

Institute of Meteorology and Water Management - National Research Institute:
„Personal Productivity and Office Equipment – Part 2 (printers)”
CONTRACT NOTICE – Supplies

Publication notice: Obligatory notice

The notice concerns: Public procurement

Procurement concerns a project or a programme co-financed from the European Union funds

Yes

Name of the project or programme:

OVFMP 4A.4.3b

The Republic of Poland has received financing from the World Bank toward the cost of the Odra-Vistula Flood Management Project, and intends to apply part of the proceeds toward payments under the contract for „Personal Productivity and Office Equipment – Part 2 (printers)”

Only protected labour companies and contractors whose operations or operations of their organizational units that shall implement the contract, cover social and professional integration of people being members of groups that are socially marginalized

No

The minimum percentage ration of employment of people belonging to one or more categories as mentioned in the Art. 22 item 2 of the Public Procurement Law Cat, not less than 30%, people employed by a protected labour company or contractors or their units: [.....] %

SECTION I: EMPLOYER

The procedure is run by a central employer (if applicable)

No

The procedure is run by an entity to whom the employer entrusted running the procedure (if applicable)

No

Information on the entity whom the employer entrusted running the procedure:

The procedure is conducted jointly by the employers (if applicable)

No

If yes, please list the employers who shall run the procedure jointly and provide the addresses of their seats, national register numbers and contact persons jointly with contact data:

The procedure is conducted jointly with the employers from other Member States of the European Union (if applicable)

No

In case the procedure is conducted jointly with the employers from other Member States of the European Union – applicable local public procurement law:

Additional information:

I.1) NAME AND ADDRESS: Institute of Meteorology and Water Management - National Research Institute, National registration number: 80507000000000, 61 Podlesna Street, 01-673 Warsaw, Poland, Phone: +48 22 56 94 263; Fax number: +48 22 834 18 01.

Website address (URL) <http://bip.imgw.pl>

Address of the buyer's profile (if applicable): www.imgw.pl

Address of the website where access to tools and devices or file formats that are not generally available, can be reached (if applicable):

I.2) TYPE OF THE CONTRACTING AUTHORITY: Other type (please specify)

National Research Institute

I.3) COMMON CONTRACT AWARDING (if applicable):

Division of duties among the employers in case of a joint procedure, including in case of common procedure with employers from other Member States of the European Union (which of the employers is responsible for the procedure, do and if yes in what scope the other employers are responsible for running the procedure, shall the contract be awarded by each employer individually, shall the contract be awarded on behalf and for the other employers):

I.4) COMMUNICATION:

Unlimited, full and direct access to the documents from the procedure can be obtained at (URL) (if applicable):

No

Website address where the terms of reference shall be published (if applicable):

No

Access to document from the procedure is restricted - more information at the following address (if applicable):

Yes

www.imgw.pl , <http://bip.imgw.pl>

Bids or requests to participate must be submitted shall be sent

Electronically address:

No

It is allowed to send bids or requests to participate in another way:

No

another way:

It is required to send bids or requests to participate in another way:

Yes

Another way:

in writing to be valid

to the address of the:

Institute of Meteorology and Water Management - National Research Institute

61 Podlesna Street, 01-673 Warsaw, Poland,

(with the note: OVFMP 4A.4.3b- WORLD BANK)

Electronic communication requires use of tools and devices or file formats that are not commonly available (if applicable)

No

Unrestricted, full, direct and free of charge access to these tools and devices is possible at: (URL):

SECTION II: SUBJECT OF THE CONTRACT

II.1) The name of the procurement as given by the employer: „Personal Productivity and Office Equipment – Part 2 (printers)”

Reference number: OVFMP 4A.4.3b

Prior to the start of the procedure for awarding a contract, a technical dialogue took place:

No

II.2) Type of procurement: Supplies

II.3) Information on the possibility to submit partial bids

The procurement is divided into parts: No

Bids or requests to participate may be submitted in reference to:

The Employer reserves the right to award contracts combining the following lots or groups of lots:

Maximum number of lots for which the contract can be awarded to one contractor:

II.4) Short description of the subject of the contract (*size, scope, type and number of supplies, services or construction works or specification of demands and requirements*), and in case of innovative partnership – specifying the demand for innovative product, services or construction works: „Personal Productivity and Office Equipment – Part 2 (printers)” (ref. No. OVFMP 4A.4.3b).

A detailed Description of the Object of the Order is included in Section VII the Bidding Document.

