

Central Statistical Office
al. Niepodległości 208
00-925 Warsaw

**PRELIMINARY MARKET CONSULTATION
Case No. 2/WKR/2022**

INVITATION TO PRELIMINARY MARKET CONSULTATION

Determination of the indicative purchase cost, operating costs and technical conditions necessary for the installation and operation of equipment for the mass deacidification of paper records by the anhydrous method.

I. INVITING PARTY

Central Statistical Office
al. Niepodległości 208
00-925 Warsaw

II. LEGAL BASIS

Preliminary market consultations are conducted on the basis of Article 84 (1-4) of the Act of 11 September 2019. Public Procurement Law (Journal of Laws of 2022, item 1710).

III. PURPOSE AND OBJECT OF PRELIMINARY MARKET CONSULTATIONS

To obtain information on the purchase cost, operating costs and technical conditions necessary for the installation and operation of equipment for the mass deacidification of paper documentation by the anhydrous method.

This consultation can be used in the planning, preparation or execution of the procurement procedure.

The Invitee will expect to receive information on, in particular:

- 1) the cost of purchase;
- 2) the cost of delivery;
- 3) the cost of operation;
- 4) technical considerations;
- 5) warranty period;
- 6) deacidification methods.

IV. TERMS AND CONDITIONS OF PRELIMINARY MARKET CONSULTATIONS

1. Participation in the preliminary market consultation is subject to the submission of an application to participate in the consultation.
2. Preliminary market consultations will be conducted in writing, electronically and in the form of individual

meetings at the premises of the Inviting Party.

3. Preliminary market consultations shall be conducted in Polish or in English.
4. Preliminary market consultations are open, with the proviso that the Inviting Party shall not disclose information constituting a business secret within the meaning of the Act of 16 April 1993. (Journal of Laws of 2022, item 1233), if the Participant, along with providing such information, stipulated that it may not be made available to other entities.
5. The Participant shall not be remunerated or reimbursed for participation in preliminary market consultations.
6. The preliminary market consultation shall be conducted in a manner that ensures transparency, fair competition and equal treatment of Participants in the preliminary market consultation.
7. Preliminary market consultations shall be carried out until the Inviting Authority, on the basis of the information obtained from the Participants in the preliminary market consultations, considers that the knowledge gained is sufficient for the preparation of the documentation for the public procurement procedure, subject to point 8.
8. The Inviting Entity reserves the right to terminate the preliminary market consultation at any stage without giving reasons.
9. Participants in the initial market consultation is of a work nature and the Participant is entitled to copyright in it or parts of it, this should be clearly indicated in the materials provided. The Inviting Entity reserves the right to use the information, studies and works provided by the participants in preliminary market consultations in whole or in part, as well as to process them.
10. In order to develop the tender documentation, including the description of the subject of the contract, the specifications and terms and conditions of the contract.
11. Entering into preliminary market consultations is tantamount to consenting to the Inviting Entity's use of the provided information for the preparation of the tender documentation, including the description of the subject of the procurement, the terms and conditions of the procurement and the terms and conditions of the agreement. If, in the course of preliminary market consultations, the Inviting Entity is provided with a work within the meaning of the Act of 4 February 1994 on Copyright and Related Rights (Journal of Laws of 2021, item 1062). The participant in preliminary market consultations grants the Inviting Entity unconditional permission to use this work (in whole or in part) for the purposes of preparing the tender documentation, including the description of the subject matter of the contract, the terms and conditions of the contract, as well as permission to exercise derivative rights to the work, to dispose of and use developments of the work. The Participant in the initial market consultation shall ensure that the Inviting Party's use of the work does not infringe on the rights of third parties.
12. The Invitee will notify the Participants in the preliminary market consultation of the date and place of the meeting.
13. An invitation to participate in the preliminary market consultation will be sent no less than three working days before the date of the scheduled meeting.
14. The Committee appointed by the Inviting Entity to carry out the preliminary market consultation shall ensure that the minutes of the preliminary market consultation are kept on an ongoing basis and that the minutes are made available to all interested parties, subject to information constituting company secrets.

V. NOTIFICATION TO PARTICIPATE IN PRELIMINARY MARKET CONSULTATION

1. Entities interested in participating in preliminary market consultations that meet the requirements set out in the invitation to participate in preliminary market consultations are requested to submit "Application for participation in preliminary market consultations" filled in and signed by a person authorised to act on behalf of the entity, the template of which is attached as Annex No. 3 to the

Regulations of conducting preliminary market consultations at the Central Statistical Office.

2. Applications may be submitted:

1) in writing (in person, by post or by courier) at the address: Central Statistical Office, al. Niepodległości 208, 00-925 Warsaw, W.Danowska/M.Kowalczyk;

2) electronically to the e-mail address: W.Danowska@stat.gov.pl; M.Kowalczyk4@stat.gov.pl.

3. The application for admission to preliminary market consultations should be submitted by: **6th of October 2022, at 2:00 p.m.** The date of receipt of the application to the Inviter is decisive.

VI. CONTACT PERSONS

1. Weronika Danowska W.Danowska@stat.gov.pl

2. Monika Kowalczyk M.Kowalczyk4@stat.gov.pl

VII. ANNEXES

Application for admission to preliminary market consultation.

Drafted by:

Weronika Danowska

*Senior specialist
Public Procurement Department*

.....

(signature of the subject matter expert)

Approved:

Małgorzata Sołtyszewska

*Director of the Administration and Budget
Department*

.....

(signature and stamp of the Director)