

Rumia, 21 December, 2018r.

REQUEST FOR PROPOSAL

Regarding the implementation of the project entitled **“Construction of a pilot docking station as a part of the LNG distribution system based on cryogenic tank containers”** (Project), which has been co-financed by the Connecting Europe Facility, we invite you to submit offers related to the Project.

The objective of the Project is to design, build and carry out research on the pilot LNG docking station based within the 40'container frame. The main task of the station will be keeping appropriate LNG parameters in a long term. This will allow further LNG distribution to final customers, using a variety of transport modes (including road, railway, inland and maritime transport).

In addition, the station will be equipped with one LNG distributor and one LCNG distributor. The pilot station will be located in Poland in the vicinity of key transport routes of the TEN-T network corridor.

The subject of the order is a delivery of complete re-liquefaction system

I. Ordering entity**Remontowa LNG Systems Sp. z o.o.**

84-230 Rumia, Jana III Sobieskiego 42 St., Poland

Tax identification number (NIP): PL958-000-39-70

Contact

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Note: questions about this proceedings should be sent only by e-mail.

II. The subject of the order

The subject of the order is a delivery of the complete re-liquefaction system.

The re-liquefaction system need to enable liquefaction of LNG form BOG to compensate for losses in docking station. The nominal capacity of re-liquefaction system (based on pure methane with atmospheric gas pressure and temperature -162°C) is minimum 25l/hr and cooling power of minimum 1500 Watts. Maximum gas pressure in docking station system is 10 barg. The system should not exceed electrical input of 9,0 kW. Liquefied natural gas will be transferred gravitationally to the buffer tank.

The re-liquefaction system should include:

- One cryogenerator, suitable for LNG re-liquefaction:
 - ATEX Zone 2 certified,
 - Gas inlet line and LNG outlet line
 - Internal helium gas and cooling water lines,
 - Connections for water and helium supply,
 - Gas and liquid counter couplings, suitable for cryogenic use,
 - Suitable for outdoor placement,
 - Safety switches, termination box, pressure safety valves.
- Electrical motor:
 - ATEX Zone 2,
 - Voltage – 400V/50Hz,
 - IP56,
- Signal and power cables,
- Documentation*.

The re-liquefaction system should be controlled by and integrated with the station's automatic system. It is required that the device complies with PED directive 2014/68/EU, ATEX, and should be signed by the CE marking.

Maximum dimensions of the set: 1.1 x 1.0 x 2.1 [m] (length x width x height).

The device should be operated by 400V / 50Hz, work in ambient temperature from -20 to 40°C.

The offer should include delivery of spare and consumable parts for 12 months of normal operation with cost of delivery, training of maintenance engineer, start-up assistance commissioning.

Devices within the scope of delivery shall be covered by the warranty and service. The equipment supplier shall ensure the participation of its service technician before and during the commissioning of the installation. The equipment supplier shall conduct operational training in basic maintenance activities of the equipment. The Supplier shall provide the Ordering Entity with free telephone technical assistance during the warranty period.

The Supplier shall be obliged to participate in the HAZOP session of the docking station free of charge within a pre-determined period of two days. The offer should include the costs of certification and transport of the equipment to the Ordering Party's registered office.

The Ordering Entity requires that the minimum declared warranty period for equipment is at least 1 year (12 months) from the date of signing the protocol of equipment acceptance. The Ordering Entity requires that the maximum declared warranty period for equipment is 3 years (36 months) from the date of signing the protocol of equipment acceptance. The length of the warranty period is one of the tender evaluation criteria – the way of evaluation is described in point VIII of this Request for Proposal. The required response time within the warranty period is 5 working days from the date of defect notification

***Documentation**

List of required documentation (provided in English):

- GA,
- Wiring diagrams and cable lists,
- Input and output signal lists,
- P&ID,
- Inspection and test plan, checklists,
- Electrical documentation,
- Spare parts list,
- Cause and effect diagrams,
- User manuals and maintenance handbooks,
- Quality documents,
- Bill of material,
- Pressure test reports, leak test reports,
- PRV pressure setting certification,
- FAT protocols,
- Equipment lifting procedures,
- Commissioning report,
- Quality and control Databook,
- Setpoint list,
- Certification,
- CE declaration of conformity,
- 3.1 material certificates for LNG pressure parts

Common Procurement Vocabulary (CPV)

44000000-0 Construction structures and materials; auxiliary products to construction (except electric apparatus)

III. Explanations concerning the content of the invitation to tender

The Contractor may request the Ordering Entity to clarify the content of the Invitation. The Ordering Entity shall provide explanations immediately, **not later than 2 days before the deadline for submission of tenders**, provided that the request for clarification of the Invitation content was received by the Ordering Entity not later than by the end of the day on which half of the deadline for submission of tenders expires.

