



Fundusze Europejskie  
dla Nowoczesnej Gospodarki



Rzeczpospolita  
Polska

Dofinansowane przez  
Unię Europejską



 **PARP**  
Grupa PFR

Krakow, April 26, 2024.

**REQUEST FOR QUOTATION (RFQ) FOR DELIVERY OF THE DOUGH DIVIDING AND  
ROUNDMOLDING MACHINES – 4 PCS (DZIELARKI)**  
MARKING OF CASE 2/2024/Turka

By joining the task realization within the framework of the project described in point A, the company - TURKA INVEST SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCI invites to submit an offer for the order presented below.

#### A. GENERAL INFORMATION:

1. The contract is co-financed under the European Funds for Smart Economy (EFSM, polish abbreviation: FENG) a project number FENG.01.01-IP.02-3709/23 entitled "Clean Label jako ścieżka rozwoju w produkcji tortilli".
2. The main objective of the project is automation of primary packaging process.

#### B. OBJECT OF THE ORDER DESCRIPTION:

1. The subject of the order is the delivery of the "Dzielarki – 4 sztuki" - Dough dividing and roundmolding machines – 4 pieces.
2. The minimal requirements are as below:

2.1.	Przemysłowa maszyna dzielarko-zaokrąglarka do ciast	Dough dividing and roundmolding machine
2.2.	Liczba maszyn do zakupu: 4 szt.	Quantity 4 pcs
2.3.	Zastosowanie: Maszyna do porcjowania i zaokrąglenia ciasta pszennego i pełnoziarnistego	Application: Machine for dividing and rounding wheat and whole grain dough
2.4.	Opis: Gotowa partia ciasta po podaniu do dzielarki powinna być dzielona do kęs (zakres gramatury poniżej) a następnie zaokrąglarka nadaje porcjom kształt równych okrągłych kulek. Po nadaniu kształtu porcje są podawane do koszyczek.	Description: The ready batch of dough, after being fed into the divider, should be divided into portions (within the specified weight range) and then the rounder shapes the portions into equal round balls. After shaping, the portions are fed into baskets.
2.5.	Zakres gramatury kęs: 40-120gr/szt	Portion weight range: 40-120g/piece
2.6.	Ilość rzędów: 9	Number of rows: 9
2.7.	Max. wydajność: 2500 szt/h na rząd przy wadze kęsa 100g	Max. output: 2500 pcs/h per row at a dough weight of 100g
2.8.	Automatyczny system posypywania mąki zapobiegające klejenie ciasta	Automatic flour sprinkling system to prevent dough sticking
2.9.	Płynna regulacja wagi porcji ciasta	Smooth portion weight adjustment
2.10.	Obudowa ze stali nierdzewnej	Stainless steel housing
2.11.	Pełna kompatybilność z liniami produkcyjnymi pieczywo typu „tortilla”	Full compatibility with tortilla-type bread production lines

3. The supplier must provide a qualified repair service in Poland in the event of a failure of the subject of the order - during period of warranty at minimum.
4. The subject of the order must have a CE certificate.
5. Minimum required warranty period: 12 months.
6. The subject of the contract will be implemented by the Contractor using its equipment, knowledge and technology.
7. Detailed technical description of the device, and the scope and conditions of the contract

performance includes the draft contract constituting Appendix No. 3 to the Request for Quotation.

8. CPV codes:

8.1. 42210000-1 Maszyny do przetwarzania żywności, napojów i tytoniu - Food, beverage and tobacco-processing machinery