Bidding procedure will be conducted according to the procedures of the international competitive bidding (ICB) specified in the "World Bank Instruction: Orders for goods, works and non-consulting services under IBRD loans and IDA loans and grants implemented by World Bank Borrowers in January 2011, as amended in July 2014 ("World Bank Instruction on Procurement") and is open to all eligible bidders as defined in the World Bank Instruction on Procurement. In addition, please refer to sections 1.6 and 1.7, which present the World Bank's policy on conflicts of interest.

A detailed Description of the Object of the Order is included in the Bidding Documentation, which will be made available in English and Polish, after submitting the application in electronic or paper form.

Interested bidders can receive a set of bidding documents in English and Polish, including: - all electronic documentation in PDF format via e-mail to the e-mail address provided by the bidder in the application; - all documentation in paper form will be sent immediately after receiving the application to the postal address indicated by the bidder in the application by courier. After submitting the application in electronic form to the e-mail address: BSprzetargi@IMGW.pl or in paper form to the address: Institute of Meteorology and Water Management National Research Institute (with the note OVFMP 4A.4.3b - WORLD BANK) To Ms. Małgorzata Kozak-Dymarska 61 Podleśna Street, 01-673 Warsaw, Poland, Phone: +48 22 56 94 263 Fax number: +48 22 834 18 01 Website: www.imgw.pl Along with the paper copy or with the electronic version only the editable version of section IV will be sent - bidding forms (in Word doc format). In case of discrepancies, the paper version shall apply. A complete set of bidding documents in paper version will be sent by courier. Bidders will also pay the cost of courier service (on delivery) to the address provided.

II.5) Main CPV code: 30232100-5 – Printers and plotters

Additional CPV codes:

II.6) Total value of the procurement (if the employer provides information on the total value of the procurement)

Value excluding VAT:

(for framework agreements or dynamic purchasing systems - estimated total maximum value for the entire duration of the framework agreement or dynamic purchasing system).

II.7) Is it planned to award contracts as mentioned in the Art. 67 sec. 1 item 6 and 7 or in the Art. 134 item 6 sec. 3 of the PPL: No

Specifying the entity, size or scope and conditions upon which the contracts shall be awarded as mentioned in the Art. 67 sec. 1 item 6 or in the Art. 134 item 6 sec. 3 of the PPL:

II.8) Periods during which the procurement shall be implemented or period for which the frame contract was concluded or period for which dynamic purchase system was established:

Duration in days: 120

or

Commencement data (dd/mm/yyyy) **or completion** (dd/mm/yyyy)

II.9) Additional information:

Time for completion: Delivery lead time (according to Incoterms 2020):

Earliest Delivery Date: 28 days from the effective date of the Agreement.

The latest Delivery Date: 120 days from the effective date of the Contract.

Interested bidders can obtain further information at the Institute of Meteorology and Water Management - National Research Institute in Warsaw at 61 Podlesna Street, 01-673 Warsaw with Ms. Małgorzata Kozak-Dymarska, e-mail: BSprzetargi@IMGW.pl and review the bidding documents during working hours from 8:00 to 16:00 at the address given above.

The investment will be carried out in Poland.

1. Kielce-Sukow, 2. Krosno, 3. Bielsko-Biala, 4. Katowice, 5. Lesko, 6. Nowy Sacz, 7. Raciborz, 8. Zakopane, 9. WOM Kasprowy (Zakopane), 10. Czestochowa, 11. Sandomierz, 12. Tarnow, 13. SHM Radawiec (Motycz), 14. Olsztyn, 15. Ketrzyn, 16. Kozenice, 17. Mikolajki, 18. Mlawa, 19. Plock, 20. Siedlce, 21. Sulejow, 22. Suwalki, 23. Terespol, 24. Wlodawa, 25. Zamosc, 26. Gorzow Wielkopolski, 27. Opole, 28. Wielun, 29. Jelenia Gora, 30. Kalisz, 31. Klodzko, 32. Pila, 33. Legnica, 34. Slubice, 35. Zielona Gora, 36. WOM Sniezka (Karpacz), 37. SH Radzyn (Slawa), 38. Kolo, 39. Leszno, 40. Wroclaw, 41. Slupsk, 42. Szczecin, 43. Torun, 44. Chojnice, 45. Milejewo, 46. Gdansk, 47. Hel, 48. Dzwirzyno, 49. Koszalin, 50. Leba, 51. Swinoujscie, 52. Ustka, 53. Poznan, 54. Wroclaw Strachowice, 55. Krakow, 56. Rzeszow, 57. Lodz-Lublinek, 58. Warszawa, 59. Legionowo, 60. Poznan, 61. Katowice, 62. Gdynia, 63. Bialystok.