The content of the enquiries along with explanations (without disclosing the source of the inquiry) will be made available by the Ordering Entity on its website: <http://www.rls.rh.pl>.

IV. Requirements

1. The Tenderer should provide:

Documents confirming the possession of experience in the implementation of orders with a range similar to the subject of the contract.

The Ordering Entity expects the tenderer to submit (attach to the offer) **at least 5 reference letters from the last 2 years** (counting from the deadline for submitting bids under this inquiry) confirming the performance of a complete re-liquefaction system.

Each of the reference letters should refer to a separate installation, but individual documents may be issued by the same recipient.

The number of reference letters is not subject to point assessment.

The assessment of the above mentioned conditions will be made in accordance with the formula "meets / does not meet", based on information contained in documents (references) and statements submitted with the tender or following a call by the Ordering Entity (call for clarification or supplementation of the tender; note: the ordering Entity does not allow explanations and supplements that would change the content of the offer with elements that were not previously included in it.).

2. The contract award procedure excludes:

a. Contractors tied to the Ordering Entity personally or financially.

In this context, capital or personal ties are the interactions between the Ordering Entity or persons authorized to enter into commitments on behalf of the Ordering Entity or persons performing on behalf of the Ordering Entity activities associated with the preparation and the procedure for selecting the contractor and the contractor, in particular by:

- 1) participation in the company as a partner or partnership,
- 2) possession of any amount of shares,
- 3) role as member of the supervisory or management, procurement, proxy, a representative or employee of the procurement department,
- 4) remaining married, in consanguinity or affinity in a straight line, second-degree consanguinity or affinity of the second degree in the collateral line or by adoption or guardianship.

3. Foreign contractors

The Ordering Entity shall allow entities having their registered office outside the territory of the Republic of Poland to participate in the procedure.

4. Joint competition for the award of contract

The Ordering Entity allows for joint bidding of Contractors for the award of the contract (consortium). In case of participation of a consortium in the contract award procedure, the Ordering Entity requests from the consortium:

- a power of attorney to represent them in the course of proceedings or to represent them in proceedings and to enter into an agreement and perform the contract,
- a declaration of joint and several liability of consortium members for non-performance or improper performance of the contract.

Before the date of conclusion of the agreement, the agreement regulating the principles of consortium cooperation shall be delivered to the Ordering Entity. The consortium agreement cannot be terminated before the completion of the task.

5. Regarding provisions of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation – GDPR) please be advised that in the attachment to this request for proposals we have included an information clause on the protection of personal data.

Suppliers / Contractors are required to read the content of the information clause. The supplier / contractor / subcontractor / third party is required to complete the information obligation under the Directive with respect to natural persons whose personal data were collected and used for the purposes of participation in the proceedings.

In order to ensure that the Supplier / Contractor filled in the above-mentioned information obligations and protection of the legitimate interests of a third party whose data has been transferred in connection with the proceeding, the Supplier / Contractor is obliged to submit a statement on the fulfillment of his information obligations. The statement is an element of the Offer Form.

V. Place, manner and deadline for submitting offers

1. The tender shall be submitted to the following e-mail address **oferty@rls.rh.pl**
2. The tender must be submitted by 10.01.2019, by 03.00 PM (Warsaw time)
3. Offers submitted after the deadline will not be considered.
4. Tenders sent in another form or not containing the offer form and its annexes will be rejected for formal reasons.
5. No partial or variant tenders may be submitted.
6. The Tenderer may, before the deadline for the submission of tenders, amend or withdraw its tender.
7. In the course of the examination and evaluation of tenders, the Ordering Entity may request explanations from tenderers concerning the content of submitted tenders and/or provide additional documents.
8. This tendering procedure may be cancelled, terminated without the selection of the tenderer, and nullified both before and after the selection of the most advantageous tender, without giving any reason.

The proceedings may be cancelled, inter alia, if no offer was submitted that could not be rejected, the price of the best offer or offer with the lowest price exceeds the amount that the Ordering Entity intends to spend on financing the contract, the proceedings are burdened with an impossible to remove defect that makes it impossible to conclude a non-canceling contract.

9. Required tender validity period: at least 30 days from the date of submission of the tender.
10. The Ordering Entity allows the use of standards equivalent to those listed in the course of the invitation. Application of the standards should not be contrary to the Polish and EU regulations in force.

