

1 REQUEST FOR PROPOSALS No. 2/10/2017

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

Provisional patent applications will refer inventions in software and algorithms fields.

Name and address of the Ordering Party:	PILAB SPÓŁKA AKCYJNA, 32-33 RZEŹNICZA Str. 50-130, WROCŁAW POLAND REGON: 021737247, NIP (Tax Identification Number): 8943034318, KRS (Companies Registry Number): 0000405409
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 27th, 2017
Date of the offer submission:	Offers can be submitted until November 3 rd , 2017 4 pm CET (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 will be 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 at the US patent office, this requirement will be deemed as met if at least 50 patents have been filed and defended at USPTO,
6. Must also have a history of cooperation with companies at 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 December 31st, 2017, by 8 pm CET (2:00 pm, Washington, DC time).

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

Entities having personal and / or financial relationship 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 the 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 of the signed **Statement of non-connection** (template has been attached to this request).

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 November 3rd, 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 form prescribed attached appendices:

2 Statement on the conditions of participation in the proceedings

3 Offer Form

4 Statement of non-connection

**Statement on the conditions of participation in the proceedings based
on REQUEST FOR PROPOSALS No. 2/10/2017
published by PiLab S.A., Wroclaw, Poland**

..... on

REGON / National Business Registry Number:

Statement on the conditions of participation in the proceedings

- | |
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| <ol style="list-style-type: none">1. We are authorized to practice as a US Patent Attorney at the US Patent and Trademark Office (USPTO).2. We have staff having a university degree in information technology,3. Personnel at our disposal are specialists in the field of databases,4. Our staff have professional experience in analytical software (work or have worked in a profession)5. Our staff are specialists in software and algorithm patenting at the US patent office – at least 50 patents filed and defended at USPTO,6. We have a history of cooperation with companies at an early stage of development. |
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.....
date and signature of the authorized person

Offer Form

OFFER FORM

In response to Request for Proposals, published by PiLab S.A., No. 2/10/2017 of October 27th, 2017 concerning preparation and submission of 4 provisional patent applications to the US Patent and Trademark Office (USPTO), we submit the following offer.

Details of the Tenderer:	
Name	
Address	
KRS / National Companies Registry Number	
Contact Person Details	
Name and Surname	
Email address	
Telephone	
Documents confirming the fulfilment of the conditions for participation in the Proceedings	
The entity fulfils the condition for the ban on the award of contracts to related parties (YES / NO)	
Statement of fulfilment of conditions for participation in proceedings.	
Offer parameters	
Date of preparation of the offer	
The offer is valid until	
Specification of the offer (scope and detailed description of services offered)	
Reference to the selection criteria	
Net price (USD or PLN)	
Gross price (USD or PLN)	

Declaration of the tenderer:

We declare that we have read the Request and that our offer contains all the elements specified in the Inquiry.

Name of the person authorized to submit the offer	
Official position	
Date and signature	

DECLARATION ON LACK OF TIES

....., on

REGON / National Business Registry Number:

**DECLARATION ON LACK OF TIES
personal and capital**

In response to Request for Proposals published by PiLab S.A., No. 2/10/2017 dated October 27th, 2017 concerning preparation and submission of 4 provisional patent applications (patent applications) to the US Patent and Trademark Office (USPTO):

I declare that I am not affiliated with the Orderer personally or in capital.

Capital or personal connections are understood as mutual connections between the Orderer or persons authorised to enter into obligations on behalf of the Orderer or persons performing on behalf of the Orderer tasks associated with preparation and implementation of the 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

.....
date and signature of the authorised
representative of the Tenderer