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) CONDITIONS TO PARTICIPATE IN THE PROCEDURE

III.1.1) Competences or qualifications to run specific professional activity, if required under separate regulations

Specifying the conditions: Detailed information is included in the Bidding Documents.

Additional information:

III.1.2) Financial or economic situation

Specifying the conditions: Detailed information is included in the Bidding Documents.

Additional information:

III.1.3) Technical or professional capacity

Specifying the conditions: Detailed information is included in the Bidding Documents.

The Employer requires from the contractors to indicate in the bid or a request to participate, first names and family names of people performing activities at implementation of the contract jointly with information on their professional qualifications or experience: No

Additional information:

III.2) BASIS FOR EXCLUSION

III.2.1) legal basis for exclusion specified in the Art. 24 item 1 the PPL - Public Procurement Law)

III.2.2) The employer predicts exclusion of the contractor pursuant to the Art. 24 sec. 5 of the Act on PPL: No

The Employer predicts the following optional basis for exclusion:

III.3) LIST OF STATEMENTS SUBMITTED BY THE CONTRACTOR IN ORDER TO PRELIMINARILY CONFIRM THAT THEY ARE NOT SUBJECT TO EXCLUSION AND MEETING THE CONDITIONS TO PARTICIPATE IN THE PROCEDURE AND MEETING THE SELECTION CRITERIA

Statement on not being subject to exclusion and meeting the procedure participation conditions: No

A statement on meeting the selection criteria: No

III.4) A LIST OF STATEMENTS OR DOCUMENTS SUBMITTED BY THE CONTRACTOR IN THE PROCEDURE, UPON THE CALL OF THE EMPLOYER, IN ORDER TO CONFIRM CIRCUMSTANCES AS MENTIONED IN THE ART. 25 ITEM 1 SUB-ITEM 3 OF THE ACT ON PPL:

III.5) A LIST OF STATEMENTS OR DOCUMENTS SUBMITTED BY THE CONTRACTOR IN THE PROCEDURE, UPON THE CALL OF THE EMPLOYER, IN ORDER TO CONFIRM CIRCUMSTANCES AS MENTIONED IN THE ART. 25 ITEM 1 SUB-ITEM 1 OF THE ACT ON PPL:

III.5.1) IN THE SCOPE OF MEETING THE PROCEDURE PARTICIPATION CONDITIONS:

III.5.2) IN THE SCOPE OF SELECTION CRITERIA:

III.6) A LIST OF STATEMENTS OR DOCUMENTS SUBMITTED BY THE CONTRACTOR IN THE PROCEDURE, UPON THE CALL OF THE EMPLOYER, IN ORDER TO CONFIRM CIRCUMSTANCES AS MENTIONED IN THE ART. 25 ITEM 1 SUB-ITEM 2 OF THE ACT ON PPL

III.7) OTHER DOCUMENTS NOT SPECIFIED IN SEC. III.3) - III.6)

SECTION IV: PROCEDURE

IV.1) DESCRIPTION

IV.1.1) The mode of awarding the contract: Unlimited tender

IV.1.2) The employer demands paying a bid security: Yes

Information on bid security

The Employer requires Bid Security.

The amount of the bid security shall be as appropriate: PLN 40'000

IV.1.3) It is planned to pay advance payments towards to performance of the contract:

Yes

Information on the advance payments shall be provided: The advance payment is expected the amount of 10% of the Accepted Contract Amount of the order.

IV.1.4) It is required to submit bids in the form of an electronic catalogue or attaching electronic catalogues to bids:

No

It is allowed to submit bids in the form of an electronic catalogue or attaching electronic catalogues to bids:

No

Additional information

IV.1.5) It is required to submit a variant bid:

No

It is allowed to submit alternative bid:

No

Submission of alternative bid is only possible with simultaneous submission of the basic bid:

No

IV.1.6) Planned number of contractors that shall be invited to participate in the procedure (*limited tender, negotiations with notice, competitive dialogues, innovative partnership*)

Number of contractors:

or a minimal number of contractors or maximum number of contractors:

IV.1.7) Information about a framework agreement or a dynamic purchasing system:

The framework agreement shall be concluded:

is planned to limit the participants of the framework contract:

Envisaged maximum number of participants to the framework contract:

Additional information

The procurement involves the setting up of a dynamic purchasing system:

The website address on which additional information shall be placed on the dynamic purchase system:

