

Warsaw, 18.04.2023

PRICE INQUIRY NO. NETLA/3/68779/2023

In connection with the implementation of the project titled “*Development(Description) and development of an innovative solution - a complex, two-component medicinal product in the form of eye drops in a multi-dose package without preservatives, aimed at the treatment of open-angle glaucoma*”, funded from the state budget by the Medical Research Agency, WZF Polfa S.A., you are kindly requested to submit a bid **for the purchase and delivery of the reference drug Roclanda.**

I. NAME AND ADDRESS OF THE BUYER

Warszawskie Zakłady Farmaceutyczne Polfa Spółka Akcyjna

ul. Karolkowa 22/24

01-207 Warszawa

II. PRICE INQUIRY PROCEDURE

1. This price inquiry is not subject to the provisions of the Public Procurement Law of 11 September 2019 (consolidated text: Journal of Laws of 2019, item 2019)
2. The procedure is being conducted as an intentional and cost-efficient market assessment study while respecting the following rules:
 - 1) achieving the best possible outcomes using the available measures;
 - 2) choosing the best possible means and methods to meet the pre-defined objectives;
 - 3) ensuring transparency, fair competition and equal treatment of contractors.

III. DESCRIPTION OF THE SUBJECT OF THE PRICE INQUIRY

- 3.1. The subject of the Price Inquiry is the purchase and delivery of the following quantities of the product:
 - 3.1.1. Part 1: Roclanda 50 micrograms/mL + 200 micrograms/mL eye drops, solution. Roclanda is a clear, liquid eye drop solution in a plastic bottle. Each bottle contains 2.5 mL of the drug, and each package contains 1 or 3 bottles with a cap. First batch, 130 bottles.
 - 3.1.2. Part 2: Roclanda. 50 micrograms/mL + 200 micrograms/mL eye drops, solution. Roclanda is a clear, liquid eye drop solution in a plastic bottle. Each bottle contains 2.5 mL of the drug, and each package contains 1 or 3 bottles with a cap. Second batch, 50 bottles.
 - 3.1.3. Part 3: Roclanda. 50 micrograms/mL + 200 micrograms/mL eye drops, solution. Roclanda is a clear, liquid eye drop solution in a plastic bottle. Each bottle contains 2.5 mL of the drug, and each package contains 1 or 3 bottles with a cap. Third batch, 50 bottles.
- 3.2. CPV code: 33662100-9 Środki oftalmologiczne

IV. PRICE INQUIRY DELIVERY SITE AND DATE

- 4.1. The subject of the Price Inquiry must be delivered to the Buyer's offices at: Warszawskie Zakłady Farmaceutyczne Polfa Spółka Akcyjna, ul. Barska 31, 02-315 Warszawa. Transport in

conditions compliant with the requirements specified by the manufacturer of the medicinal product.

- 4.2. The time of delivery of the subject of the Price Inquiry: up to 60 calendar days from the date of sending the Purchase Order to the Supplier.
- 4.3. Due to the fact that the time of delivery of the subject of the price inquiry is the criterion for evaluating offers, the realization will take place in accordance with the submitted offer, but not later than within 60 calendar days from the date of placing the order.

V. GENERAL REQUIREMENTS

- 5.1. Shelf life of the product: not shorter than 24 months before the end of the total shelf life of the product.
- 5.2. The Buyer does not accept equivalent products.
- 5.3. The Buyer accepts other package sizes.
- 5.4. The Seller will supply quality certificates, if possible.
- 5.5. The Buyer accepts bids for parts of the order, i.e. each batch may be covered by a separate bid, and delivery may be made at different times.
- 5.6. Additional requirement: the product must come only from the European Union area. The order includes three different batches, it is acceptable for them to come from different markets.

VI. METHOD OF PRICE CALCULATION

- 6.1. Bid price calculation: the price should be calculated as a net amount.
- 6.2. Bids with the price given in a currency other than PLN will be converted to PLN at the average exchange rate of the National Bank of Poland (<https://www.nbp.pl/>) on the end date of the time limit for the submission of bids.
- 6.3. The price should include all the costs related to the preparation and performance of the subject of the Price Inquiry.
- 6.4. The price given in the bid cannot change during contract performance.

VII. CONTRACT AWARD CRITERIA

- 7.1. The bids will be evaluated based on the following criteria:
 - Price – 80%,
 - Time of delivery – 20%,
- 7.2. The evaluation criteria apply both to partial bids and bids covering all parts of the subject of the order. The evaluation will be performed and scores will be awarded for each part of the subject of the order separately, regardless of whether the bid covers all or only some parts of the subject of the order.
- 7.3. The scoring of the bid will be calculated according to the following formula:

$$O_P = P_C + P_G$$

where:

O_P	- the bid score
P_C	- score for the criterion 'price'
P_G	- score for the criterion 'time of delivery'

- 7.4. The score (P_C) for the criterion 'price' will be calculated as follows:

$$P_C = \frac{C_N}{C_B} * 80 \text{ points}$$

where:

- P_C - score for the criterion 'price'
- C_N - the lowest total net price based on non-rejected bids
- C_B - total net price of the bid under evaluation

Bids with the price given in a currency other than PLN will be converted to PLN at the average exchange rate of the National Bank of Poland as at the final date for the submission of bids.

7.5. The score (P_G) for the criterion 'time of delivery' will be calculated as follows:

$$P_G = \frac{C_N}{C_B} * 20 \text{ points}$$

where:

- P_C - score for the criterion 'time of delivery'
- C_N - the shortest time of delivery from among non-rejected bids
- C_B - time of delivery of the bid under evaluation

The Buyer understands the time of delivery as time calculated in calendar days from the time when the Buyer receives a confirmation of acceptance of the order for delivery by the Seller.