VI. Description of how to prepare and submit tenders

1. The Contractor may submit only one tender in this procedure.
2. The offer must be made in English, in writing, otherwise being null and void, and must include at least the following statements and documents:
 - a) Offer Form – **Appendix No. 1**,
 - b) Statement on meeting the conditions of participation in the tender – **Appendix No. 2**,
 - c) In case of tender submission and certification for conformity with the original copies of documents by a person not mentioned in the registration document, the Contractor shall be obliged to attach an appropriate power of attorney in the original or a copy certified by a notary public. It is assumed that a power of attorney to submit an offer also authorizes to certify copies of all documents submitted with the offer as true copies, unless the power of attorney states otherwise.
 - d) In case of submission of an offer by the Consortium – the Consortium agreement.
 - e) Documents confirming the Tenderer's technical ability to perform the subject of the order (in the form of at least five references).
 - f) Anti-corruption clause + declaration.

VII. Description of price calculation

1. The tender price must be expressed in EUR.
2. The price of the offer must include all costs necessary for the proper execution of the order.
3. The price of a tender should be set at a net amount.
4. The correct determination of the VAT rate shall be the Contractor's responsibility. When calculating the tender price, the Tenderer is obliged to apply the VAT rate in accordance with the legal regulations in force on the date of submission of tenders.
5. The price must be calculated and rounded to two decimal places (rule of rounding - less than 5 must be omitted, above and equal to 5 must be rounded up).
6. The Contractor submitting a tender informs the Ordering Entity (by submitting a declaration in the tender form or another declaration) whether the selection of the tender may lead to a tax burden for the Ordering Entity, indicating the name (type) of goods or services in which the supply or service will lead to its creation, and shows their value without tax.
7. The Ordering Entity agrees that the applicable type of remuneration shall be a lump sum.

VIII. The method of choosing the offer by the Ordering Entity

Criteria and description of the evaluation procedure

1. The Ordering Entity shall evaluate offers that meet the conditions for participation in the tender procedure.
2. The Ordering Entity will choose the most advantageous offer according to presented below method of allocation of points (maximum: 100 points).
3. The Ordering Entity will choose the most advantageous offer based on the following criteria:

a. **Criterion K1 "Net price"** (weight 70% - maximum 70 points).

Evaluation within the criterion K1: The price containing all costs related to the execution of the subject of the order, will be based on the total net offer price indicated by the Tenderer in the offer and calculated using the formula:

The lowest net price of all offers

$$K1 = \frac{\text{Net price of the offer being evaluated}}{\text{The lowest net price of all offers}} \times 70 \text{ points}$$

Net price of the offer being evaluated

b. **Criterion K1 "Warranty"** (weight 30%, maximum 30 points).

Criterion K2 refers to the warranty specified for the device being the subject of the order.

The Ordering Entity requires that the **minimum declared warranty** period for equipment is at least 1 year (12 months) from the date of signing the protocol of equipment acceptance.

The Ordering Entity requires that the **maximum declared warranty** period for equipment is 3 years (36 months) from the date of signing the protocol of equipment acceptance.

Evaluation within the criterion K2: Warranty will be calculated using the formula:

Go - Gmin

$$K2 = \frac{Go - Gmin}{Gmax - Gmin} \times 30 \text{ points}$$

Gmax - Gmin

Where:

- *K2 – the number of points awarded to a given offer in the "Warranty" criterion*
- *Go – a warranty period (number of months) in an offer being evaluated*
- *Gmin – 12 months (the minimum warranty period expected by the Ordering Entity)*
- *Gmax – 36 months (the maximum warranty period expected by the Ordering Entity)*

4. The tender evaluation shall be carried out by the Ordering Entity's committee.
5. The offer that receives the highest number of points will be considered as the most advantageous.
6. The offers will be evaluated on the basis of statements and information provided by the Tenderer in the offer form.
7. The number of points awarded to offers in individual criteria will be counted to two decimal places.
8. The final amount of the points (S) obtained by each offer will be calculated on the base of following formula: $S = K1 + K2$.
9. In the two or more bidders obtain the same number of points, the most advantageous offer will be the offer which will receive a higher number of points for the criterion "gross offer price" (K1). If the offers have the same price, the Ordering Entity calls on the contractors who submitted these offers to submit additional offers within the time specified by the Ordering Entity.
10. If the Tenderer, whose offer will be selected, evades concluding the contract, the Ordering Entity may choose the most advantageous offer from among the other offers (choosing the next Tenderer from the ranking list based on a number of points).

IX. Appendixes

1. Appendix No. 1: Offer Form.
2. Appendix No. 2: Declaration on the lack of relations with the Ordering Entity.
3. Appendix No. 3: Anti-corruption clause + declaration.