

Sopot, 11 of March 2020

Sopocka Szkoła Wyższa
ul. Rzemieślnicza 5
81-855 Sopot
Tel. 601641511
e-mail: akowalik@ssw.sopot.pl

Proceeding's signature: ZO/POWERZR31/20-03/SAP licence

Letter of Inquiry

Due to implementation of the project named: „**Nowa jakość - Zintegrowany Program SSW na rzecz Rozwoju Regionalnego**” (“New quality - Integrated SSW Program for Regional Development”) within Activity no 3.1 Kompetencje w szkolnictwie wyższym PO WER (Competences in Higher Education PO WER) co-financed from the European Social Fund, we ask an offer for:
Supply of license for SAP ERP System – educational version, supply by hosting for higher school.

The Proceeding is conducted under the Letter of inquiry mode in accordance with the principle of competitiveness as set out in the Guidelines on the eligibility of expenditure within European Regional Development Fund of the European Social Fund and Cohesion Fund for years 2014-2020 Chapter 6, item 6.5 of 19th of September 2016.

Orderer:

Sopocka Szkoła Wyższa, ul. Rzemieślnicza 5, 81-855 Sopot, NIP: 585-135-79-34, REGON: 191939223, ph.. +48(58)5558369, fax +48(58)5507880, Web page: www.ssw.sopot.pl/

Contact Person:

Wojciech Nowik, email address : wnowik@ssw.sopot.pl, ph..+48 605 321 526

Subject of the order:

Subject of the order according to codes contained in the Common Procurement Vocabulary

48000000-8 - Software package and information systems

A detailed description of the subject of the order:

The subject of the order is:

Supply of license for SAP ERP System – educational version, supply by hosting for higher school granted for calendar years 2020-2023 (subsequent 4 years)

Orderer does not accept partial or variant offer.

Requirement concerning preparation of the offer:

1. Contractor shall submit application form with indication of the price for the whole element constituting the subject of the offer
2. The offer must be drawn up on "TENDER FORM" which is an integral part of the letter of inquiry
3. The offer have to be prepared in Polish or English
4. The offer must:

- a. bear the contracting company seal,
 - b. have the date of preparation,
 - c. include the name and address of the contractor,
 - d. be signed by persons authorized to represent the contractor
5. The offer should include a declaration of the lack of connections with the Orderer in accordance with attachment no 2 to this letter of inquiry

Requirements for the execution of the order

Order delivery date: 30th of March 2020

The contract with the Contractor will be signed by 20th of March 2020

Mode of supply of the order: by means and at the risk of the Contractor

Place of supply of the order: Sopotcka Szkoła Wyższa, ul. Rzemieśnicza 5, 81-855 Sopot

Condition for participation in the Proceeding:

Contractors that may apply for the order should:

Have proper technical capacity

not be related with the Ordered by capital or personally.

The method of the price calculation :

1. The Contractor will define a price for all the items of the contract required to complete the order.
2. The price must include all costs necessary to realize the full scope of the order.
3. The Contractor must include all taxes and other costs that will be paid by the Contractor under the contract, they should be added to the rates, price and the final price fixed by the Contractor in the offer
4. The course of delivery should be fully predicted , and all the difficulties arising from the conditions of implementation should be included in the proposed price by the Contractor
5. The Orderer does not envisage indexation of the contract price during the period of the contract

Other elements related to the execution of the order:

1. Settlements between the Orderer and the Contractor will be conducted in PLN or EUR only, always based on an invoice issued by the Contractor every time the next annual license is granted.
2. The Contractor shall maintain its offer 30 days from the deadline for tendering offer's date. The period starts with the submission deadline date.
3. Type of order: delivery

The deadline and the mode for tender's submission:

1. The offer must be submitted in writing on a form as per attachment no 1 along with attachment no 2 to this Letter of inquiry, in person or by mail in a sealed envelope with the number and title of the related proceedings at the Orderer's premises : address Sopocka Szkoła Wyższa, ul. Rzemieślnicza 5, 81-855 Sopot, Poland or by e-mail (scanned offer) to the address wnowik@ssw.sopot.pl or by fax to the number +48 (58) 550 78 80
2. The offer must be submitted by the deadline of 18th of March 2020 r. by 4 pm (the moment of reception of the offer at the Orderer's premises counts).
3. Offers submitted after the date and time indicated in point. 2) shall be considered null and void and will not be evaluated.
4. Each Contractor may submit one offer only.