**C. CONDITIONS FOR PARTICIPATION IN THE PROCEEDINGS:**

1. Only Contractors who meet the conditions for participation may participate in the procedure, express, their will to conclude a contract with the Purchaser, the description of significant contractual terms of which is attached as Appendix 3 to this Request for quotation, and are not subject to exclusion from the procedure due to the existence of a conflict of interest.
2. The condition for participation in the procedure is the submission of a true statement constituting Appendix 2 to the Request for Proposal and a properly completed and signed offer form constituting Appendix 1 to the Request for Proposal, as well as required documents.
3. The Contractor may submit only one tender for the subject of the contract, if the same Contractor submits another tender covering the same scope of the contract, the tender originally submitted shall be treated as withdrawn. If the possibility of submitting partial tenders is allowed, the Purchaser does not limit the number of parts for which the contract may be awarded to the same Contractor (maximum number equal to the number of parts of the Request).
4. The Purchaser does not allow the submission of variants.
5. The Purchaser does not allow partial submissions.
6. The Request covers the entire order – Dzielarki – page 84 of the application.
7. The value of the offer should include all costs associated with the realization of the subject of the order.
8. The price should be expressed in Polish Zloty (PLN), Euro (EUR) or American Dollars (USD). If the price is given in Euro or Dollars, the conversion into Polish Zloty will take place according to the average exchange rate of the National Bank of Poland on the last day of the deadline for submission of tenders. If the price is quoted in a currency other than PLN, it should be indicated in the offer, otherwise it will be considered that the price was quoted in PLN.
9. If a tender has been submitted, the selection of which would lead to a tax obligation for the Purchaser in accordance with the Act of 11 March 2004 on tax on goods and services, for the purposes of applying the price or cost criterion, the Purchaser shall add to the price presented in the tender the amount of tax on goods and services, which it would be obliged to settle. The Contractor shall inform the Purchaser that the selection of the tender will result in a tax obligation for the Purchaser, indication of the name (type) of the goods or services the supply or provision of which will result in a tax obligation, indication of the value of the goods or services subject to the contracting body's tax obligation, without the amount of tax and indication of the tax rate on goods and services, which, according to the Contractor, will be applicable.
10. The offer should be prepared strictly in accordance with the attachments contained in the Inquiry, in Polish or English, in a permanent manner and guaranteeing readability of the content.
11. The offer should be signed by a person authorized to act on behalf of the Contractor, if necessary, accompanied by a power of attorney in accordance with the requirements of the law.
12. If required, the Purchaser reserves the right to summon the Contractor to complete or clarify the submitted offer.

**D. OFFER EVALUATION CRITERIA AND POINT WEIGHT INFORMATION:**

1. The Purchaser will evaluate the submitted offers/tenders which are not subject to exclusion and will assign the relevant point value according to the following criterion of evaluation of tender

and rules of awarding points:

2. **Financial criterion (price) - weight of 100 points;**
3. The Ordering Party will select the most advantageous offer, that is, the one that will receive the highest point value (in a given part of the Request).
4. The points will be rounded to the nearest two decimal places.

#### **E. DESCRIPTION OF POINTS AWARDING METHOD FOR COMPLETING THE PARTICULAR ASSESSMENT CRITERIA:**

The Ordering Party will award point values as follows:

1. In the price range: dividing the value of the offer with the lowest price by the value of the considered offer, then multiplying the result by the sum of the weights, according to the formula:  
$$WP = (WONC / WOB) \times \text{weight}$$
where WP - point value in the financial criterion WONC - value of the offer with the lowest gross price, WOB – gross value of the considered offer.

#### **F. DEADLINE FOR OFFERS SUBMISSION:**

1. Offers must be submitted until **27 May 2024 at. 23:59** - the date and time of receive by the Purchaser are decisive.
2. Offers should be submitted in electronic form via the Baza Konkurencyjności (Competitiveness Database - BK2021), available on the website <https://bazaaktywosci.fundusze Europejskie.gov.pl/>
3. Communication in the procurement procedure, including the announcement of a request for proposals, submission of offers, exchange of information between the Purchaser and the Contractor, and the submission of documents and statements takes place in writing via BK2021.
4. In exceptional cases, it is possible to withdraw from communication via BK2021, when for technical reasons (in particular for the use of tools, devices or file formats that are not supported by BK2021, the Purchaser requires the presentation of a physical model, scale model or sample, that cannot be provided through BK2021 or is necessary for the protection of sensitive information that cannot be sufficiently guaranteed through BK2021.
5. In a situation where the above-mentioned exceptional case occurs, communication with the Ordering Party is allowed in electronic form at the following address: [volkan.arslan@turka.pl](mailto:volkan.arslan@turka.pl) only to the extent that it is not possible to comply with the method of communication in BK2021.
6. The Purchaser does not anticipate the public opening of tenders.

#### **G. INFORMATION ABOUT THE PROHIBITION OF CONFLICTS OF INTEREST:**

1. The Purchaser informs that in accordance with section 3.2.2. Wytycznych dotyczących kwalifikowalności wydatków na lata 2021-2027 (Guidelines on the eligibility of expenditure for 2021-2027), contracts may not be awarded to entities related to it personally or by capital, with the exceptions indicated in the Guidelines. The Contractor is obliged to familiarize himself with the content of the indicated provisions of the Guidelines and to undertake an analysis of relations with the Ordering Party, and in the event of finding them, to withdraw from submitting the offer or its withdrawal.
2. In order to confirm that there are no grounds for exclusion and no conflict of interest, the Contractor is obliged to sign a truthful statement constituting Appendix 2 to this Request.
3. Contractors who do not meet the conditions for participation in the procedure, have not submitted a properly completed offer covering the subject of the contract, or have submitted an offer after the deadline, are also excluded.

