

**Annex no. 4**  
**to the request for proposal no. 05/RCBR/2018**

List of documents required at the stage of signing/execution of the contract

**DOMESTIC SUPPLIERS** – new suppliers regardless of the value of the contract, existing suppliers for the subject matter over PLN 100 000:

- a. NIP, REGON, KRS/CEIDG [*tax ID; Business Id; National Court Register/Central Register and Database of Business Activity numbers*];
- b. A copy of the power of attorney to conclude contracts on behalf of the Supplier;;
- c. A certificate issued by the competent tax office with information with regards to the VAT tax status;
- d. A statement from the tax office confirming the absence of tax arrears of the Contractor;
- e. A statement from Zakład Ubezpieczeń Społecznych [Social Insurance Institution] about no arrears in payments of contributions for social security, health insurance, the Labour Fund and Guaranteed Employment Benefit Fund;
- f. Confirmation of the fact of submission by the Contractor of VAT-7 form (e.g. on the basis of the copy of the declaration with the stamp of the relevant tax office or the message confirming filing in the electronic form);
- g. Statement about the lack of ongoing enforcement, administrative and tax proceedings with regards to the Contractor;
- h. Confirmation that the company is aware of the safety and environmental requirements and does not make any reservations (relates to services rendered on the premises of our factories);
- i. Confirmation that the Company is aware of the requirements for Contractors/Subcontractors for management of relations with employees and does not make any reservations to them (applies to services);
- j. Third-party liability policy for the net value of the contract – before signing the contract;
- k. Good Performance Guarantee – under the granted guaranty and warranty for a period of their duration after signing of the fault-free final acceptance protocol for the subject matter of the contract, and before the maturity date of the final invoice. The Contractor shall make and provide the Contracting Entity with a confirmation of security in the form of:
  - irrevocable guarantee from the bank in Poland or abroad with a rating of not less than S&P A+, or
  - cash deposit, or
  - third-party liability policy,of at least 5% of the net value of the contract  
- during the execution of the contract
- l. Bank guarantee for payment of the established advances made in a bank in Poland or abroad with a rating of not less than S&P A+, during execution of the contract.

For deliveries of the value higher than PLN 1 000 000 in addition to the above documents it is necessary to provide:

- a. financial statement for the last fiscal year<sup>1</sup>
- b. references concerning the contractor from third parties – in respect to entities with which the company so far has not cooperated within the framework of its business

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<sup>1</sup> This obligation applies only to those Contractors that are obliged to prepare the financial statement in accordance with the provisions of the Accounting Act of 29 September 1994 (i.e. Journal of Laws of 2013 item 330) or in accordance with the International Accounting Standards, International Financial Reporting Standards and related interpretations communicated in the form of regulations of the European Commission.

**FOREIGN SUPPLIERS:**

- a. Confirmation that the company is aware of the safety and environmental requirements and does not make any reservations (services within our plants);
- b. Confirmation that the company is aware of the requirements for Contractors/Subcontractors for management of relations with employees and does not make any reservations (applies to services);
- c. Third-party liability policy for the net value of the contract – before signing the contract;
- d. Good Performance Guarantee – under the granted guaranty and warranty for a period of their duration, after the signing of the fault-free final acceptance protocol for the subject matter of the contract and before the maturity date of the final invoice. The Contractor shall make and provide the Contracting Entity with a confirmation of security in the form of:
  - irrevocable guarantee from the bank in Poland or abroad with a rating of not less than S&P A+, or
  - cash deposit, or
  - third-party liability policy,of at least 5% of the net value of the contract
  - during the execution of the contract
- e. Bank guarantee for payment of the established advances made in a bank in Poland or abroad with a rating of not less than S&P A+, during execution of the contract.