TOR

Title:

REQUEST FOR PROPOSAL No. 2/2019, the aim of which is to select the Contractor for the implementation of supplies of raw materials for chemical water flooding for the purposes of the research and development project POIR.01.02.00-00-0033/16 under the following name: "Development of technology for enhanced oil recovery based on innovative on global scale Polyfraction Nanoemulsion" carried out under the Smart Growth Operational Programme 2014-2020, Measure 1.2 "Sectoral R&D programmes", Sectoral programme INNOCHEM.

The deadline for submitting bids:

until 10-07-2019

Location of submitting bids:

1. The offer must be submitted by 10-07-2019 at 16.00 in the following form:

either

The original hardcopy at the contracting body’s office (personally, by post, courier, etc.) to the following address:

Brenntag Polska Sp. z o.o.
Regional Office in Jankowice
Oil and Gas Department
Ul. Przemysłowa 2, Jankowice
62-080 Tarnowo Podgórne

Or

By e-mail (scan of the originals) to the following address: agnieszka.walsh@brenntag.pl

The date of receipt is the date of submission. Offers submitted after the deadline will be rejected for formal reasons.

2. The offer should be prepared on:

Appendix No. 1 - Bid form (on provided template)
Appendix No. 2 - Declaration on the lack of personal or capital ties (on provided template)
Appendix No. 3 - Declaration on meeting the conditions for participation in the proceedings (on provided template)
Annex No. 4 - Safety data sheet of the offered chemical product (bidder’s own document)
Annex No. 5 - Technical specification or equivalent quality certificate of the offered product (bidder’s own document)
Annex No. 6 - List of deliveries made (bidder's own document)
The offer can be submitted in Polish or English, but the price has to be quoted in PLN. The offer should be signed by the Contractor or a person authorized to represent the Contractor. The Contractor as part of this inquiry may submit only one offer for the selected parts specified in the TOR or for all parts.

3. In the event of errors or mistakes, the Contracting party may request the Contractor to submit additions or corrections that do not significantly alter the content of the offer with the minimum of 2-day deadline for delivery of updates.
4. The bidder shall be bound by the submitted offer for a period of 180 days counting from the date of expiry of the deadline for submitting bids.

5. The contracting authority conducts these proceedings in a manner ensuring fair competition and equal treatment of Contractors.

6. The contracting authority retains the right to send a request to selected bidders for chemical samples to confirm in the laboratory the requirements specified in the technical specification of the ordered products. Chemical samples should be delivered within 7 business days from the date of request from the contracting authority. The address of chemical sample delivery: Brenntag Polska Sp. z o.o., Department of Oil and Gas, Przemysłowa 2, Tarnowo Podgórne 62-080.

E-mail address to which offers should be sent:
agnieszka.walsh@brenntag.pl

Contact person regarding the advertisement:
Agnieszka Walsh - Project Coordination Specialist

The telephone number of the person authorized to contact for the advertisement:
Tel. 509 811 379

Brief description of the subject of the contract:
The subject of the order is the supply of raw materials for chemical water flooding for the purpose of R & D works. The contract has been divided into 11 parts (part 3, 7 and 8 are excluded). The contracting authority allows partial bids.

Announcement category:
Deliveries

Place of the announcement:
Voivodeship: wielkopolskie, District: Poznań, Town: Jankowice

ORDER DESCRIPTION

Purpose of the order
The subject of the order is the supply of raw materials for chemical water flooding for the purpose of R & D works. The order has been divided into parts. The contracting authority allows partial bids.

The request connected with the implementation of EU funded research and development project POIR.01.02.00-00-0033 / 16 pn. "Development of technology for intensification of oil extraction on the basis of a globally innovative polyfractional nanoemulsion", implemented under the Intelligent Development Operational Program for 2014-2020, Measure 1.2 "Sectoral R & D programs", INNOCHEM sectoral program.

**CPV code**

24000000-4 Chemical products

**Additional order items **

Not applicable

**The schedule of the contract**

Each part of the order must be delivered to the contracting party within 2 weeks from the date of placing the order. The contract will be finalized no later than November 30, 2019.

Place of delivery: Brenntag Polska Sp. z o.o. , Oil and Gas Department, Ul. Przemysłowa 2, Jankowice, 62-080 Tarnowo Podgórne

**Appendices**

Appendix No. 6 - Information clause

Appendix No. 5 - Contract template

Appendix 4 – Terms of reference

Appendix 3 - Declaration on compliance with the conditions for participation in the proceedings

Appendix 2 - Declaration on the lack of personal and capital ties

Appendix 1 – Bid form

**CONDITIONS FOR PARTICIPATION IN THE PROCEEDINGS **

**Knowledge and experience**

Knowledge and experience in the implementation of similar services.

The condition will be considered fulfilled if the Contractor shows that he has performed (and in the case of periodic or continuous services also performs) duly during the last three years
before the deadline for submission of tenders, and if the period of business is shorter - during this period, a minimum of three deliveries.