Criteria for the evaluation of offers:

Offers will be evaluated according to the criteria:

A: The price of delivery - 100 points.

Related to each contractor who will fulfill conditions set for participation in the proceeding.

The offer price in respect the delivery

The maximum number of points for criterion A is 100 pts., it will be granted to the Contractor who will propose the lowest price for the subject of the offer, whereas other Contractor will receive a lower score according to the following formula:

The score granted to the lowest offer

The score granted to the evaluated offer = ----- x 100 points

The score granted to the evaluated offer

The contract agreement

The contract agreement will be signed with the Contractor whose offer receives the biggest score among the evaluated offers.

Additional information

Contractors taking part in the procedure of offering participate at their own risk and costs and they are not granted with claim in case the Offerer shall withdrawn the procedure of letter o inquiry.

The Orderer reserves the right to cancel the proceedings without giving a reason. In such a case the Orderer shall not bear any costs of the procedure.

This Letter of inquiry does not constitute an obligation of the Sopot Higher School to sign contract agreement. The Sopot Higher School may abstain from signing the contract agreement without giving reasons for its decision

The Orderer shall notify all Contractors who made offers on the results of the procedure as well as on the selection results of the most advantageous offer by stating names of all contractors participating the procedure by e-mail at the address indicated in their offers.

The order is co-financed by the European Union by means of the Operational Programme Knowledge, Education, Development and by means of the State budget within Activity no 3.1 Kompetencje w szkolnictwie wyższym PO WER(Competences in Higher Education PO WER).

The order may applied by Contractors who will offer the subject of the object of the order following requirements of the Ordered as set out in this letter of inquiry.

Offers that won't meet any of the requirements specified in the letter of inquiry, in particular by missing the statement of the lack of connections between the Contractor and the Orderer as per attachment no 2 to this letter of inquiry, will be rejected and such Contractor will be excluded.

The Contractor will undertake in the contract agreement to provide project documents and premises connected with the implementation of the order.

Contact Person: Mr Wojciech Nowik, email address : wnowik@ssw.sopot.pl, ph +48 605 321 526

Contractors that are associated with the Orderer or persons authorized to enter into commitments on behalf of the Orderer or persons performing on behalf of the Orderer activities related to the preparation of the procedure for selecting the Contract or personally or by capital are not eligible to participate in the procedure. The association as stated above are defined in particular as:

The participation in the company as a partner or as partnership

The holding of at least 10% of the company's shares

Being a member of the supervisory board or management board or proxy

Being in marriage relation , in consanguinity or affinity relation in a straight line, the second degree of kinship or affinity of the second degree in the collateral line or by adoption, guardianship or custody.

This letter of inquiry was attached by attachments:

1) Attachment no 1 - Offer Form.

This attachment is an integral part of the letter of inquiry. The Offer should be made on the attached order form and the scope of the service should be compatible with the specifications of the order as set out in this letter of inquiry.

2) Attachment 2 - Declaration of no capital or personal relations

The lack of a signed declaration (Attachment 2 to this Letter of inquiry being an integral part of the offer) will result in rejection of the offer.

The content of the Letter of inquiry along with attachments has been made available at the premises of the Orderer as well as it has been published at the Orderer's web page :
www.ssw.sopot.pl



Attachement no 1 to the Letter of Inquiry no ZO/POWERZR31/20-03/SAP licence

OFFER FORM

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(Contractor's Company stamp)

Sopocka Szkoła Wyższa
ul. Rzemieślnicza 5
81-855 Sopot
Tel. 601641511
e-mail: akowalik@ssw.sopot.pl

An offer

I (We), the undersigned

acting for and on behalf of:

.....

(full name of the Contractor).....

