Case reference number: ZZP.261.ZO.12.2021 Cracow, 17.11.2021r.

**Request for proposal**

**The PWM Edition** request for proposal for the purchase of gadgets with music motifs included in the Agifty catalogue.

1. **Subject matter of the order** :
2. Subject matter of the order is purchase of gadgets with music motifs included in the Agify catalogue.
3. A detailed description of the subject included in the attachment no 1.
4. **Terms of performance of the order:**

Individual types of gadgets will be ordered successively from the date of signing the contract for **24 months** or until the budget specified in the contract is exhausted.

1. **Payment Terms:**

30 days from date of invoice.

1. **Conditions for participation in the proccedings:**

The Contracting Authority does not specify in this respect any requirements, the fulfillment of which the Contractor is obliged to demonstrate in special way.

1. **Offer Evaluation Criteria:**

The offer evaluation criterion will be:

* 1. **Price – 60% in PLN[[1]](#footnote-1)**

|  |
| --- |
| C min  C bad |

C= x 60% x 100

Where:

C – means the numer of points awared in the offer for the price criterion

C min – means the lowest net price from the examined offers

C bad – means the net price of the examined offer

Total numer of points in this criteria is 60 points.

* 1. **Delivery time – 40%**

|  |
| --- |
| T min  T bad |

T= x40%x100

Where:

T – means the numer of points for the delivery time criterion

T min – means the shortest delivery time from among the examined offers

T bad – means the delivery time of the examined offer

Total numer of points in this criteria is 40 point.

The sum of points in the criteria obtained above is the basis for comparing offers for individual tasks.

Maximum of 100 points can be earned in all criteria.

1. **Persons authorized to contact the Contractors:**

Sylwia Religa, tel. 12 422 70 44 wew. 142 , adres e-mail: [sylwia\_religa@pwm.com.pl](mailto:sylwia_religa@pwm.com.pl)

1. **Method of Offer Preparation:**

We kindly ask you to submit a written offer via e-mail covering the execution of the subject matter of the contract.

The submitted proposal should include:

a) A completed offer form - according to the template constituting attachment no. 1 to this invitation

The Employer reserves the right to conduct negotiations to clarify the scope of the offer.

1. **Deadline for submitting an offer:**

a) Please send your offer by **24th November**, 2021 at 12.00 in electronic form to [zamowienia\_publiczne@pwm.com.pl](about:blank)

b) Offer validity: 30 days

1. **Additional Information:**

a) The contract award procedurę shall not be subject to the provisions of the Act of 11 September 2019 Public Procurement Law (t.j. Dz. U z 2021r. poz. 1129 z późn. zm.).

1. **Cases of rejection of the Contractor from the proceedings**

The Contractor’s offer shall be rejected if:

a) The offer does not meet the requirements specified by the Contracting Authority

b) The offer contains a grossly low price for the subject of the contract,

c) The offer is invalid under applicable law,

d) The Contractor did not agree to correct other errors in the offer within the time limit set by the Contracting Authority,

e) The Contractor did not suplement or provide explanations regarding its offer at the request of the Contractor Authority.

1. **Annulment**

The Contracting Authority reserves the right to change this inquiry, as well as to cancel the procedure. The proceedings may be annulled in particular where:

a) No Offer has been submitted to the Proceeding or all Offers shall be rejected

b) The price of the Most Advantageous Offer exceeds the amount that was allocated to finance the contract, unless it is possible to increase this amount to the price of the Most Advantageous Offer, which was accepted by the Manager of the Contracting Authority or a person with the appropriate power of attorney.

c) The proceedings are affected by a defect or error

d) It is not in PWM's interest to award a contract under the conditions offered

e) There has been a material change in circumstances which makes it not in PWM's interest to conduct the procedure or perform the contract, which could not have been foreseen in advance

**XIII**. **Information clause regarding the processing of personal data**

The administrator of personal data of natural persons indicated in the course of the procurement procedure is Polskie Wydawnictwo Muzyczne in Krakow with its registered office at al. Krasińskiego 11a, 31-111. Personal data will be processed in order to award the contract and fulfill the archiving obligation. The personal data of the indicated persons will be processed on the basis of Article 6(1)(.c) of 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 processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (GDPR). Providing data is voluntary, but necessary to conduct the procurement procedure. Data subjects have the right to request access to their personal data, rectification, and to limit their processing. In addition, data subjects have the right to lodge a complaint with the President of the Office for Personal Data Protection. Data subjects do not have the right to erasure of personal data in connection with Article 17(3)(.b), (d) or (e) of the GDPR, the right to transfer personal data referred to in Article 20 of the GDPR, the right to object pursuant to Article 21 of the GDPR, to the processing of personal data, as the legal basis for the processing of personal data is Article 6(1)(.c) of the GDPR. Personal data will be processed for the period related to the conduct of the public procurement procedure, as well as later, e">i.e. in connection with the implementation of the archiving obligation. The recipients of your personal data will be those entities to which we are obliged to provide data under applicable law, including the Act on Access to Public Information. In case of any questions regarding the GDPR, it is possible to contact us via e-mail address: iod@pwm.com.pl The Contractor is obliged to obtain the consent of a natural person to indicate his data in the procurement procedure, including the offer submitted.

Attachments:

Attachment no 1 – A detailed description of the subject

Attachment no 2 – Offer form

Attachment no 3 – draft contract

1. With the reservation that the offer in EURO proces will be converted according the exchange rate as of the date of submission of the offer. [↑](#footnote-ref-1)