

1 REQUEST FOR PROPOSAL No. 1/10/2017

PiLab (<https://pilab.pl/en/>) the Polish data processing technology company is asking to submit an offer concerning the preparation, completion and submission of 4 provisional patent applications to the US Patent and Trademark Office (USPTO).

Applications will apply to software and algorithms.

Name and address of the Ordering Party:	PILAB SPÓŁKA AKCYJNA street. RZEŹNICZA 32-33 50-130, WROCŁAW REGON: 021737247, NIP: 8943034318, KRS: 0000405409 POLAND
Type of procedure for awarding the contract:	In accordance with the competition principle of the Guidelines on eligibility of expenditure under the European Regional Development Fund, the European Social Fund and the Cohesion Fund for the period 2014-2020, dated 19 July 2017.
Date of the enquiry:	October 5th, 2017
Date of the offer submission:	Offers can be submitted until 13th October 2017 until 4 pm Polish time (10 am Washington, DC time), to this email address: krystian.piecko@pilab.pl or to the company headquarters. The date and time of submitting the offer to the Ordering Party is noted.

Any questions about the enquiry should be sent to the e-mail address: krystian.piecko@pilab.pl

1. Procurement subject matter:

The subject of the order is the preparation, filling in and filing of 4 provisional patent applications with the US Patent and Trademark Office (USPTO).

Applications will apply to software and algorithms.

(CPV code according to the Common Procurement Vocabulary: 7912000000-1 - Patent and copyright consultancy services)

2. Conditions for participation in the proceedings

The contractor must have at his disposal a person or persons who at the same time:

1. Are authorised to practice as a US Patent Attorney before the US Patent and Trademark Office (USPTO).
2. Have a university degree in information technology,
3. Are specialists in the field of databases,
4. Have professional experience in analytical software (work or have worked in a profession)
5. Are specialists in software and algorithm patenting before the US patent office - min. 50 patents filed and defended before USPTO,
6. Must also have a history of cooperation with companies at an early stage of development.

3. Date of execution of the subject of the offer

Provisional patent applications to the US Patent and Trademark Office (USPTO) must be submitted by October 27th, 2017, by 8 pm Polish time (2:00 pm, Washington, DC time).

4. Conditions of participation in the proceeding related to relationship with the ordering party

Entities related personally and financially with the Ordering Party are excluded from proceedings.

Capital or personal connections are understood as mutual connections between the Ordering Party or persons authorized to enter into obligations on behalf of the Ordering Party or persons performing on behalf of the Ordering Party tasks associated with preparation and implementation of a procedure of choosing a tenderer, and the tenderer, in particular:

- 1) participation in the company as a partner of a civil partnership or another partnership,
- 2) possessing at least 10% of capital or shares;
- 3) acting as a member of the supervisory or management board, proxy, or plenipotentiary,
- 4) remaining in a marriage relationship, in a family relationship or affinity in a straight line, relationship or affinity in the collateral line to the second degree, or in a relationship of adoption, guardianship or custody

Verification of the fulfilment of the condition of exclusion from the proceeding will be based on the submission by the bidder signed **Statement of non-connection** (formula has been attached to this query).

5. Criteria for the selection of the offer

The selection of the best offer will be based on the following criteria:

Price: weight 100%

Price will be evaluated as follows:

C - Offer Price:

$C = (C_m : C_c) \times 50$.

where:

C - number of points for the price criterion

C_m - lowest price resulting from submitted offers (in USD / PLN)

C_c - price of the offer (in USD / PLN)

If the offer is received with the USD price, the current exchange rate of the National Bank of Poland shall be applied (as of October 13th, 2017).

The Contracting Party reserves the right to cancel the procedure and withdraw from signing the contract without giving any reasons.

6. The offer must be presented in the attached appendices:

2 Statement on the conditions of participation in the proceedings

3 Offer Form

4 Statement of non-connection