**Regulations of the technical dialogue preceding the announcement of the public procurement having as its object “Delivery and installation of control cabinets, power cabinets and electrical wiring works in a test laboratory”** **in the Institute of Aviation.**

**§ 1**

1. These regulations determine principles of conducting a technical dialogue preceding procedure related to the award of the public procurement having as its subject “Delivery and installation of control cabinets, power cabinets and electrical wiring works in a test laboratory”.
2. Holding the technical dialogue does not bring any commitment for the Institute of Aviation as for conducting procedures for awarding the public procurement in the subject of the planned undertakingin the Institute of Aviation.
3. The choice of the contractor will be made during separate proceedings conducted on the basis of the law of 29th January 2004. Act of Public Procurement Law (Journal of Laws of 2013, item 907); later related to as: APPL.
4. The aim of the technical dialogue is to obtain information by the Institute of Aviation which can be used while preparing a description of the subject’s order (Terms of reference) with obeying the rules of fair competition for procedures mentioned in Law 1.
5. The technical dialogue is conducted on the basis of Article 31a-31c (Act of Public Procurement Law).

**§ 2**

Every time the Regulations mention:

1. **Regulations –** it should be understood as the **Regulations;**
2. **Information –** it should be understood as information about the technical dialogue having as its object “Delivery and installation of control cabinets, power cabinets and electrical wiring works in a test laboratory”;
3. **Institute –** it should be understood as the Institute of Aviation;
4. **Participant –** it should be understood as entities allowed to the technical dialogue;
5. **Dialogue –** it should be understood as a technical dialogue regulated by laws in Article 31a-31c (APPL) conducted within the scope of the subject undertaking;
6. **Commission** – it should be understood as a group of people appointed by appropriate authorities of the Institute of Aviation, according to internal regulations, with the aim to conduct this technical dialogue;
7. **Undertaking** – it should be understood as “delivery and installation of control cabinets, power cabinets and electrical wiring works in a test laboratory” in the Institute of Aviation.

**§ 3**

1. Commission is responsible for preparing and conducting the technical dialogue.
2. Commission can be supported by experts and advisors.
3. Secretarial service of the technical dialogue is provided by the Institute of Aviation.

**§ 4**

1. Technical dialogue is started by placing information on the Institute’s website: <http://ilot.edu.pl/category/przetargi/>
2. Requests to participate in the technical dialogue are submitted according to the procedure, time and place described in the Information.
3. After announcing Information, the Commission Chairman can inform about starting the technical dialogue directly - by phone, e-mail or in written – the entities who, within the conducted activities, offer services that are the object of the planned Undertaking,
4. Complementary information which can facilitate a better description of the object and conditions related to realisation of a future order are published on the Institute’s website. After opening the proposals mentioned in Act 2, the Commission Chairman prepares a schedule of meetings with the entities who expressed their will to participate in the Dialogue.
5. The Commission conducts a formal verification of the submitted proposals concerning allowing them for the Dialogue.
6. The Commission Chairman invites entities to participate in the technical dialogue by giving them information concerning the time and place of the meeting.
7. An invitation should be sent within a period of time no shorter than 3 days before the date of the meeting. In the invitation the Commission Chairman can describe a detailed range of topics which will be the theme of the technical dialogue and he can demand to appoint, before the date of the meeting, people who will participate in the meeting and will be responsible for answering questions connected with issues within the scope requested by the Chairman.
8. The date of the meeting can be postponed only after giving mutual consent by both parties, with a reservation that appointing a new date will not prolong considerably the procedure connected with conducting the Dialogue.

**§ 5**

1. The technical dialogue is conducted in a way which guarantees fair competition as well as equal treatment of entities participating in the Dialogue.
2. Activities connected with preparing and conducting the technical dialogue are conducted by people who guarantee impartiality and objectivity.

**§ 6**

1. The Dialogue with the invited subjects is conducted by the Commission.
2. During the conducted activities the Commission prepares replies to papers submitted by entities participating in the procedures.
3. The Dialogue is conducted with all subjects individually.
4. The Institute does not cover any costs incurred by participants, which are connected with participating in the Dialogue.

**§ 7**

1. The Dialogue is conducted in English or Polish.
2. All statements, conclusions, notices and information can be transferred between the Institute and Participants by e-mail and each party immediately confirms receiving them at request.

**§ 8**

1. The conducted Dialogue is open in its character.
2. The Institute will not disclose any information which is confidential, in the understanding of the acts referring to combating unfair competition, if the entity participating in the Dialogue reserved that certain information cannot be shared with other entities.
3. The Commission is obliged to provide a systematic protocol recording of the technical dialogue in written and also to make it available to all interested entities with an exclusion for information which are the company’s secrets.
4. The protocol is kept at the seat of the Institute in the way that guarantees his inviolability.

**§ 9**

1. The technical dialogue will be conducted until the Institute obtains sufficient knowledge as for:
2. Accurate expression possible to fulfil the requirements concerning the project:
“Delivery and installation of control cabinets, power cabinets and electrical wiring works in a test laboratory” in the Institute of Aviation.
3. The Institute reserves itself the right to finish the dialogue at any stage without stating a reason.

**§ 10**

1. Participants are not entitled to any remedies for the decisions taken during the Dialogue.

**§ 11**

1. After completing the technical dialogue the Commission makes :
2. A protocol of the conducted technical dialogue;
3. A note including information about conducting the technical dialogue with the aim of placing the information in an announcement about the public procurement according to Article 31c , APPL;
4. Recommendations related to using the knowledge obtained during the dialogue for making a description of the order, a specification of the order’s conditions or the agreement conditions together with information about the entities who participated in the dialogue in compliance with the requirements described in Article 96, Act 2a, APPL;
5. The Commission will inform all entities participating in the dialogue about finishing it.

**§ 12**

All plans, drawings, models, patterns, computer programs and other similar materials submitted by entities participating in the technical dialogue will be returned to them at their request.