For one delivery in the scope of Part I, the Ordering Party shall recognize deliveries of isopropyl alcohol provided for one entity within the last three years before the deadline for submission of tenders, and if the period of activity is shorter, during this period, with a total value of not less than PLN 5,000.

For one delivery in part II, the contracting authority will recognize the supply of propylene glycol for one entity within the last three years before the deadline for submission of tenders, and if the period of activity is shorter, during this period, with a total value of not less than 60,000 PLN.

For one delivery in the scope of Part III – n/a

For one delivery in part IV, the awarding entity will recognize deliveries of technical Limonene for one entity in the last three years before the deadline for submission of tenders, and if the period of activity is shorter, during this period, with a total value of not less than PLN 10,000.

For one delivery in part V, the contracting authority will recognize deliveries of 1-Butoxypropan-2-ol provided for one entity within the last three years before the deadline for submission of tenders, and if the period of activity is shorter, during this period, with a total value not less than PLN 10,000.

For one delivery in part VI, the awarding entity will recognize deliveries of Alcohols, C9-C11 ethoxylated with 6 moles of ethylene oxides provided for one entity within the last three years before the deadline for submission of bids, and if the period of activity is shorter, during this period, with a total value not less than PLN 50,000.

For one delivery within Part VII – n/a

For one delivery in part VIII- n/a

For one delivery in part IX, the contracting authority will recognize supplies of 3,3'-methylenebis [5-methyl oxazolidine provided for one entity in the last three years before the deadline for submission of tenders, and if the period of activity is shorter, during this period, with a total value not less than PLN 10,000.

For one delivery in part X, the contracting authority will consider delivery of disodium 2- (3-oxo-6-oxydoxenane-9-yl) benzoate for one entity within the last three years before the deadline for submission of tenders, and if the period of activity is shorter, during this period, with a total value of not less than PLN 23,000.

For one delivery in part XI, the orderer shall recognize the supply of ammonium bisulfite water solution provided for one entity within the last three years before the deadline for submission of tenders, and if the period of activity is shorter, during this period, with a total value not less than PLN 1,000.
**Additional conditions**

1. Contractors which meet all the following criteria may apply for awarding the contract:
   a) accept the content of this inquiry without any reservations - submitting the offer is considered as acceptance of the content of the request for quotation
   b) submit a complete and properly filled offer on a bid form
   c) meet the conditions for participation in the procedure and the terms of the offer specified in Appendix 4 – Terms of Reference

2. If necessary, the Contracting Authority reserves the right to call the Contractor to update or clarify the offer.

3. The Contracting authority allows the possibility of submitting partial offers.

4. The Contracting body does not allow substitute offers to be submitted.

5. These offers may be canceled, terminated without selection of the Contractor, and canceled both before and after the selection of the most advantageous offer, without giving a reason.

6. The Contractors participate in the tender procedure at their own risk and cost, they are not entitled to any claim for withdrawal by the Contracting authority from the tender procedure.

**Conditions for changing the contract**

The contracting authority specifies the following circumstances, which may cause the necessity to introduce changes to the content of the contract:

1. Change of the date or scope of the contract in the following situations:
   a) In the event of circumstances independent of the Contractor, at his justified request, provided that this change results from circumstances that the Contractor could not have foreseen at the stage of the offer submission and is not at fault;
   b) occurrences of circumstances dependent on the contracting authority adversely affecting the date of completion of the Subject of the Contract;
   c) Delays of the contracting authority in terms of final acceptance;
   d) The necessity to introduce changes to the subject matter of the contract due to circumstances that the Contracting authority could not have objectively foreseen at the time of concluding the contract for the time necessary to implement these changes;

2. Change of persons responsible for contacts and supervision over the implementation of the subject of the contract.

3. The occurrence of obvious typing and accounting errors in the content of the contract.
4. Changing the remuneration only in the event of a change in the applicable VAT rate - if the change of the VAT rate will result in an increase in the contractor's performance costs, the Contracting authority allows the possibility of increasing the remuneration by the amount equal to the amount of tax paid by the Contractor.

5. The Contracting authority also reserves the right to change in the case of:

a) changes in applicable law, affecting the subject and terms of the contract and a change in the legal or actual situation of the Contractor and/or the Contracting authority resulting in the inability to perform the subject of the contract;

b) the emergence of extraordinary circumstances that are "force majeure" resulting in the impossibility of executing the subject of the contract or threatening to blatant loss, which the parties did not foresee when concluding the contract - extraordinary force means extraordinary events and circumstances, unpredictable, independent of the will of any of the Contracting Parties;

c) the emergence of extraordinary circumstances that are not "force majeure", threatening to blatant loss, which the Parties did not foresee when concluding the contract;

d) In the case of receiving a decision from the Funding Agency, to a project that includes changes to the scope of tasks, deadlines or setting additional provisions to which the Employer will be obliged.

