



Fundusze Europejskie
dla Dolnego Śląska



Rzeczpospolita
Polska

Dofinansowane przez
Unię Europejską



**DOLNY
ŚLĄSK**

The contract is co-financed under the European Funds Operational Programme for Lower Silesia 2021-2027. Project no. FEDS.01.02-IP.01-0013/24 "A set of innovative drilling and bolting machines on a universal chassis typical for underground mining and tunnel construction as a solution for the export offer of Mine Master."

Recruitment number: FEDS.01.02-IP.01-067/24.

REQUEST FOR QUOTATION

P5/2025/07/17

Contract award procedure conducted in accordance with the principle of competitiveness

The Subject Matter of the Contract:

The subject of the order is the supply of a set of hydraulic distributors (set no. 2) for a set of innovative drilling and bolting machines on a universal chassis intended for underground mining and tunnel construction.

Approved

Vice-Chairman of the Management Board

Andrzej Czajkowski

stamp and signature of the contracting entity (authorized person)

Wilków 18.12.2025



I.	NAME AND ADDRESS OF THE CONTRACTING ENTITY	2
II.	CONTRACT AWARD PROCEDURE	3
III.	SUBJECT MATTER OF THE CONTRACT:	3
IV.	GROUNDS FOR EXCLUSION	4
V.	CONDITIONS FOR PARTICIPATION IN THE PROCEDURE AND EVALUATION	5
VI.	OFFER VALIDITY PERIOD	7
VII.	CONTRACT COMPLETION DATE AND PLACE	7
VIII.	COMMUNICATION WITH CONTRACTORS AND SUBMITTING DOCUMENTS	7
IX.	PREPARING OFFER	8
X.	SUBMITTING OFFERS:	9
XI.	OFFER'S EVALUATION CRITERIA	9
XII.	DEPOSITS AND PERFORMANCE BONDS	10
XIII.	GENERAL TERMS AND CONDITIONS	10
XIV.	AWARD OF THE CONTRACT:	10
XV.	FINAL INFORMATION:	10
XVI.	LIST OF ATTACHEMENTS	11



I. NAME AND ADDRESS OF THE CONTRACTING ENTITY

The Contracting Entity is:

**Mine Master sp. z o.o.
Wilków, 59-500 Złotoryja
ul. Dworcowa 27**

**NIP: 6940007277
REGON: 390234796**

KRS: 0000114912

**Registered in: Sąd Rejonowy dla Wrocławia-Fabrycznej IX Wydział Gospodarczy.
Share capital: 27.194.925,93 PLN**

Correspondence address and contact with the Contracting Entity:

Mine Master sp. z o.o.

Address: **Wilków, 59-500 Złotoryja
ul. Dworcowa 27**
Tel: **+48 (76) 87 83 511**
Fax: **+48 (76) 87 84 101**
e-mail: **przetargi@minemaster.eu**
www: **www.minemaster.eu**

The procedure's number:

The procedure described in the document has the following number:

P5/2025/07/17

This number should be used by the Contractor in contacts with the Contracting Entity.
All materials concerning following procedure, submitted by the Contractors, are not refundable.

Contact person with Contractors:

Pani Monika Hnat tel +48768778198 email: mhnat@minemaster.eu
Pani Marta Dobrzańska tel. +48678778170, e-mail: mdobrzanska@minemaster.eu
Pan Lesław Ostapów tel. +48768778111, e-mail: lostapow@minemaster.eu
Pan Andrzej Czajkowski tel. +48678778103, e-mail: aczajkowski@minemaster.eu
Pan Marcin Czerwiński tel. +48 76 8778193, e-mail: mczerwinski@minemaster.eu
In technical issues: **Adrian Łaziński** tel.+48768778208 e-mail: alazinski@minemaster.eu

The contract is financed from Regional Development Fund under 1.1.1. Smart Growth Operational Programme 2021-2027, identification number: FEDS.01.02-IP.01-0013/24 („**A set of innovative drilling and bolting machines on a universal chassis for underground mining and tunnel construction as a summary of the export offers of the Mine Master company**”).