#### **H. DETERMINATION OF THE CONDITIONS FOR CHANGING THE AGREEMENT CONCLUDED AS A RESULT OF CONDUCTED PROCEEDINGS**

1. The Purchaser provides, with the Contractor's consent, the possibility of changing the provisions of the concluded contract without changing the nature of the original contract (the type of the concluded contract will remain unchanged) in the following scope: Subject of the Contract, Remuneration - including terms and rules of payment, Deadline for the execution of the order and the method of acceptance, Responsibilities of the Purchaser and the Contractor, Guarantees/Warranty and contractual penalties, Other relevant provisions, and the situations indicated in section 3.2.4. Guidelines on the eligibility of expenditure for 2021-2027, provided that a written form is maintained, in particular when:
  - the scope of tasks necessary to perform the subject of the order or the order completion date changes;
  - the change of the contract is dictated by changes in legal standards, the contract for co-financing, the requirements of the Institution granting the co-financing, the interest of the Purchaser or other important considerations;
  - the need to amend the contract results from force majeure;
2. The Purchaser additionally allows insignificant changes to the contract understood as changes not indicated in section 3.2.4 of the Guidelines on the eligibility of expenditure for 2021-2027 as significant changes.

#### **I. CONTRACT EXECUTION DATE:**

The order completion date should not exceed 275 calendar days at maximum.

#### **J. OFFER VALIDITY**

The Contractor remains bound by the submitted offer for a minimum period of 30 days. The period starts with the deadline for submission of tenders. The Contractor may conclude the contract after the bid validity period.

#### **K. CONTACT WITH THE PURCHASER**

As a rule, formal and substantive contact with the Purchaser takes place through the Baza Konkurencyjności (Competitiveness Database - BK2021), subject to exceptional situations indicated in the provisions of the Inquiry.

Volkan Arslan, tel.: 690570339, email volkan.arslan@turka.pl, is authorized for ongoing contact in matters relating to the proceedings.

#### **L. FINAL PROVISIONS:**

1. In matters not regulated, the provisions of the Act of 23 April 1964 - Civil Code, as well as the provisions of the applicable Wytycznych dotyczących kwalifikowalności wydatków na lata 2021-2027 (Guidelines on the eligibility of expenditure for 2021-2027) (access: <https://www.funduszeuropejskie.gov.pl/strony/o-funduszach/dokumenty/wytyczne-dotyczace-kwalifikowalnosci-2021-2027>).
2. The Purchaser reserves the right to cancel this procedure without providing a justification or to terminate it without selecting a tender.
3. In the event that the name of a specific product, source, trademarks, patents or specific origin (proprietary name) is given anywhere in the Request, it should be treated as if it was given with the term "or equivalent", and the scope of equivalence means products/solutions other companies with at least the same functionality and usability. In the case of offering equivalent solutions, the Contractor should prove in his offer that the proposed solutions meet the requirements set out in this Request for Proposals to an equivalent degree.
4. If the offered price or cost seem abnormally low in relation to the subject of the contract, i.e. they differ by more than 30% from the arithmetic average of the prices of all valid tenders that

are not subject to rejection, or raise doubts of the contracting authority as to the possibility of performing the subject of the contract in accordance with the requirements set out in the request for proposals or resulting from separate regulations, the Purchaser shall request the Contractor to submit explanations within the prescribed period, including submission of evidence regarding the calculation of the price or cost. The Purchaser evaluates these explanations in consultation with the contractor and may reject the offer only if the explanations and evidence provided do not justify the price or cost quoted in the offer.

5. In the event of a difference in the content of the Request itself or between the content of the Request published in the Baza Konkurencyjności (Competitiveness Database - BK2021) and the content contained in the file attached to this Request, or otherwise published, the content published directly in the BK2021 shall prevail.

Appendix No. 1 to the Request for Quotation  
Proceedings No. 2/2024/Turka

**Purchaser:**

**TURKA INVEST SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ**

based in: voi. MAZOWIECKIE, pow. PIASECZYŃSKI  
gm. TARCZYN, town: TARCZYN, street. ALEJA KRAKOWSKA 10  
05-555, post office TARCZYN  
NIP: 5342468080

**FORM OF THE OFFER REQUEST**

Acting on behalf of and for the benefit of the Contractor:

.....  
(FULL NAME OF THE CONTRACTOR, NO OF NIP / EVIDENCE NUMBER)

headquarters in / residing in \* .....  
(DOMICILE/HEADQUARTERS ADDRESS)

.....  
(TELEPHONE NO, FAX, EMAIL ADDRESS)

In response to the Request for Proposal, I am submitting an offer in the proceeding.

