

Warsaw, 24.04.2018

REQUEST FOR PROPOSAL

NO. 3/DBTI/2018/UE - renewal

1. Orderer's name and address:

Internal Security Agency (Agencja Bezpieczeństwa Wewnętrznego, ABW)
Rakowiecka 2a, 00-993 Warsaw, Poland
Tax Identification Number (NIP): 5213199092

2. Description of the request:

In relation to the project PL/2017/PR/0005 named „*The terminal for device identification and verification of authenticity of video records*”, co-financed by the Internal Security Fund, we invite entities to place their offers on:

**purchasing one software license of Verifeyed Professional,
together with software training for three persons**

ORDERER'S REQUIREMENTS:

- lifetime software licenses must be provided;
- the most recent available versions of the software must be provided;
- there should be three-terminal software version for at least 10 users;
- English or Polish language version of the software;
- compatibility with Windows OS used by the Orderer;
- the software training for three persons should be organized in the form of single-day training (at least 4 hours, 1 hour = 60 minutes), on the territory of the EU (the Orderer is responsible for the costs of travel and accommodation);
- the training must be provided by the producer or an authorized distributor of the software;
- the Orderer should be informed about the date of the training at least 30 days before the day it starts;
- the fact of the training must be confirmed by a certificate provided by the producer or an authorized distributor of the software.

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ORDERER'S REQUIREMENTS FOR THE EXECUTION OF THE ORDER:

- software delivery within 30 days from the date of placing the order/executing the agreement;
- providing the software training course before 30.09.2018;
- in case the training will not be organized or will be delayed, a fine of 30% of total value of the contract will be accrued;
- the Contractor consent to bank transfer payment that will be made within 30 days from the delivery of the product, according to a correct VAT invoice;
- the Contractor consent to be subject of provisions of the financial agreement of the Project PL/2017/PR/0005 Paragraph 9 (control, monitoring, audit).

MINIMAL PARTICIPATION CONDITIONS:

- conducting a business activity or other form of activity formally registered in the country, where that activity is conducted, allowing to sell software licenses and to issue a VAT invoice or any other proof of the transaction; also the consent of the Contractor to execute a civil law agreement related to the matter of the contract.

3. Proposal assessment criteria:

Price: 100% (gross price interpreted as the whole cost of realization of the contract, meaning i.a. the price of the software and training course for three persons (at least 4 hours, 1 hour = 60 minutes)

4. Proposal selection method:

From the proposals meeting the criteria (the non-discarded ones) the Orderer will select those with the lowest total gross price.

5. Date and method of placing proposals:

The proposal must be submitted on the bidding sheet (Att. 1)

The proposal must be in Polish or English.

The proposal must be clear and legible.

The offer should include prices expressed in PLN. In the case of prices in EUR or USD, the Orderer shall recalculate it at the average the National Bank of Poland exchange rate from the day preceding of compiling the protocol of proposal selection by the Orderer.

The proposal must be sent before 16.05.2018, 12:00 in the form of a scanned document, to the e-mail address: zamowienia@abw.gov.pl

The contract is binding for 30 days, starting from the last day of placing proposals.

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6. Additional information:

- the selection of the most convenient proposal is ultimate; no review procedure is foreseen;
- the information of selection of the most convenient proposal will be passed to the chosen Contractor within 14 days from the date of placing proposals;
- the Orderer may alter the wording of the request before the deadline for proposals. Any alterations of the text will be published on the Internet site of the Orderer;
- the Orderer reserves himself the right to cancel the request for proposal without any justification;
- in case of a cancellation of the procedure, regardless the cause, the Contractors who have placed the proposals will not receive any reimbursement of costs of participation in the procedure, especially no proposal preparation costs will be reimbursed.

7. Contact person:

The Orderer allows contacts in written form, via telephone or e-mail. Additional information may be obtained under the following phone number: (22) 58 59 ⁹⁴¹, 08.00-16.00 or under the following e-mail: zamowienia@abw.gov.pl

This request for proposal has also been published on the internet site:

<http://www.bip.abw.gov.pl>

Attachment 1:

1. Bidding sheet

27.04.2018✓

(date)

DYREKTOR
Departamentu Bezpieczeństwa
Teleinformatycznego ABW
płk Krzysztof ZIELIŃSKI

(signature of a person responsible for the procedure, entitled to represent the Orderer)

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BIDDING SHEET

Orderer's data:Name: **Internal Security Agency (Agencja Bezpieczeństwa Wewnętrznego, ABW)**Address: **2a Rakowiecka Street, 00-993 Warsaw, Poland (Rakowiecka 2a, 00-993 Warszawa, Polska)**Email: zamowienia@abw.gov.pl, phone.: 022 58 59 971Contractor's data:

Name: _____

Address: _____

Email: _____ phone: _____

I. Number of order: **request for a proposal no. 3/DBTI/2018/UE - renewal**

II. Specification of the performance of the contract:

1. Execution time:

a. Software delivery date _____

b. Training course delivery date _____

2. _____

3. _____

4. _____

5. _____

III. I declare that I have read and accept the terms and conditions regarding the implementation of the subject of the order presented in the request for proposal / order.

IV. I offer to do the order for:

Subject of the contract	Net price	Gross price ¹
Software license of Verifeyed Professional together with software training for three persons	_____ PLN	_____ PLN

¹ The offer should include prices expressed in PLN. In the case of prices in EUR or USD, the Orderer shall recalculate it at the average the National Bank of Poland exchange rate from the day preceding of compiling the protocol of proposal selection by the Orderer.

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- V. I declare that I consent to disclosure of my personal data by the Internal Security Agency in order to monitor, report and audit the implemented project, only for entities authorized to conduct the above activities or their representatives in accordance with the Act on Personal Data Protection (Journal of 1997 no 133, item 883, as amended).

Signature of an authorized person

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