II. CONTRACT AWARD PROCEDURE

1. In the procedure the competition rules established in the Guidelines on the eligibility of expenditure under European Regional Development Fund, European Social Fund and the Cohesion Fund for 2021-2027, approved on 18 November 2022 by the Minister of Funds and Regional Policy.
2. The procedure is not subject to the Act of September 11, 2019. Public procurement law. The Request for quotation was made public in the Competitiveness base – European Funds.
3. This Order is applied in accordance with the Regulations regarding the use of co-financed from member batteries at Mine Master sp. z o. o. in connection with the implementation of the project entitled "A set of innovative drilling and bolting machines on a universal chassis for underground mining and tunnel construction as a summary of the export offers of the Mine Master company" co-financed from the funds of the Operational Programme of European Funds for Lower Silesia 2021-2027 with guidelines on the principles of competitiveness, openness, transparency and access to access.

III. SUBJECT MATTER OF THE CONTRACT:

1. The subject of the order is the supply of a set of hydraulic distributors (set no. 2) for a set of innovative drilling and bolting machines on a universal chassis intended for underground mining and tunnel construction.
2. The subject of the order includes 5 types of hydraulic distributors. The detailed description of the Subject Matter of the Contract is specified in the Attachment No 2 to Request for a tender – Technical specification.
3. Due to the nature of the subject matter of the contract, the detailed description of the subject matter of the contract is not public. The Contractor may, within 7 days of the date of publication of this specification, submit a request to the Ordering Party via the competitiveness database to provide the Technical Specification of the contract.
4. The NDD as indicated in the Attachment no 1 to the Request for Quotation with the request for providing Technical specification must be signed by the Contractor to obtain access to Technical Specification.
5. The NDD with the request to provide the Technical Specification must be sent on the e - mail address przetargi@minemaster.eu described in point 3 above as a pdf file blocked for editing and simultaneously as the written statement sent on the correspondence postal address provided in the point I of this Request for Quotation.
6. The Contractor shall submit a declaration signed by a person authorized to represent him and submit it to the Competitiveness Database in the form of a PDF file locked for editing.

7. If the Non – Disclosure Declaration was already provided to the Contracting Authority based on any other legal relationship between the Parties and it is valid on the date of submitting offers or the Parties concluded the confidentiality agreement, the Contractor is allowed to submit the request to provide the Technical Specification only. The rules set out in point 8 - 12 above apply accordingly to submitting the request to provide the Technical Specification.
8. The Contracting Entity sends the Attachment No 2 to the Request for tender – Technical Specification on the e – mail address indicated in NDA, within 3 days from receiving the Contractor's written statement.
9. The Contractor should consider the fact that the Subject Matter of the Contract is intended to operate in underground mines and will be exposed to the difficult environmental conditions specified in the Attachment no 2 – Technical Specification, section: Environmental CONDITIONS.
10. The Contractor should consider the fact that the Subject Matter of the Contract is to be made in accordance with the obligatory requirements described in the " GENERAL TECHNICAL SPECIFICATION" section set out in Annex 2 to the Inquiry - Technical Specification of the Order and have all the relevant documents, including the operation and maintenance documentation, an overview drawing confirming the dimensions of the subject of the order.
11. The Contractor will provide the Contracting Entity a guarantee lasting minimum 24 months from the date of the delivery. The delivery must be confirmed in the protocol of delivery and acceptance, signed without any reservations. The guarantee must cover THE Subject Matter of the Contract as a device in its entirety, as well as its individual components and microelements, considering the purpose and a method of use of the Subject Matter of the Contract –its operation in underground mines.

IV. GROUNDS FOR EXCLUSION

The Contracting Authority excludes entities referred to in point 8) of Chapter 3.2.2 of the Guidelines on the Eligibility of Expenditures for 2021-2027, i.e., those with personal or capital ties to the Contracting Authority, from submitting bids.