(address of the Contractor)

REGON..... Tax Identification Number:

National Courts Register number or the business register number.....

phone number fax number..... e-mail address.....

Responding to your Letter of Inquiry for delivery of License of the SAP ERP System program – hosting version for the educational institutions of higher education and according to the specification herewith we make following offer:

Lp.	Subject of the offer	Gross price (including VAT)	Description of compliance
1	2	3	4
1.	Licencja programu SAP ERP System – wersja edukacyjna dostępowa dla szkół wy License of the SAP ERP System program – hosting	Price of the Licence in 2020 (in words:	YES / NO



	version for the educational institutions of higher education in 2020) including VAT%	
2.	Licencja programu SAP ERP System – wersja edukacyjna dostępowa dla szkół wy License of the SAP ERP System program – hosting version for the educational institutions of higher education in 2021	Price of the Licence in 2021..... (in words:) including VAT%	
3.	Licencja programu SAP ERP System – wersja edukacyjna dostępowa dla szkół wy License of the SAP ERP System program – hosting version for the educational institutions of higher education in 2022	Price of the Licence in 2022 (in words:) including VAT%	
4.	Licencja programu SAP ERP System – wersja edukacyjna dostępowa dla szkół wy License of the SAP ERP System program – hosting version for the educational institutions of higher education in 2023	Price of the Licence in 2023 (in words:) including VAT%	
	Total	Price of the Licence (in words:)	



	including VAT%	
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1. We offer the performance the contract in accordance with the offer inquiry.
2. We declare to be act legally in respect to transaction law and in accordance with statutory requirements.
3. We are authorized to perform work covered by this procedure and we meet the conditions for participation.
4. We have the necessary knowledge and experience and we have technical capacity for the proper performance of the contract.
5. We declare to be familiar with the contract and conditions described in the inquiry, as well as with the attachments and we gained all the necessary information needed for the proper performance of the contract.
6. We declare not to be behind with payment of taxes, fees, and not to be behind with payment, fees and contributions to social and health insurance, and all the information contained in the offer are valid and true.
7. We hereby declare to be bound by this offer for 30 days from the submission deadline.
8. We hereby declare that the offer price takes into account the scope of delivery that complies with the conditions specified in the offer inquiry form and it includes all costs associated with the comprehensive performance of the contract.
9. We declare to perform the contract within the time specified in the inquiry.
10. In case we will be granted with this offer we commit to conclude an agreement in the place and time specified by the Employer .
11. We attache to this offer:

i.Attachment 2 - Declaration of no capital or personal relations

12. Name and surname of the person responsible for the execution of the contract the Offerer
.....

.....

Date of an offer

.....

Stamp and signature of person (s) entitled to represent the Contractor



Attachement no 2 to the Letter of Inquiry no ZO/POWERZR31/20-03/SAP licence

Declaration

DECLARATION

Name of the Contractor

Address of the Contractor

phone no

On behalf of the Contractor represented by me :

1.

/name of the Contractor/

being authorized in writing or entered in the register

I herewith declare that on the day of the the suppling the offer for license for SAP ERP System – educational version, supply by hosting for higher schools due to execution of the program **Nowa jakość - Zintegrowany Program SSW na rzecz Rozwoju Regionalnego** (“New quality - Integrated SSW Program for Regional Development”) I am not associated personally or financially with Sopotcka Szkoła Wyższa.

By the capital or personal ties it is understood the interactions between the Orderer (Sopotcka Szkoła Wyższa) or persons authorized to commit on behalf of the Orderer or persons performing on behalf of the Orderer activities related to the preparation and the procedure for selecting the Contractor, in particular by:

- a) participation in the company as a partner or partnership;
- b) the possession of at least 10% of shares;
- c) being a member of the supervisory or management proxy, the proxy;
- d) being married in consanguinity or affinity in a straight line, the second degree of kinship or affinity of the second degree in the collateral line or by adoption, guardianship or custody

I herewith confirm the veracity of these data by signature and I am awared of criminal liability as per art. 297kk and 305 of the Penal Code.

.....

Date

.....

(stam and signature of person representing the Contractor)