6. The Contracting authority Ord reserves the right to unilaterally reduce the purchase price of Chemical raw materials up to a maximum of 50% or resign from the purchase in the event of events that the Employer could not have foreseen.

7. The Ordering Party reserves the right to change the contract on the terms specified in the part of the inquiry "Supplementary orders"

List of documents / statements required from the Contractor

1. Appendix No. 1 - Bid form (on provided template)

2. Appendix No. 2 - Declaration on the lack of personal or capital ties (on provided template)

3. Appendix No. 3 - Declaration on meeting the conditions for participation in the proceedings (on provided template)

4. Annex No. 4 - Safety data sheet of the offered chemical product (bidder’s own document)

5. Annex No. 5 - Technical specification or equivalent quality certificate of the offered product (bidder’s own document)

6. Annex No. 6 - List of deliveries made, and in the case of periodic or continuous services, also performed within the last three years before the deadline for submission of bids, and if the period of activity is shorter - during this period, along with their value, subject, the dates of completion and the entities on which deliveries have been made, and evidence specifying whether these deliveries have been made or are properly performed; whereas the evidence referred to are references or other documents issued before the entity for whom deliveries
were made and in the case of periodic or continuous services are performed, and if for a justified reason of an objective nature the contractor is unable to obtain these documents - the contractor's statement. In the case of periodic or continuous services, references or other documents confirming their proper performance should be issued not earlier than 3 months before the deadline for submitting offers (bidder's own document).

**Complementary orders**

The contracting authority reserves the right to increase the demand for chemical raw materials up to 30% in relation to the total value that will be given in the contract signed between the Employer and the Contractor according to the unit price indicated therein. The basis for the supplementary order will be the signed annex with the selected Contractor.

Additional deliveries will be made when:

- A change of contractor cannot be made for economic or technical reasons, in particular regarding the interchangeability or interoperability of equipment, services or installations ordered under the basic contract and
- change of contractor would cause significant inconvenience or significant increase of costs for the ordering party as well
- the value of each subsequent change does not exceed 50% of the value of the contract originally specified in the contract.

**ASSESSMENT PROCESS**

Evaluation criteria and explanation on how points will be awarded:

1) The contracting authority will evaluate valid offers that meet the conditions for participation in the offer procedure.

2) The contracting authority will choose the most advantageous offer, following the point evaluation system according to the following scheme. The Contractor may receive 100 points maximum

3) The selection of the best offer will be based on the following criteria:
   - Part 1: GROSS PRICE GROUPS FOR 1 KG RAW MATERIAL - 100% weight
   - Part 2: GROSS PRICE GROUPS FOR 1 KG RAW MATERIAL - 100% weight
   - Part 3: n/a
   - Lot 4: GROSS BREAK OFF PRICE FOR 1 KG RAW MATERIAL - 100% weight
   - Part 5: GROSS BREAK OFF PRICE FOR 1 KG RAW MATERIAL - 100% weight
   - Part 6: GROSS PRICE GROUPS FOR 1 KG RAW MATERIAL - 100% weight
   - Part 7: n/a
   - Part 8: n/a
   - Lot 9: GROSS PRICE GROUPS FOR 1 KG RAW MATERIAL - 100% weight
   - Part 10: GROSS PRICE GROUPS FOR 1 KG RAW MATERIAL - 100% weight
   - Part 11: GROSS BREAK OFF PRICE FOR 1 KG RAW MATERIAL - 100% weight

4) Points will be awarded on the basis of criteria specified in the request for proposals according to the following method, for each part separately. The tenderer may submit an
offer for selected parts of the offer inquiry. The price must include all costs that the contracting party will incur in order to perform the contract, i.e. to deliver the raw materials to the beneficiary's office.

Formula: (price of the cheapest offer / price of the tested offer) x 100 = number of points

5) Each part of the contract is subject to a separate evaluation. The offer that will receive the highest number of points in a given part will be considered the most advantageous.

6) If the Contractor whose offer has been selected, evades concluding the contract, the Contracting Authority may choose the most advantageous offer from among the other offers.

7) In case when two or more offers receive the same number of points, the Ordering Party will call Contractors to negotiate offers and evaluation criteria.

8) After selecting the offer, the Contracting Authority shall inform the Contractor whose offer has been selected about the date of signing the contract.

9) The results of will be published on the same page where this inquiry was originally released.

Exclusions

1. Contractors, who are entities related to the contracting authority, are personally or financially excluded from the procedure. By capital or personal connections are defined as the interrelationship between the Contracting Authority or persons authorized to incur on behalf of the Contracting Authority or persons performing on behalf of the Contracting Authority activities related to the preparation and conduct of the selection procedure of the Bidder, consisting in particular of:

   a) participating in the company as a partner in a civil or personal partnership;

   b) possession of at least 10% of shares or stocks;

   c) performing the function of: a member of the management or supervisory body, a proxy, a plenipotentiary;

   d) being married, in a relationship of affinity or affinity in a straight line, second degree affinity or second degree affinity in the sideline or relationship of adoption, care or guardianship.