Capital or personal ties are understood as mutual ties 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 preparation and conduct of the contractor selection procedure, and the contractor, consisting of:

- a) members forming a company as a civil partnership or partnership, holding at least 10% of the shares (unless the entity is subject to legal provisions), acting as a supervisory or management body, a proxy, or an entity;
- b) being in a relationship, in terms of consanguinity or affinity in the line of contact, consanguinity or affinity in the collateral line up to the second degree, or by virtue of adoption, guardianship, or guardianship, or cohabiting with the contractor, their deputy, or their representative, setting up or executing, or monitoring supervisory functions that are initiated on the transfer;
- c) being in a relationship with the contractor in a manner that gives rise to a basis for doubt as to their impartiality or the consequences thereof in connection with the procurement procedure.

Any bid submitted by a Contractor excluded under the aforementioned provision will be rejected. The Contractor confirms compliance with the above condition by submitting a declaration of non-affiliation, as provided in the bid form (Attachment 3 to the request for proposals).



The award of a public contract may be applied for by contractors who are not subject to exclusion under Article 7 paragraph 1 of the Act of 13 April 2022 on special solutions for counteracting support for aggression against Ukraine and serving to protect national security, according to which the following are excluded from the public procurement procedure:

- 1) a contractor and a competition participant listed in the lists specified in Regulation 765/2006 and Regulation 269/2014 or entered on the list based on a decision regarding entry on the list determining the application of the measure referred to in Article 1, point 3 of the aforementioned Act;
- 2) a contractor and a competition participant whose beneficial owner, within the meaning of the Act of 1 March 2018 on Counteracting Money Laundering and Terrorist Financing (Journal of Laws of 2022, items 593 and 655), is a person listed in the lists specified in Regulation 765/2006 and Regulation 269/2014 or entered on the list or being such a beneficial owner from 24 February 2022, provided that the person was entered on the list based on a decision regarding entry on the list determining the application of the measure referred to in Article 1 point 3 of the aforementioned Act;
- 3) a contractor and a competition participant whose parent entity, within the meaning of Art. 3 paragraph 1 point 37 of the Accounting Act of 29 September 1994 (Journal of Laws of 2021, items 217, 2105, and 2106), is an entity listed in the lists specified in Regulation 765/2006 and Regulation 269/2014, or entered on the list, or being such a parent entity from 24 February 2022, provided that it was entered on the list based on a decision regarding entry on the list determining the application of the measure referred to in Art. 1 point 3 of the aforementioned Act.

The bid of a Contractor excluded under the aforementioned provision will be rejected. The Contractor confirms compliance with the above condition by submitting a declaration contained in the bid form (Annex 3 to the request for proposals).

V. CONDITIONS FOR PARTICIPATION IN THE PROCEDURE AND EVALUATION

1. Only those Contractors who meet the following requirements for participation.
 - a) competence or authorizations to conduct a specific professional activity where this ensues from separate provisions;

The Contracting Entity does not require any special conditions to be met in relation to this requirement.
 - b) economic or financial standing
The Bidder shall submit a declaration that he is in an economic and financial situation ensuring the proper execution of the contract, in particular that he is not in a state of bankruptcy, restructuring or liquidation.
 - c) technical and professional ability

The condition of technical and professional ability is met in a scope of experience if the Contractor proves that in the last 3 years before the deadline for submission of bids (and if the period of activity is shorter - during this period):



- Has delivered the subject of the contract that is the subject of this procedure or a technically equivalent product for a total amount of at least PLN 60.000
- The Contractor should consider the fact that the Subject Matter of the Contract is intended to operate in underground mines and will be exposed to the difficult environmental conditions specified in the Attachment no 2 – Technical Specification, section: Environmental Requirements.

2. Required documents and declarations.

To confirm that the Contractor meets requirements as above, the Contracting Entity requires:

