

Gliwice, 25<sup>th</sup> March 2024

Letter for proposal no. JERZYK/01/03/2024

Dear Sirs,

Due to the scheduled purchase of:

- programmable radio (software-defined radio) with delivery,

within the project financed by the National Research and Development Centre, in the field of the program for state defense and security entitled "Development of modern, breakthrough technologies for the security and defense of the state", I am writing with cooperation proposal.

Please find enclosed the 'Request for proposal', which contains basic information on the scope of work covered by the contract and the delivery dates. It also specifies the conditions to be met by the bidder, as well as the criteria for the evaluation of offers.

We expect you to send your proposal offer by the deadline **of 5<sup>th</sup> April 2024 at 2 pm.**

At the same time, we would like to kindly inform you that from among the companies that submit an offer, only one supplier will be selected, with whom the details necessary to perform the contract will be determined.

Yours faithfully,

Patrycja Juszcak

Gliwice, 25<sup>th</sup> March 2024

## Letter of proposal no. JERZYK/01/03/2024

### I. Ordering party:

Flytronic S.A., Bojkowska street 43, 44-100 Gliwice, Poland

### II. General provision:

1. The ordering party does not allow the submission of partial offers.
2. The ordering party does not allow the submission of variants.

### III. Subject of contract – description:

The subject of contract is purchasing:

1. The Ordering Party does not allow the submission of partial offers.
2. The Ordering Party does not allow the submission of variant offers.
- 3.

### IV. Completion date:

The Purchaser is planning to make the order covered by this letter of proposal than **April 19, 2024**.

### V. Bid evaluation criteria:

Price – weight 90%; order delivery date – weight 10%.

The price must include all costs related to the implementation of the subject of the order.

Applicable VAT rate: 23%

Number of points for the "price" criterion (max 90%) =  $\frac{\text{Lowest net price of the submitted offer}}{\text{Net price of the examined offer}} \times 90$

Number of points for the "order delivery date" criterion (max 10%) =  $\frac{\text{The shortest delivery time}}{\text{delivery date of the examined offer}} \times 10$

### VI. How to prepare the offer:

1. The offer must contain at least the following elements:
  - a. Precise indication of the bidder's name and address as well as the telephone number and email address.
  - b. Description of the subject of the offer.
  - c. Indication of the net price of the subject of the offer in Polish zlotys. If the price is given in a different currency, it will be converted into PLN according to the average NBP exchange rate of the day preceding the date of evaluation of the Offer.

d. Indication of other important conditions regarding the order, such as delivery date, place of delivery, etc.

e. Indication of the offer validity period, which may not expire earlier than **April 19, 2024**.

f. a declaration of acceptance of the Ordering Party's General Terms and Conditions, which is attached as Annex No. 3 to this inquiry.

Offers can be submitted on the template – Annex No. 2

2. The net price offered should include the performance of all works and activities and include all costs related to the performance of the contract.

#### **VII. Payment conditions:**

Remuneration for the subject delivery will be paid to the supplier within 30 days from the date of issuing the sales invoice. Deferred payment or advance payment is allowed.

#### **VIII. Offer validity period:**

Until April 19, 2024

#### **IX. Person authorized to contact the supplier:**

Patrycja Juszcak, email: [patrycja.juszcak@flytronic.pl](mailto:patrycja.juszcak@flytronic.pl); tel: +48 519 075 456

Dariusz Pomykoł, email: [dariusz.pomykol@flytronic.pl](mailto:dariusz.pomykol@flytronic.pl); tel: +48 502 653 148

#### **X. Place and deadlines for submitting bids:**

1. The offer should be submitted by **April 5, 2024 at 2 pm**.

a. in paper form in person at the headquarters of Flytronic S.A located in Poland, Gliwice 44-100, Bojkowska street 43 or

b. by post to the above address (the date of delivery to the headquarters of Flytronic S.A. counts) or

c. via email to **flytronic@flytronic.pl**

2. Offers submitted after the deadline will be returned to applicants without opening or will not be accepted.

3. The supplier may change or withdraw its offer before the deadline for submitting bids.

4. The ordering party may contact suppliers for clarification regarding the content of submitted offers in the course of examination and evaluation the offers. Inquiries should be directed to the address for submitting offers.

#### **XI. The evaluation of bids:**

1. The board evaluation of the offers will be held on 8 April 2024 at 09:00 a.m. at the headquarters of Flytronic S.A., Bojkowska street. 43, 44-100 Gliwice, Poland.

2. Submitted offers will be subject to board evaluation.
3. The first stage of the assessment will be substantive assessment, the purpose of which will be to determine whether the Offer contains all the indicated elements in points III. and VI.1 inquiry. The rating is 0/1. Offers that do not meet all the requirements specified in the request for proposal will be rejected as not meeting the formal requirements.
4. Offers that meet the formal requirements will be subject to substantive evaluation based on the evaluation criteria presented in point V.
5. 5. The offer with the highest final score will be considered the most advantageous.
6. 6. The Ordering Party will inform all entities that submitted offers within the set deadline about the selection of the most advantageous offer, as well as about the circumstances referred to in point XII.2.
7. If the company whose offer has been selected refrains from concluding the contract, the Ordering Party may choose the most advantageous offer from among the remaining offers or start a new procedure for obtaining and evaluating offers.
8. If the lowest offered price exceeds the planned budget, the Ordering Party may not choose any of the Offers or enter into price negotiations with the three Bidders whose offers received the highest number of points.
9. 9. The selection of the offer is the basis for placing an order.

## **XII. Final remarks:**

1. The bidding procedure initiated by sending this inquiry is the internal procedure of the ordering party, is not a tender and is not a subject to the provisions of the Public Procurement Law.
2. **The request for proposal may be canceled or terminated by the Ordering Party at any time, without giving a reason, at any stage and does not constitute the basis for any related claims against the Ordering Party, in particular claims on the part of the Bidder regarding the conclusion of the contract or the execution of the order, as well as for compensation, including lost profits.**
3. **Taking into account the task and the industry in which the Ordering Party operates, each entity participating in the request for proposal expressly consents to points XII.1. and XII.2. and the content of the general terms and conditions.**