FZ-1/4623/SK/16 **Katowice, the 20/10/2016**

**I. General information**

1. Buyer: Central Mining Institute

Inquiry is conducted in accordance with the principles of competitiveness.

2. For this request for proposal shall not apply to the Public Procurement Law of 29 January 2004.

**II. Object of order**

1. Inquiry concersdelivery of **steel cylinders and steel guide rings – premium (100 pcs), porcelain plates (100 pcs) and porcelain pegs (200 pcs).**

***The offer should include:***

- price excluding tax €/price including tax € (price should include the cost of packing, transport
and insurance from the Seller to the Buyer),

- discounts,

- date of payment.

***Requirements and technical parameters:***

**1. Steel cylinders,** Ø x L – 10 x 10 mm (Set of 200 pcs) - 1 Qty

- comply with all related standards (STANAG, UN, EN or equivalent)

**2. Steel guide rings – premium,** Ø x L – 16 x 13 mm (Set of 100 pcs) - 1 Qty

- comply with all related standards (STANAG, UN, EN or equivalent)

- all surfaces are polished

**3. Porcelain plates**, W x L x H – 25x25x5 mm (Set of 100 pcs) – 1 Qty

- both side are roughened

- comply with all related standards (STANAG, UN, EN or equivalent)

**4. Porcelain pegs**, Ø x L – 10x15 mm (Set of 200 pcs) – 1 Qty

- comply with all related standards (STANAG, UN, EN or equivalent)

***Other requirements:***

- Delivery period – 2 weeks after receipt of Purchase Order , place of delivery - **EXPERIMENTAL MINE "BARBARA"**(**Kopalnia Doświadczalna „Barbara”), ul. Podleska 72, 43-190 Mikołów, Poland,** **BLASTING SAFETY DEPARTMENT.**

- Terms of Payment – The Buyer requires the date of payment, which will be counted from the date of delivery of a properly issued invoice to GIG.

- Guarantee Period – 12 months from the date of receipt of all parts

**III. Criteria of evaluation of offers and selection of the best offer**

1.The criteria of evaluation are:

**a) The price = 90%**

Granting the number of points of each offers in a criterion of “price” will be held according to the following rules:

 lowest price occurring in offers x 100

X points = -------------------------------------------------------------------------

 price of evaluated offer

the resulting number of points will be multiplied by the weight criterion, ie. 90%. The calculation will be made to two decimal places. The maximum number of points: 90.

**b) Date of payment = 10%**

**- until 7 days – 0 points**

**- until 14 days – 5 points**

**- until 21 days – 10 points**

2. The Buyer deems most advantageous and choose the offer that meets all the requirements specified in the Description of the order.

3. The price quoted by the Seller shall not be subject to change during the realisation of the order.

4. We ​​inform you that if we accept the offer you will be informed of this fact and will be implemented to prepare the order.

**IV. Place and date for submission of offers**

1. The offer must be submitted by the 28/10/2016, For hours 10:00 am. The offer can be submitted electronically, by fax or at the Buyer:

**Główny Instytut Górnictwa**

**Plac Gwarków 1**

**40-166 Katowice**

**Poland**

**fax: 32 259 22 05**

**e-mail:** **skolinska@gig.katowice.pl**

**Commercial contact:**

Monika Wallenburg - tel. (32) 259 25 47- fax: (032) 259 22 05 - e-mail: mwallenburg@gig.eu

Sylwia Kolińska - tel. (32) 259 25 55- fax: (032) 259 22 05 - e-mail**:** **skolinska@gig.katowice.pl**

2. The Buyer informs that the assessment will be subject to only those items that will affect the Buyer during the period from the date of initiation of this market research to date, in which the deadline of submission of offers.

3. The Buyer reserves the right to cancel the inquiry at any time, without giving a reason.

4. In the course of examining the content of offer The Buyer reserves the right to ask the Seller  for clarification on the content of the offer and to set a deadline to respond of rejection of the offer.

 *Sincerely
  Head of Commercial Department*

 *M.A. Monika Wallenburg*