I offer the execution of the order for the price:

OBJECT OF THE CONTRACT DESCRIPTION:	Gross price (enter the net price in brackets)
<b>DELIVERY OF THE DOUGH DIVIDING AND ROUNDMOLDING MACHINES – 4 PCS (Dzielarki)</b>	

Statement regarding tax liability (fill in, if applicable - in particular ISG and ISS):

If a tender has been submitted, the selection of which would lead to a tax obligation for the Purchaser in accordance with the Act of 11 March 2004 on tax on goods and services, for the purposes of applying the price or cost criterion, the Purchaser shall add to the price presented in the tender the amount of tax on goods and services, which it would be obliged to settle. The Contractor shall inform the Purchaser that the selection of the tender will result in a tax obligation for the Purchaser, indication of the name (type) of the goods or services the supply or provision of which will result in a tax obligation, indication of the value of the goods or services subject to the contracting body's tax obligation, without the amount of tax and indication of the tax rate on goods and services, which, according to the Contractor, will be applicable.

I declare that the selection of the offer would lead to the creation	Indication of the name (type) of the	Indication of the value of the	Indication of the tax rate on goods
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of a tax obligation for the Purchaser	goods or services the supply or provision of which will result in a tax obligation	goods or services subject to the contracting body's tax obligation	and services, which, according to the Contractor, will be applicable
YES / NO			

The value of the offer includes all costs related to the implementation of the subject of the contract, in particular: assumed profit, due taxes.

I declare that the order will be performed in accordance with the principles of respecting the natural environment resulting from the principle of sustainable development.

I declare that the order will be completed within the time limits specified in the Request.

I declare that I have the knowledge and technical facilities necessary for the proper performance of the subject of the contract.

I declare that the scope of the offer is consistent with the description of the subject of the contract, I meet the conditions for participation in the procedure and I submit the required documents.

I declare that I have obtained all the information necessary for the proper performance of the order.

I declare my will to conclude a contract, the description of significant contractual terms of which is attached as Appendix 3 to this Request for quotation and undertakes to sign it at the Purchaser's registered office or other place indicated by him within 7 working days from the date of the Purchaser's request to sign it, under pain of discretion that I withdraw from the order.

I remain bound by this offer for at least the period specified in the Request.

Under the threat of criminal liability (Article 297 of the Polish Penal Code), I declare that the statements and documents that make up this offer describe the factual and legal status as at the date of its submission.

The offer with attachments contains ..... pages.

.....  
Place and date

.....  
A legible signature of the authorized person

Appendix No. 2 to the Request for Quotation  
Proceedings No. 2/2024/Turka

**DECLARATION OF NO GROUNDS FOR EXCLUSION  
BECAUSE OF A CONFLICT OF INTEREST**

By submitting an offer in procedure No. 2/2024/Turka, I declare that the Contractor:

.....  
(FULL NAME OF THE CONTRACTOR)

is not related to the Purchaser (Beneficiary) by capital or person, within the meaning of the Wytyczne dotyczące kwalifikowalności wydatków na lata 2021-2027 (Guidelines on the eligibility of expenditure for 2021-2027).

Capital or personal connections are understood as mutual connections between the beneficiary or persons authorized to incur liabilities on behalf of the beneficiary or persons performing activities on behalf of the beneficiary related to the contractor selection procedure and the contractor, consisting in particular in:

- a) participating in the company as a partner in a civil law partnership or partnership, holding at least 10% of shares or shares (unless a lower threshold is provided for by law), acting as a member of a supervisory or management body, proxy, proxy,
- b) being married, in a relationship of consanguinity or affinity in the direct line, consanguinity or affinity in the collateral line up to the second degree, or related by adoption, custody or guardianship, or cohabitation with the contractor, his legal representative or members of managing bodies or supervisory bodies of contractors applying for a contract,
- c) being in such a legal or factual relationship with the Contractor that there is a reasonable doubt as to their impartiality or independence in connection with the contract award procedure.

.....  
Place and date

.....  
A legible signature of the authorized person

Appendix No. 3 to the Request for Quotation  
Proceedings No. 2/2024/Turka

**DESCRIPTION OF SIGNIFICANT CONTRACTUAL TERMS**

1. The Contractor shall conclude a written agreement with the Purchaser with the scope indicated in this Request for Quotation, in which his offer will be selected as the most advantageous.
2. The Contractor shall perform the delivery covered by the scope of the order for the offered price and within the time limit and under the conditions specified in the Request for Quotation.
3. The Contractor shall undertake to protect confidential information provided to him by the Purchaser.
4. In the contract, the Parties will agree that for non-performance or unreliable performance, or causing property damage to the Purchaser, the Purchaser will have the right to impose a contractual penalty on the Contractor in the amount of 10% of the contract value, or higher, if the Parties so agree.
5. It will be possible to amend the contract in the situations described in the Request for Quotation.
6. The contract will be drawn up in accordance with Polish law, and in matters not regulated, the provisions of the Polish Civil Code will apply.