1. To confirm the Contractor's economic or financial standing – submitting a declaration (Appendix No. 5 to the Request for Quotation)
2. To confirm the Contractor's technical and professional ability in regards to point 1 §C – a declaration (presented described in the Attachment no 5) confirming deliveries already carried out in full, or still being performed. At the same time, the Ordering Party reserves the right to request detailed documents confirming the fulfillment of this condition (LIST OF DELIVERY) during the examination and evaluation of offers, and the Contractor, when submitting an offer, undertakes to provide them immediately upon request.
3. An evaluation whether the Contractor fulfilled the requirements above will be made in accordance with the meets - does not meet formula. The evaluation will be based on the documents submitted.
4. The documents must confirm without doubt that the Contractor meets the requirements mentioned above.
5. Failure to meet any of the requirements mentioned above may result in rejecting an offer (bid) and the Contractor being excluded from the procedure. Before rejection the Contractor is requested to supplement documents required.
6. The Contractor, to meet requirements, may rely on the other entities' technical or professional capacities or their economic or financial standings, regardless of the legal nature of the links which it has with them.
7. The Contractor who relies on the other entities' capacities or standings must prove that it will have at its disposal the resources necessary, by producing a commitment by those entities to that effect. The entity on whose resources the Contractor relies provides its commitment on the template constituting Attachment No. 8 Declaration that the capacities are made available. This declaration shall be signed by the entity making the resources available.
8. If the other entities' technical and professional capacity or economic or financial standing do not confirm that the Contractor met requirements, or the entity falls under the grounds of exclusion, the Contracting Entity demands that within the certain period the Contractor:
 - a) replaces an entity which does not meet a relevant requirement, or
 - b) require that certain critical tasks be performed directly by the Contractor itself if it can demonstrate meeting the technical and professional capacities or financial or economic standing listed in the Request for quotation above.

VI. OFFER VALIDITY PERIOD

1. The Contractor is bound by an offer within **30 days**, from the expiry of the date for submitting offers.
2. The Contractor may, independently or at the contracting entity's request, extend the offer validity period, although the contracting entity may ask contractors to extend that period only once, at least 3 days before the expiration of the offer validity period, by a specific period, but not longer than 60 days.

VII. CONTRACT COMPLETION DATE AND PLACE

1. The Subject Matter of the Contract delivery date: up to 30 days from the date of signing the contract.
2. Delivery method: Delivery of the Subject Matter of the Contract at the expense and risk of the Contractor to the registered office of Contracting Entity.

VIII. COMMUNICATION WITH CONTRACTORS AND SUBMITTING DOCUMENTS

1. Forms and principles of understanding:
 - a) A. Communication during the procurement procedure, including the announcement of the request for proposals, submission of bids, exchange of information between the contracting authority and the contractor, and the submission of documents and declarations, shall be conducted in writing via BK2021 in accordance with the "Payment Eligibility Guidelines for 2021-2027" signed on November 18, 2022 by the Minister of Funds and Regional Policy.
 - b) B. The obligation to communicate via BK2021 requires compliance with this requirement under penalty of nullity.
 - c) C. The application is submitted through documents, notifications, applications, notices, and information in a manner familiar to the Contracting Authority, i.e., on business days, between 8:00 a.m. and 2:00 p.m.
 - d) D. The parties are obligated to notify each other independently of any change of address or other contact details. Declarations, applications, notifications, documents, and information submitted via the 2021 Competitiveness Database will be confirmed as successfully submitted.
2. Providing information regarding the content of the Request for Proposal:
 - a) The Contractor may electronically request clarification of the Request for Proposal (RFP) via BK2021.
 - b) The Contracting Authority will respond to any questions or requests for clarification of the RFP provided they were submitted to the Contracting Authority no later than three days before the bid submission deadline. The Contracting Authority reserves the right to leave any questions received after this deadline unanswered.
 - c) The Contracting Authority will respond to questions submitted by Contractors no later than two business days before the bid submission deadline.



- d) In justified cases, the Contracting Authority may amend the RFP before the bid submission deadline, but this will result in an extension of the bid submission deadline by the time necessary to amend the bids.