Additional information:

Within the framework contract/dynamic purchase system, it is allowed to submit a bid in the form of electronic catalogues:

It is planned to download from the submitted electronic catalogues information needed to draw up bids within the framework contract/dynamic purchase system:

IV.1.8) Electronic auction

It is planned to have an electronic auction (*unlimited tender, limited tender, negotiations with notice*) No

The website address where the auction shall be run is to be provided:

The elements whose values shall be subject to electronic auction shall be indicated:

Limitations are planned as to the presented values, resulting from the terms of reference:

It shall be provided which information shall be made available to the contractors during an electronic auction and what shall be the term for its availability:

Information on the course of the electronic auction:

What is the planned course of procedure during the electronic auction and what shall be the conditions upon which the contractors shall be able to bid (minimum amount of increments):

Information on the used computer hardware, solutions and technical specifications in the scope of connections:

Requirements concerning registration and identification of contractors in the electronic auction:

Information on the number of stages of an electronic auction and duration:

Duration of the:

Contractors who failed to submit new increments, shall be qualified to the next stage:

The conditions of closing the electronic auction:

IV.2) BID EVALUATION CRITERIA

IV.2.1) Bid evaluation criteria:

IV.2.2) Criteria: Price – 100%

IV.2.3) Applied procedures as mentioned in the art. 24aa item 1 of the Act on PPL (Competitive Bidding)

No

IV.3) Negotiations with notice, competitive dialogue, innovative partnership

IV.3.1) Information on negotiations with notice

Minimum requirements that all the bids need to meet:

It is planned to reserve the right to award a contract on the basis of preliminary bids without negotiations:

It is planned to divide negotiations in order to limit the number of bids:

Information shall be provided on the stages of negotiations (including the number of stages):

Additional information:

IV.3.2) Information on competitive dialogue

Description of needs and requirements of the employer or information on the way to get the description:

Information on the amount of awards for contractors that during the competitive dialogue presented solutions constituting basis to submit bids, if the employer predicts awards:

Preliminary schedule of the procedure:

Division of the dialogue into stages in order to limit the solutions:

Information on the stages of the dialogue shall be provided:

Additional information:

IV.3.3) Information on innovative partnership

Elements of the terms of reference defining minimum requirements that all the bids need to meet:

Division of negotiations into stages in order to limit the number of bids subject to negotiations by using bids evaluation criteria as indicated in the terms of reference:

Additional information:

IV.4) Electronic bidding

The address of the website where the electronic bidding shall take place:

The address of the website where the description of the procurement's subject is available in the electronic bidding:

Requirements concerning registration and identification of the contractors in the electronic bidding, including technical requirements for IT devices:

Procedure during the course of electronic bidding, including the specification of minimal amount of increment:

Information on the number of stages of an electronic bidding and duration:
duration of the:

Contractors who failed to submit new increments, shall be qualified to the next stage:

Deadline for submitting applications for participation in an electronic bidding:

Date: Time:

Date of opening electronic bidding:

The date and conditions of closing the electronic bidding:

Provisions relevant to the parties that shall be introduced to the content of the contract as concluded for the public:

Procurement or general contract conditions or a contract template:

Requirements concerning performance bond:

Additional information:

IV.5) CONTRACT'S AMENDMENT

Significant changes of the concluded contract are planned in relation to the content of the bid on the basis of which the selection of the contractor was made: No

The scope, nature and conditions of implementing of the changes shall be indicated:

IV.6) ADMINISTRATIVE INFORMATION

IV.6.1) The manner of sharing confidential information

The measures for protecting confidential information

IV.6.2) Time limit for submitting bids or requests to participate in the procedure:

Date: **2020/10/06** Time: 11:00 a. m.

Shortening the term for submitting applications due to an urgent need to award a contract (limited bidding, competitive bidding, negotiations with notice): No

Provide reasons:

Language or languages in which the bids or applications to participate in the procedure can be drawn up:

The Bid shall be prepared in English or Polish.

IV.6.3) Bid validity period: duration in days: 90 (from the deadline for bids submitting)

IV.6.4) It is planned to invalidate the procedure for awarding a contract in case of failure to grant the funds coming from the European Union funds or non-reimbursable funds from the aid granted by the member states of the European Free Trade Association that were to finance the whole or part of the procurement: No

IV.6.5) It is planned to invalidate the procedure for awarding a contract if the funds to be used for scientific research or development works, that the employer intended to spend on financing the whole part of the procurement, were not granted to: No

IV.6.6) Additional information: