any reason.
4. All questions may be directed to: ZITO Chudy i Wspólnik Spółka Jawna, Tomasz Kiska, email: [zitofarma@gmail.com](mailto:zitofarma@gmail.com)
5. The Ordering Party will select the best offer on the basis of the selection criteria defined in this request for proposal.
6. The Ordering Party will inform about the results of this request for proposal in the same way as this request for proposal was published.

#### **Appendices:**

Appendix 1. Template of the Confidentiality Agreement (sent on request by email)

After signing of the Confidentiality Agreement (in accordance with the requirements of this request for quotation described in the SCOPE OF THE ORDER part), the Ordering Party will disclose:

Appendix 2. Detailed specification of the subject-matter of the order