

Wałbrzych, 5 September 2011

## NOTICE OF INVITATION TO TENDER

Regional Center of Blood Donation and Treatment in Wałbrzych

INVITES TENDERS FOR:

**SALE OF THE SURPLUS OF FRESH FROZEN PLASMA**

**FOR FRACTIONATION**

Name of the object of tender procedure:

**SALE OF THE SURPLUS OF FRESH FROZEN PLASMA FOR FRACTIONATION FROM THE REGIONAL  
CENTER OF BLOOD DONATION AND TREATMENT**

Plasma description: fresh frozen plasma for fractionation which complies with the requirements set out in the relevant Standard Quality Assurance Agreement as well as binding requirements included in EU guidelines and directives concerning plasma for fractionation.

Amount: approx. 6 200 liters of fresh frozen plasma for fractionation (including approx. 4 500 liters of plasma obtained from whole blood and approx. 1 700 liters of plasma obtained from apheresis).

Plasma collection place: Regional Center of Blood Donation and Treatment in Wałbrzych ul. Chrobrego 31, 58-300 Wałbrzych.

Number of plasma collections: one or two batches.

Tenderers are not required to pay a security.

Detailed terms and conditions of the invitation to tender are set forth in the "**Terms and Conditions of the Invitation to Tender**".

"Terms and Conditions of the Invitation to Tender" will be available at the website of the Selling Party [www.rckik.walbrzych.pl](http://www.rckik.walbrzych.pl)

Tenders should be submitted in the seat of the Selling Party by 12:00 noon, 5 October 2011.

Persons authorized to contact Tenderers:

- Leszek Radojewski – Head of the Regional Center of Blood Donation and Treatment in Wałbrzych –  
phone no. 074/664 63 19, fax no. 074/842 59 16,  
e-mail: [sekretariat@rckik.walbrzych.pl](mailto:sekretariat@rckik.walbrzych.pl)

***The provisions of the Public Procurement Law shall not be applicable to this tender procedure.***

DYREKTOR  
Regionalnego Centrum Krwiodawstwa i Krwiolecznictwa  
w Wałbrzychu  
mgr farm. Leszek Radojewski

Ref. No.: .....

Wałbrzych, 5 September 2011

## **TERMS AND CONDITIONS OF THE INVITATION TO TENDER**

**Re.:**

Invitation to tender concerning the sale of the surplus of fresh  
frozen plasma for fractionation from the Regional Center of  
Blood Donation and Treatment in Wałbrzych

THE TENDER PROCEDURE SHALL BE CARRIED OUT IN THE POLISH  
LANGUAGE.





### **I. Name and address of the Selling Party.**

Regional Center of Blood Donation and Treatment (Regionalne Centrum Krwiodawstwa i Krwiolecznictwa) in Wałbrzych  
ul. Chrobrego 31, 58-300 Wałbrzych

### **II. Form of the tender.**

1. The provisions of the Polish Public Procurement Law shall not be applicable to this tender procedure.
2. The tender procedure shall be public.
3. Only plasma fractionators shall be entitled to participate in the tender procedure.
4. The Selling Party reserves the right to cancel the tender procedure at any stage without providing reasons therefor.
5. The tender procedure shall be carried out exclusively in the Polish language.
6. All documents and declarations required by the Selling Party drafted in foreign languages should be submitted alongside their translation into Polish.
7. The Selling Party allows for the possibility of electronic communication with Tenderers.
8. The tender procedure shall be carried out in written form.
9. The Selling Party shall be entitled, at every stage of the tender procedure, to correct in the tender documents submitted by Tenderers:
  - obvious misprints;
  - obvious computational errors considering the calculation consequences of the conducted modifications;
  - other errors which do not cause significant modifications to the contents of tender documents submitted by Tenderers.
10. Making corrections referred to in point 9 shall be possible only upon the consent of the Tenderer.
11. The time limit during which the Tenderer must maintain their tender shall be 60 days from the tender submission date.