The bid will be rejected if the time of delivery of the subject of the price inquiry is longer than 60 calendar days.

7.6. The bid with the highest score out of all the non-rejected bids will be considered the best bid. The maximum score that can be awarded is 100 points. Calculations will be made to two decimal places.

VIII. PLACE AND DATES FOR SUBMITTING AND OPENING BIDS

- 8.1. The final deadline for submitting bids is 25.04.2023.
 - bids can be sent in electronic format as scanned documents to the following address: pawel.brzezinski@polpharma.com.
- 8.2. The date and the time when the bid is received by the Buyer determines whether the submission deadline has been complied with.
- 8.3. No bids submitted past the submission deadline will be considered.
- 8.4. The Buyer is not planning to hold a public opening of the bids.
- 8.5. Bids may be modified or withdrawn prior to the end of the time limit for the submission of bids.

IX. PREPARATION OF BIDS

- 9.1. The Seller must draw up a single price bid using the form attached as Appendix 1 hereto. Submitting more than one bid for a particular part will result in all bids submitted by the Seller being rejected.
- 9.2. Bid must be prepared in the Polish or English language version,
- 9.3. Bidders are required to carefully read the information contained in the Price Inquiry.

- 9.4. Any costs and expenses incurred in connection with the preparation and submission of bids are to be paid by the respective Bidders.
- 9.5. Until the end of the time limit for the submission of bids, the Customer reserves the right to amend or add new information to this Price Inquiry.
- 9.6. The submitted bids will remain valid and binding for 60 calendar days from the end date of the time limit for the submission of bids.

X. COMMUNICATIONS BETWEEN THE BUYER AND SELLERS, PERSONS AUTHORISED FOR CONTACT

- 10.1. During the tender procedure the Buyer and the Sellers submit all declarations, requests, notices and information in Polish.
- 10.2. The receipt of any notices, declarations, requests and information submitted electronically must be immediately confirmed at the request of each of the Parties.
- 10.3. If the Seller has not confirmed the receipt of the correspondence, the Buyer will assume that the correspondence sent by the Buyer to the e-mail address provided by the Seller has been delivered in a way that enables the Seller to read it.
- 10.4. Any correspondence about this Price Inquiry should be sent to e-mail: pawel.brzezinski@polpharma.com
- 10.5. In any correspondence related to this Price Inquiry, the Seller should use the procedure number: Price Inquiry No. NETLA/3/68779/2023
- 10.6. Paweł Brzeziński is the person authorised to communicate with the Seller.
- 10.7. No information, clarifications or replies to any queries submitted to the Buyer will be provided orally or by phone.
- 10.8. Any questions about this Price Inquiry should be sent by e-mail to the address provided above, not later than 3 days before the end of the time limit for the submission of bids.
- 10.9. Replies to the answers and adding more detailed information to the Price Inquiry following from questions from prospective Sellers will be sent to the entity requesting that information.

XI. BID EVALUATION PROCEDURE AND PUBLICATION OF RESULTS

- 11.1. During the examination and evaluation of the submitted bids, the Buyer may request the Seller to provide additional information (if it does not infringe competition) and clarifications related to the submitted bids. The Buyer may also ask the Seller to correct evident mistakes and calculation errors.
- 11.2. The Buyer reserves the right to verify, during the bid evaluation, the documents, statements, lists, data and information provided by the Sellers.
- 11.3. If two or more Sellers have the same score, the bid which is best in terms of the environmental and climate impact will be selected. For this purpose, the Buyer has the right to request the Sellers with the highest final score to supplement the bid with more information requested by the Buyer with respect to the environmental impact of the subject of the bid.

XII. ADDITIONAL INFORMATION

- 12.1. The bidder bears all costs related to the preparation and submission of the bid.
- 12.2. Until the deadline for submission of bids, the Buyer reserves the right to change or add the content of this price inquiry.

XIII. LIST OF APPENDICES



The following appendices are attached to this Price Inquiry:

Appendix number	Appendix title
Appendix 1	Bid Form



Appendix 1 to the Price Inquiry No. NETLA/3/68779/2023

BID FORM

Bidder:

Name / Company	
Registered office/home address/address of the principal place of business	
E-mail address for the Buyer to send information related to the Price Inquiry	
NIP [Taxpayer ID Number]	
REGON [Statistical ID Number]	
Phone number	
Contact person for the Buyer	

We offer the delivery of the subject of the order for the ***purchase and delivery of reference drug Roclanda*** in accordance with the terms of the Price Inquiry for the following **price:**

Part of the order No.	Subject of the Price Inquiry	Unit of measure	No. of packages	Net value PLN/EUR per unit	Total net value PLN / EUR*	Product shelf life	Batch number	Country of manufacture	Terms of payment	MAH	Time of delivery (number of days from submitting an Order)
1											
2											
3											

We also declare as follows:

- a. We have read the Price Inquiry and appendices thereto, we raise no objections and we have obtained the information necessary to prepare our bid.
- b. Our bid price includes a lump sum that covers all the obligations of the future Seller as necessary to deliver the subject of this Price Inquiry.
- c. Our bid will remain valid and binding for 60 calendar days from the end date of the time limit for the submission of bids,

.....
(place and date)

.....
(signature(s) of person(s) authorised to submit statements of will on behalf of the Bidder)