IX. PREPARING OFFER

1. Each Contractor may submit only one offer. Submitting more than one offer in the procedure will result in rejecting all submitted by the Contractor.
2. The Contracting Entity neither allows the Contractor to act as a Subcontractor of another Contractor participating in the procedure, nor he agrees that the Contractor who participated in the procedure would be indicated as a Subcontractor by the Contractor being awarded with the contract.
3. The offer consists of a completed and signed Offer Form, which constitutes Appendix No. 2 to the Request for Proposals, along with the required attachments. It must be prepared by the Contractor strictly in accordance with the provisions of this Request for Proposals. The contracting authority does not require an initialed draft contract to be attached to the offer. The contracting authority requires the technical specifications of the offered items to be provided.
4. The Bid Form and other documents for which the Contracting Authority has specified templates must be prepared in accordance with these templates.
5. Contractors jointly bidding for a contract (e.g., in a consortium) must appoint a proxy to represent them in the contract award procedure or to represent them in the procedure and conclude the contract, and must meet the following conditions:
 - a. a power of attorney, along with the consortium agreement, must be submitted with the bid;
 - b. the content of the power of attorney should precisely define the scope of the authorization;
 - c. the consortium agreement should include a clause stipulating the joint and several liability of the consortium members to the Contracting Authority;
 - d. all correspondence will be conducted exclusively with the proxy.
6. The bid, including attachments, must be prepared in electronic form and must be submitted to: BK2021. The Contracting Entity does **NOT ALLOW** a possibility of submission of a partial bid.
7. The Ordering Party does not allow the submission of partial offers.
8. The Ordering Party does not intend to conclude a framework agreement.
9. The Ordering Party does not allow the award of supplementary contracts.
10. The Ordering Party allows the participation of subcontractors in the execution of the subject matter of the contract.
11. The Ordering Party does not allow the submission of an equivalent offer. The Offer and all the documents and declarations attached (including those made on templates) must be signed by the person/s authorised to represent in accordance with the form of representation of Contractor specified in the registration documents or other document, appropriate for the organizational form and incur liabilities in a sum corresponding to the offer's price. Signing is considered a handwritten signature or signature along with a stamp allowing identification of the signature.
12. The bid and all attached documents and declarations (including those submitted on the attached templates) must be signed by the person(s) authorized to represent the Contractor in accordance with the form of representation specified in the registration document or other document appropriate for the organizational form, and to incur liabilities in an amount corresponding to the



bid price. Signature is deemed to be made when signed in writing or electronically, as referred to in Articles 78 and 78¹ of the Civil Code.

13. If the Contractor fails to submit the required powers of attorney, declarations, or documents confirming compliance with the conditions for participation in the procedure within the time specified in the Request for Proposals, or submits documents containing errors, the Contracting Authority may request that the Contractor supplement them within a specified time, unless, despite supplementation, the bid would still be rejected or the procedure would have to be cancelled.
14. The contractor may amend the submitted bid before the bid submission deadline. Any changes must be included in the BK2021 for the given procedure and clearly identified in the name of the submitted file.
15. The contractor may withdraw the submitted bid before the bid submission deadline by submitting a relevant declaration in BK2021, which must be clearly identified in the name of the submitted file.

X. SUBMITTING OFFERS:

1. Offers must be included in the Competitiveness Database by the end of the procedure.

XI. OFFER'S EVALUATION CRITERIA

1. The Contracting Entity foresees the evaluation of the offer independently applying the following evaluation criteria:

Criterion	Criterion weight
1.Price (C) 30%	50%
2 Delivery time (D) 20%	40%
3 Warranty (G)	10%

$$\text{Price (C)} = \frac{\text{lowest price}}{\text{price of the offer in question}} \times 50 \text{ points}$$

The contracting entity allows placing offers in the following currencies:

- Polish zloty (PLN)
- Euro (EUR)
- American dollars (USD)

If prices in the offer are provided in foreign currencies, then the Contracting Entity shall convert them into the Polish zloty (PLN) at the average exchange rate of Narodowy Bank Polski [National Bank of Poland] as of the date of placing the offers. The Ordering Party provides for the possibility of partial payment for each item of the order separately.

$$\text{Delivery time (D)} = \frac{\text{shortest delivery time (how many days)}}{\text{delivery time in the offer in question (days)}} \times 40 \text{ pts}$$

$$\text{Guarantee period (G)} = \frac{\text{number of months of guarantee period of the offer in question}}{\text{number of months of the longest guarantee period}} \times 10 \text{ points}$$



XII. DEPOSITS AND PERFORMANCE BONDS

1. The Contracting Entity does not require tender/offer security deposit.
2. The Contracting Entity does not require performance bond.

