



Fundusze Europejskie
dla Nowoczesnej Gospodarki



Rzeczpospolita
Polska

Dofinansowane przez
Unię Europejską



Gdańsk, 22.11.2024 r.

OUTLINE AI Sp. z o.o.
ul. Mostowa nr 1
80-778 Gdańsk
REGON: 385946724, NIP: 7831816009

LETTER OF INQUIRY no 7/FENG/2024:

Patent attorney services

Concerns the project implemented under the The European Funds for Smart Economy 2021–2027 Programme (FENG) - project number FENG.01.01-IP.02-1642/23.

I. The mode of awarding the contract and the place where the contract notice was posted:

1. The procurement procedure is conducted in the form of a request for proposals, meeting the principle of competitiveness in accordance with the Guidelines on the eligibility of expenditure for the years 2021-2027.
2. Method of publishing the Request for Proposals - European Funds Competitiveness Database.
3. CPV CODE: 79120000-1 Patent and copyright consulting services.

II. Order description

The purpose of the order is to commission the preparation and processing of 3 patent applications for solutions in the field of automation of the architectural design process, such as generating warehouse layouts, determining dynamic relationships between results, automatic analysis of factors influencing environmental impact based on computer algorithms. The contract concerns the service of a patent attorney and provides for:

- patentability assessment,
- preparation of documentation and application of the invention to the appropriate patent office in the USA.

It is not allowed to submit partial offers under the procedure.



III. Terms of participation in the procedure and description of how to evaluate their fulfillment

1. The Contractor will also provide the following documents with the offer form:
 - *Declaration of lack of personal and capital relations,*
 - *Other contractor's statements,*
 - *Documents confirming the experience of the Contractor (patent applications filed) - contractor document template is allowed.*
2. Other requirements for the offer:
 - Offer should be in Polish or English.
 - Offer must include the following items:
 - i. full name of the tenderer (name, address, tax number),
 - ii. name and number of the request,
 - iii. total net price, gross price, currency,
 - iv. delivery date - the maximum delivery time is 30.11.2026,
 - v. preparation date and validity of the offer.

The following experience is required:

1. Filing patent applications for inventions related to algorithms or automation with the use of information systems at the US patent office,
2. They have made at least 6 patent applications and obtained at least 3 patents in the last 5 years prior to the date of submitting the offer in various fields of technology.

Failure to meet any of the above requirements may result in the offer being rejected due to formal reasons.

IV. Reservations

1. Each bidder may submit only one offer.
2. In the case of offers submitted in a currency other than PLN, the average exchange rate of the National Bank of Poland applicable on the day of the deadline for submission of offers will be adopted.
3. The Contractor shall bear all costs associated with the preparation and submission of the tender.
4. Offers submitted after the deadline will not be considered.
5. The Purchaser reserves the right to request documents and additional information confirming the data contained in the offer and reject the offer in the event of failure to receive them within the prescribed time limit.
6. The Purchaser stipulates that the anticipated procurement settlement mechanism may include direct purchase or through third party financing entities as part of alternative purchase methods, eg financial or operating leasing.
7. The Purchaser reserves the right to cancel the procedure at any stage of its operation without giving reasons. Contractors participating in the proceeding shall not be entitled to any claims against the Purchaser.



8. If The Contractor waives the signing of the contract with the Purchaser, the Purchaser reserves the right to sign the contract with another Contractor.
9. Submission of an offer in proceedings is unequivocal with acceptance of its terms.
10. Any changes to the contract will be made in writing. The conditions for changing the contract cover:
 - existence of justified changes in the scope and manner of performance of the object of the contract;
 - occurrence of objective reasons independent of the Purchaser and The Contractor;
 - occurrence of circumstances resulting from force majeure;
 - changes in relevant legal regulations;
 - amendment of the contract of co-financing which the Purchaser will conclude with public authorities.

V. Criteria for evaluation of tenders

no.	Criteria	Extent of parameter [%]	Evaluation method	Maximum points
1.	Final net price	100	Lowest net price / Net price of the evaluated offer x 100	100

VI. Time limit for submission

The offer should be submitted via the Competitiveness Database (<https://bazakonkurencyjnosci.funduszeuropejskie.gov.pl/>) and to the email address: milosz.szmajda@outlineai.com. Offers should be submitted by 02.12.2024, 15:00.

VII. Validity of tenders

Submitted offers should remain valid for at least 30 days from the closing date for submission of tender.

VIII. The outcome of the tender procedure

O wynikach postępowania ofertowego Zamawiający poinformuje w ogłoszeniu na Bazie Konkurencyjności.

IX. Attachements to the letter of inquiry

- *Template - Offer*
- *Template - Declaration of lack of personal and capital relations*
- *Template - Other contractor's statements*