### **III. Description of the object of tender procedure**

1. Name of the object of the tender procedure:  
"SALE OF THE SURPLUS OF FRESH FROZEN PLASMA FOR FRACTIONATION FROM THE REGIONAL CENTER OF BLOOD DONATION AND TREATMENT IN WAŁBRZYCH"
2. Description of plasma:  
fresh frozen plasma (0-24 hours) which complies with the requirements set out in the relevant Standard Quality Assurance Agreement as well as binding requirements included in EU guidelines and directives concerning plasma for fractionation.
3. Amount:
  - approx. 4 500 liters of fresh frozen plasma obtained from whole blood,
  - approx. 1 700 liters of fresh frozen plasma obtained from apheresis
4. Place of plasma collection:  
Regional Center of Blood Donation and Treatment in Wałbrzych  
Ul. Chrobrego 31 58-300 Wałbrzych.
5. Responsibilities of the Plasma Collector (Tenderer):
  - a. The Tenderer shall collect plasma in one or two batches;
  - b. The Tenderer shall cover all costs and burdens resulting from additional examinations, e.g. audit-related, and audits;
  - c. The Tenderer shall commence the collection of plasma within 14 days from signing the contract.

### **IV. Price**

1. The Tenderer shall quote the total price for 1 liter of fresh frozen plasma for fractionation.
2. The price, referred to hereinabove, should include all costs and burdens resulting from the performance of the object of the tender procedure, and in particular:
  - a. All costs and burdens related to plasma collection;
  - b. All costs and burdens resulting from additional examinations, e.g. related to audits;
  - c. Costs of uploading and unloading fresh frozen plasma;
  - d. Costs of insurance;
  - e. Costs of storing fresh frozen plasma from the date of signing the acceptance report by the Tenderer and the Regional Center of Blood Donation and Treatment in Wałbrzych.






## **V. Contract**

1. The condition for signing the contract is the acceptance of tender results by the Head of the Regional Center of Blood Donation and Treatment.
2. The contract shall be signed within 30 days after the Head of the Regional Center of Blood Donation and Treatment accepts tender results.
3. The term of the contract shall be until the end of Q4 2011.

## **VI. Criterion of tender assessment**

1. The sole criterion for assessing tenders shall be:  
The highest total price for 1 liter of fresh frozen plasma - 100 %.

## **VII. Terms and conditions for participating in tender procedure**

1. Any entity which holds a valid authorization for conducting activity involving processing plasma required in the country where the entity operates may participate in the tender procedure.
  2. The condition for participating in the tender procedure is the submitting of a tender, hereinafter referred to as the Tender, in the place specified in these Terms and Conditions of the Invitation to Tender.
  3. The Tender should include:
    - a. Name and seat of the Tenderer;
    - b. Postal address, phone and fax number of a contact person.
    - c. Offered total price for 1 liter of fresh frozen plasma (specified in the "Price Form" or other similar form).
  4. Alongside the Tender, the Tenderer shall submit:
    - a. a current extract from a relevant register or a current certificate confirming the entry into the business activity register, if separate legal regulations require the entry into such registers, issued not earlier than 6 months before the expiry of the time limit for submitting Tenders;
    - b. a declaration that the plasma to be purchased will be used solely for processing as part of the Tenderer's own activity;
- 



- c. current authorization for conducting plasma processing activity required in the country where the Tenderer operates;
5. Should the Tender or appendices be signed by the person who has not been duly authorized to represent the company, the Tender will be declared valid only if it is appended with the original power of attorney or its notarized copy which authorizes to perform all activities under the tender procedure.
  6. The Tender along with all appendices should be placed in a sealed envelope labeled: "Name and address of the Tenderer..... Tender procedure for the purchase of fresh frozen plasma".
  7. Tenders and documents submitted by Tenderers in the tender procedure are public except for the reserved documents which constitute company confidentiality.