XIII. GENERAL TERMS AND CONDITIONS

1. The Ordering Party requires that the Contractor whose offer is deemed the most advantageous enter into a contract in accordance with the draft contract, which constitutes Appendix 6 to the Request for Proposals. During the bid submission stage, the Contractor may submit comments and proposals regarding the provisions of the contract in the form of questions to the Request for Proposals, in accordance with the procedure provided in Section VIII, Item 2 above.
2. Changes resulting from the Ordering Party's responses to the questions to the Request for Proposals that affect the content of the draft contract are binding on the Contractors and shall be incorporated into the contract prior to signing.

XIV. AWARD OF THE CONTRACT:

1. The Ordering Party will award the contract to the Contractor(s) whose offer meets all the requirements specified in the Request for Proposals and is assessed as the most advantageous based on the offer evaluation criterion specified in Section XI.
2. If the Contractor whose offer is selected declines to conclude the contract, the Ordering Party may select the next offer from among the remaining offers without re-evaluating them.

XV. FINAL INFORMATION:

1. The offer submitted is rejected if:
 - a. was submitted in violation of generally applicable law;
 - b. was submitted in violation of the Request for Proposals or the terms of participation in the procedure,
 - c. the content of the offer does not correspond to the Request for Proposals,
 - d. submitting the offer constitutes an act of unfair competition within the meaning of the regulations on combating unfair competition,
 - e. was submitted by a Contractor excluded from participation in the procurement procedure,
 - f. is invalid under separate provisions, The procedure may be changed or cancelled by the Contracting Entity if the co-financing guidelines would change.
2. The Ordering Party reserves the right to change or cancel the procurement procedure in the event of a change in the guidelines related to the funding granted to the Ordering Party.
3. The Ordering Party reserves the right to cancel or terminate the procurement process in the event of a significant change in circumstances that could not have been foreseen by the Ordering Party, affecting the performance of the contract.



4. The documents and information contained in the Request for Proposals may only be used for their intended purpose. The data contained in the individual sections of the Request for Proposals is confidential and may not be used for any other purposes.
5. Contractors are obligated to thoroughly review the information contained in the Request for Proposals and prepare their proposals in accordance with the requirements specified therein, taking into account the questions asked by the Contractors and the responses provided by the Ordering Party.
6. Contractors shall bear all their own costs associated with preparing and submitting their bids, regardless of the outcome of the tender. The Ordering Party shall not be liable for any costs incurred by Contractors in preparing and submitting their bids and shall not reimburse any costs incurred in participating in the tender. Contractors agree not to raise any claims against the Ordering Party in this regard.
7. Contractors shall not be entitled to any claims against the Ordering Party in the event of their bid being rejected.
8. Contractors shall be informed of the exclusion or rejection of their bids after the tender process is concluded.
9. Any arrangements made prior to the conclusion of the contract do not constitute a legal basis for filing financial claims against the Ordering Party. Any arrangements made prior to the conclusion of the contract do not give any legal basis for making financial claims against the Contracting Entity.
10. Contractors will familiarize themselves with the Information Clause regarding Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the use of personal data and on the free access to such data, and on the application of the repeal of Directive 95/46/EC (General Data Protection Regulation) (OJ EU L 119, 4.05.2016, p. 1) ("GDPR"), which includes Section No. 6 of the request for proposals. The contract notice is available for completion of all formal and legal cases related to the application of the GDPR, which will be sent to the detailed information in Article 13 of the GDPR in relation to natural persons whose personal data are the subject of and from whom the contractor directly obtained such data.

XVI. LIST OF ATTACHEMENTS

Attachment No	1	-	NDD
Attachment No	2	-	Technical specification.
Attachment No	3	-	Offer template
Attachment No	4	-	Declaration of the absence of capital or personal links
Attachment No	5	-	Procedure Eligibility Declaration
Attachment No	6	-	Information clause (GDPR)
Attachment No	7	-	Draft contract
Attachment No	8	-	Declaration that the capacities are made available