

Do Zainteresowanych

Wasze pismo z dnia: Znak:

Nasz znak:

Data:

DZ-2501/128/18

2018.05.16

**ADVERTISEMENT CONCERNING THE INTENSION TO PROVIDE A CONTRACT
AWARD ON THE FIELD OF THE SCIENCE**

INVITATION TO SUBMIT AN OFFER

National Veterinary Research Institute in Pulawy invites to submit the offers concerning delivery of the subject of an order (contract) indicated below:

I. Description of the subject of the order:

Subject of the order: delivery of 2 isolated cages for birds.

Description of the subject of the order is contained in Annex no 1.

II. Procedure of awarding contract

Procedure is carried out on the basis of art. 4d. ust. 1. Pkt.1 uPZP excluding the provision of Law of 29 January 2004 Public Procurement Law (Journal of Laws of 2017 items 1579)

III. Name and address of the contracting authority

National Veterinary Research Institute, Al. Partyzantów 57, 24-100 Puławy, Poland

IV. Requested term for completion of the contract

Order delivery date – max 6 weeks from the date of the agreement. Delivery during working days from 7.00 a.m. to 2.0 p.m.

V. Requirements for Contractor

Contracting authority does not pose any specific requirements to Contractor.

VI. The list of statements and documents, which have to be delivered by Contractor fulfilling requirements for Contractor or confirming to fulfill requirements included in description of the subject of the contract.

Contractor should attached to the offer prepared according to the Form no 2 to the advertisement the filled up form describing the subject of the contract that is Attachment No 1 to this advertisement as well as catalog cards, folders or prospects of the offered equipment, confirming that they fulfill the requirements of the Contracting authority in Polish or English language.

VII. Information concerning the way of communication between Contracting authority and Contractors and transmission of statements or documents, as well as designation of persons authorised for communication with Contractors.

Contractor may convey information, statements and documents to Contracting authority via email to the address: Anna.Swital@piwet.pulawy.pl or by fax: no 81 889 3350.

Contracting authority will convey information via email.

Anna Śwital is the person authorised by Contracting authority to contact Contractor.

e-mail: Anna.Swital@piwet.pulawy.pl,

VIII. The place and date for submission of an offer.

Offer should be send by fax to the number: 81 889 33 50 or via email to the address: Anna.Swital@piwet.pulawy.pl, no later that **21.05.2018 r., at 12.00.**

IX. The method of cost calculation

Offer should include the total price of the contract (order). The price should contain all costs of all elements of the execution of the order, particularly all costs of Contractor, income of the Contractor, taxes, payments and other elements.

X. Procedure to supplement of the documents in case they were not included in the offer.

In case of the statement of the lack of documents in the most beneficial offer, Contractor may complete the offer. During the procedurę of verification of the offers Contracting authority may demand from the Contractors explanations concerning the offers in the terms defined by Contracting authority. Procedure of completing the documents will be carried out by email or fax.

XI. Description of the criteria taken into consideration by the Contracting authority during selection of the offer together with the meaning of these criteria and the method of evaluation of the offer

The most beneficial offer is the one with the lowest price and that fulfills demands of Contracting authority described in this invitation to submit the offer.

XII. The conditions to exclude the Contractor and rejection of the offer:

The Contracting authority excludes from the participation in the offer procedure Contractors who:

- did not fulfill conditions of the participation in the procedurę;
- did not submit documents in the term designated by Contracting authority.

The Contracting authority will reject the offer if:

- it was submitted after the term designated by the Contracting authority
- its content does not correspond to the text of invitation to submit the offer nor to the description of the subject of the offer presented by Contracting authority
- it was submitted by the Contractor excluded from the participation in the procedurę.

XIII. The list of Annexes to this advertisement:

- Annex no 1 – description of rthe subject of the offer
- Annex no 2 – form of the offer