***NOTE!!!** In the case of submitting documents which constitute company confidentiality in the meaning of the provisions on combating unfair competition, the Tenderer is obliged to expressly declare in the Tender that they desire to classify such documents, e.g. the Tenderer should submit classified information in a separate inner envelope labeled "Company confidentiality", or staple it separately from other public information submitted in the tender procedure. COMPANY CONFIDENTIALITY - is understood to include the entrepreneur's technical, technological organizational or other information having commercial value, which is not disclosed to the public to which the entrepreneur has taken necessary steps to maintain confidentiality. - Art. 11 (4) of the Act on combating unfair competition of 16 April 1993 (Journal of Laws of 2003 No. 153. item. 1503 as amended).*

### **VIII. Security**

1. The Ordering Party does not require Tenderers to submit a security in this tender procedure.

### **IX. Time limit and place for submitting Tenders**

1. Tenders should be submitted in:  
Regional Center of Blood Donation and Treatment in Wałbrzych  
58-300 Wałbrzych, ul. Chrobrego 31, Secretary Office (1st floor)  
by 12:00 noon, 5 October 2011





## **X. Legal and formal assessment of Tenders**

1. The opening of Tenders which include price offers is public.
2. The Selling Party will get familiar with the contents of Tenders and verify the submitted documents for completeness and form.
3. The Selling Party will call Tenderers who failed to timely submit required declarations and documents, who failed to submit authorizations, or who submitted erroneous declarations and documents or defective authorizations, to submit them within a prescribed period of time.

## **XI. Selection of the best tender**

1. The Selling Party shall select, as the winner of the tender procedure, the Tenderer who offered the highest price for one liter of fresh frozen plasma for fractionation.
2. Where it is impossible to select the best tender due to the fact that the tenders submitted include the same price, the Selling Party will call the Tenderers who submitted such tenders, to submit, within a specified period of time, additional tenders. In submitting additional tenders, the Tenderers cannot quote prices which are lower than the prices provided in submitted tenders.
3. If the Tenderer, whose tender has been selected, avoids signing the contract concerning the object of the tender procedure, the Selling Party may select the tender which is the best among the remaining short-listed Tenders.
4. The Selling Party shall notify all Tenderers in writing of the selection of the best tender.

## **XII. Tenderers' right to lodge objections**

1. Tenderers are entitled, within 5 days from selecting the best tender, to lodge with the Tender Assessment Board objections concerning the selection of the best tender.
2. The decision of the Tender Assessment Board shall finally resolve any contentious issues.



### **XIII. Persons authorized to contact Tenderers**

Persons authorized to contact Tenderers:

- Leszek Radojewski – Head of the Regional Center of Blood Donation and Treatment in Wałbrzych – phone no. 074/664 63 19, fax no. 074/842 59 14,  
e-mail: sekretariat@rckik.walbrzych.pl

Regionalne Centrum  
Krwiodawstwa i Krwiolecznictwa  
ul. Bolesława Chrobrego 31  
58-300 WAŁBRZYCH

DYREKTOR  
Regionalnego Centrum Krwiodawstwa i Krwiolecznictwa  
w Wałbrzychu  
  
mgr farm. Leszek Radojewski



Stamp of the Tenderer  
Name, address

PRICE FORM

In response to the notice of invitation to tender, i.e. "Sale of the surplus of fresh frozen plasma for fractionation from the Regional Center of Blood Donation and Treatment in Wałbrzych"

1. We offer to purchase in 2011 the surplus of fresh frozen plasma for fractionation from the Regional Center of Blood Donation and Treatment in Wałbrzych in the amount of approx. 6 200 liters (including approx. 4 500 liters of plasma obtained from whole blood and approx. 1 700 liters of plasma obtained from apheresis):

- for a unit price (for 1 liter of frozen plasma):

PLN/EURO. .... (say: ..... )

2. We agree to collect plasma in one or two batches from the seat of the Regional Center of Blood Donation and Treatment at ul. Chrobrego 31 in Wałbrzych.

3. We declare that we have familiarized ourselves with the terms and conditions of the invitation to tender and we have no objections thereto.

4. We declare to maintain this tender for the period specified in the terms and conditions of the invitation to tender, i.e. for 60 days from the tender submission date.

.....  
(place, date)

.....  
(signature of the Tenderer or authorized persons)

