

REQUEST FOR INFORMATION (RFI)
NO. PEM_RF_OP_0003

SUPPLY OF CHARGERS IN POLAND

July 2022

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1. General information

The Orderer Polenergia eMobility Sp. z o.o. ul. Krucza 24/26 00-526 Warszawa KRS 0000407702, NIP 107-002-15-39.

1.1. Purpose of your inquiry

The aim of the enquiry is to acquire offers for delivery of electric vehicle charging stations by Polenergia eMobility sp. z o.o., further as Ordering Party (Beneficiary). Then, on the basis of received offer the Ordering Party will award the contract to the Supplier selected in the course of proceedings according to the offer evaluation criteria specified in the enquiry content, whose charging stations meet the minimum requirements of the tender subject (Attachment No. 1).

Range of enquiries With regard to the supply of electric vehicle charging stations, the supplier should provide:

- a. delivery of the charging station to the warehouse/location indicated by the Ordering Party at the stage of awarding the contract,
- b. warranty conditions with additional options,
- c. configuration and start-up of electric vehicle charging station,
- d. integration of stations via OCPP 1.6 or via API with software for charging stations management indicated by Ordering Party.

1.2. Date of publication of the request: 08.07.2022.

Deadline for responding to the request: 22.07.2022 do godz. 23:59:59.

1.3. Ownership of the document

This document is the property of the Contracting Authority. The reproduction and distribution of this document, in whole or in part, in any form, is prohibited without the prior written consent of the Purchaser.

1.4. Disclaimer

The information contained in this RFI may only be used for its intended purpose, in order to prepare a response to the request for information. The Contracting Authority stipulates that this document does not constitute an offer and the provisions of Article 66 et seq. of the Civil Code do not apply, so that the Contracting Authority is not obliged to select any offer.

2. Procedure

2.1. Purpose of the procedure

The Contracting Authority intends to award a contract for the supply of charging stations that meet the minimum technical requirements contained in Annex 1, with the Contracting Authority reserving the possibility of awarding a contract for the total range of charging station models presented or for individual charging station models. Harmonogram wyboru Dostawcy

The selection of a supplier by Polenergia eMobility sp. z o.o. is planned according to the following schedule assumptions in the RFI procedure:

- a. Publication of the request - 08.07.2022
- b. Deadline for submission of bids - 22.07.2022
- c. Selection of the most advantageous offer and award of the contract - 25-29.07.2022

2.2. Information on the procedure

- a. This proceeding is not conducted under the Public Procurement Law of 11 September 2019.
- b. The Contracting Authority allows for the possibility of submitting partial bids. In this case, the Contracting Authority reserves the possibility of selecting the overall bid if it is more favourable than the individual partial bids or the Contracting Authority will award the contract to the Contractor for part of the offered scope.
- c. The Contracting Authority may terminate the procedure without selecting the Supplier.

2.3. Form of tender submission

Responses to this request for information should be provided by email to: rafal.danilczuk@polenergia.pl by the deadline indicated above.

The offer should include:

- a. Basic information about the Supplier (company name, address, telephone number, VAT number, general e-mail address and contact person - contact telephone number, e-mail address) (Annex 3),
- b. technical specification of the offered product,
- c. completing and signing a statement confirming the fulfilment of the minimum requirements of the enquiry subject (Annex No. 2) and the minimum requirements of the enquiry subject contained in (Annex No. 2)
- d. filling in the offer form with information about the price, delivery time of the subject of the inquiry together with specification of the scope of costs and service activities during the guarantee period of the charging station included in the offer form (Annex No. 3),
- e. Specifying the warranty period of the station with the costs of warranty extension.

The offer should be valid for 30 days from the final date for submission of offers for the request.

The rate for the delivery of the charging station should be given in PLN/EUR, be specified in net and gross amounts. Prices should include all costs related to the delivery, shipping and commissioning of the charging station.

It is expected that all relevant information will be provided in the files attached to the request for proposal in a way that does not alter its structure and scope. If necessary, additional documents should be attached to this information.

Documents should be provided in pdf form (excluding Annex 1 provided in Excel form) with the Supplier's signatures.

2.4. Deadline for submission of tenders

The deadline for the submission of tenders shall commence on the day following the date on which the request for tenders is made public and shall end on the date indicated in the RFI.

Bids submitted after the above-mentioned deadline will be rejected. The date and time of receipt of the offer by the Contracting Authority shall be decisive.

The tender may be prepared in Polish or English.

The Supplier shall bear all costs related to the preparation and submission of the tender.

2.5. Conditions for participation

The procedure is open to Suppliers who:

- Have relevant experience, i.e. at the request of the Contracting Authority demonstrate delivery of at least 20 AC stations in Poland.
- Have relevant experience, i.e. when called upon to do so by the Contracting Authority, have delivered at least 10 DC stations of at least 90 kW in Poland.
- After the selection of the most advantageous offer, they shall present a copy, excerpt, or other document confirming their entry in the appropriate register authorising them to conduct business activity, valid as on the date of submitting the offer,
- Submit a declaration, conforming to the template of Appendix No. 2 to the offer, stating that there are no personal or capital relations with the Contracting Authority, entities which have personal or capital relations with the Contracting Authority, as defined above, are excluded from participation in the procedure.

3. Description of the subject of tender

The subject of the enquiry is the supply of charging stations for electric vehicles for use in a network of stations open to the general public in view of which the Ordering Party requires the charging stations to comply with the currently applicable legislation including the Regulation of the Minister of Energy of 26 June 2019 on the technical requirements for charging stations and charging points being part of the charging infrastructure of road public transport (Journal of Laws of 2019, no. 1316).

3.1. List of subject tender

No.	Name of station	Numer of units	Technical requirements to be fulfilled - points from Annex 1
1.	DC charging station: 350 kW - as per Annex 1 – 2.2.1.	1	The detailed technical requirements for charging stations are set out in the minimum technical requirements for charging stations (Annex 1).
2.	DC charging station: 180 kW - as per Annex 1 – 2.2.2.	1	
3.	DC charging station: 150 kW - as per Annex 1 – 2.2.3.	1	
4.	DC charging station: 120 kW - as per Annex 1 – 2.2.4.	3	
5.	DC charging station: 120 kW - as per Annex 1 – 2.2.5.	1	
6.	DC charging station: 90 kW - as per Annex 1 – 2.2.6.	1	

4. Evaluation of tenders

4.1. Tender evaluation criteria

The contracting authority intends to select the supplier according to the following criteria:

a. Net price (without VAT)

Price offer declaration for each charging station as specified in the offer form (Appendix 3).
Scoring weight for the price offer: 95%.

b. Lead time

Declaration of the completion deadline as specified in the bid form (Appendix 3).
Scoring weight for completion date: 5%.

4.2. Rules for awarding points to tenderers

$$\text{Points}_{\text{Price}} = \text{Price}_{\text{min}} / \text{Price}_{\text{Offer}} \times 100 \text{ points} \times \text{Scoring weight}$$

where,

Cena_{min} – minimum price offered from all the bids received

$\text{Cena}_{\text{oferta}}$ – price offered by the Supplier

$$\text{Points}_{\text{completion date}} = \text{Completion date}_{\text{min}} / \text{Completion date}_{\text{offer}} \times 100 \text{ points} \times \text{Scoring weight}$$

where,

$\text{Completion date}_{\text{min}}$ – Minimum completion date of all tenders received

$\text{Completion date}_{\text{offer}}$ – completion date offered by the Supplier

$$\text{Points}_{\text{Offer}} = \text{Points}_{\text{Price}} + \text{Points}_{\text{completion date}}$$

The contract will be awarded to the bidder who obtains the highest score defined as $\text{Points}_{\text{Offer}}$.

The reason for rejection of the bid is that it does not meet any of the mandatory parameters and that it does not comply with the content of this request for proposal.

5. Mode of reply

In the course of preparing a response to this request for information, the Supplier has the right to raise additional questions regarding this procedure, which should be addressed by e-mail to: Rafal.danilczuk@polenergia.pl

The Tenderer may ask the Contracting Authority to clarify the content of the enquiry. The Contracting Authority shall provide explanations if the enquiry was received by the Contracting Authority at least 5 working days (working days: days from Monday from 8:00 a.m. to Friday until 4:00 p.m. excluding public holidays), before the deadline for submission of tenders. The Contracting Authority will provide answers to the last questions 3 days before the deadline for submission of tenders, the content of the questions and clarifications will be published by the Contracting Authority in the same way as the invitation to tender was published.

6. Changes to the request for proposals after publication

The request for proposals may be updated or amended before the deadline for submission of tenders provided for in the request for proposals. In such a case, information about the change will be made public in the same way the request for proposals was made public, together with a new deadline for the submission of tenders, if this is necessary due to the scope of the changes introduced.

7. Contact for enquiries Polenergia eMobility sp. z o.o.

7.1. The lead person on the Awarding Authority's side is:

Rafał Danilczuk Project Supervision Specialist
e – mail: Rafal.danilczuk@polenergia.pl
mobile.: +48 512 418 803.

7.2. Contact hours for enquiries

8:00 - 16:00 on working days

8. Attachments

1. Annex 1 - Minimum requirements of the subject matter of the enquiry
2. Attachment No. 2 - Declaration
3. Appendix No. 3 - Tender Form
4. Appendix No. 4 - Data protection information clause