**Załącznik nr 1**

**Formularz ofertowy -** DE-WZP.262.52.2017.RB

**Nazwa i adres Wykonawcy:**

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**...................................................................................................................................................**

**NIP .................................................... REGON .........................................................................**

**Adres, na który Zamawiający powinien przesyłać ewentualną korespondencję:**

**...................................................................................................................................................**

**Osoba wyznaczona do kontaktów z Zamawiającym:**

**...................................................................................................................................................**

**Numer telefonu: (\*\*) .................................................................................................................**

**Numer faksu: (\*\*) ......................................................................................................................**

**e-mail: ......................................................................................................................................**

**Nazwa i siedziba Zamawiającego:**

**Ministerstwo Edukacji Narodowej, al. J. Ch. Szucha 25, 00-918 Warszawa**

Odpowiadając na zapytanie ofertowe DE-WZP.262.52.2017.RB na ***„*Świadczenie usług pocztowych.”** oferujemy wykonanie przedmiotu zamówienia, zgodnie ze szczegółowym opisem przedmiotu zamówienia, który został zawarty w załączniku nr 3 do zapytania ofertowego zatytułowanym „Szczegółowy opis przedmiotu zamówienia” oraz w załączniku nr 4 do zapytania ofertowego zatytułowanym „Istotne postanowienia umowy oraz”, na następujących warunkach:

|  |  |
| --- | --- |
| **cena brutto oferty**  **(razem wartość brutto za przesyłki + razem wartość brutto za odbiory)** | **……….………………………………………………. złotych**  **(słownie złotych: ………………………………………)** |

*W załączeniu szczegółowy formularz cenowy (wg wzoru stanowiącego załącznik nr 2 do zapytania).*

|  |  |
| --- | --- |
| *-----------------------------------------------------------------------------*  *miejscowość i data* | *-----------------------------------------------------------------------------------------*  *imię, nazwisko i podpis upoważnionego przedstawiciela Wykonawcy* |

**Załącznik nr 2**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | ***FORMULARZ CENOWY*** | | | | | | | | ***Rodzaj przesyłki*** | ***waga*** | ***Szacowana liczba przesyłek*** | ***cena jedn. netto*** | ***Kwota podatku VAT*** | ***cena jedn. brutto (4+5)*** | ***Wartość brutto (3\*6)*** | | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | | ***Przesyłki rejestrowane*** | | | | | | | | ***polecone ekonomiczne gab. A*** | ***do 350 g*** | ***4558*** |  |  |  |  | | ***polecone ekonomiczne gab. B*** | ***do 350 g*** | ***54*** |  |  |  |  | | ***polecone ekonomiczne gab. A*** | ***350-1000 g*** | ***2*** |  |  |  |  | | ***polecone ekonomiczne gab. B*** | ***350-1000 g*** | ***13*** |  |  |  |  | | ***polecone ekonomiczne gab. A*** | ***1000-2000 g*** | ***1*** |  |  |  |  | | ***polecone ekonomiczne gab. B*** | ***1000-2000 g*** | ***9*** |  |  |  |  | | ***polecone ekonomiczne gab. A ZPO*** | ***do 350 g*** | ***3847*** |  |  |  |  | | ***polecone ekonomiczne gab. B ZPO*** | ***do 350 g*** | ***142*** |  |  |  |  | | ***polecone ekonomiczne gab. A ZPO*** | ***350-1000 g*** | ***6*** |  |  |  |  | | ***polecone ekonomiczne gab. B ZPO*** | ***350-1000 g*** | ***92*** |  |  |  |  | | ***polecone ekonomiczne gab. A ZPO*** | ***1000-2000 g*** | ***1*** |  |  |  |  | | ***polecone ekonomiczne gab. B ZPO*** | ***1000-2000 g*** | ***60*** |  |  |  |  | | ***polecone priorytetowe gab. A*** | ***do 350 g*** | ***1710*** |  |  |  |  | | ***polecone priorytetowe gab. B*** | ***do 350 g*** | ***86*** |  |  |  |  | | ***polecone priorytetowe gab. A*** | ***350-1000 g*** | ***1*** |  |  |  |  | | ***polecone priorytetowe gab. B*** | ***350-1000 g*** | ***19*** |  |  |  |  | | ***polecone priorytetowe gab. B*** | ***1000-2000 g*** | ***5*** |  |  |  |  | | ***polecone priorytetowe gab. A ZPO*** | ***do 350 g*** | ***817*** |  |  |  |  | | ***polecone priorytetowe gab. B ZPO*** | ***do 350 g*** | ***52*** |  |  |  |  | | ***polecone priorytetowe gab. A ZPO*** | ***350-1000 g*** | ***1*** |  |  |  |  | | ***polecone priorytetowe gab. B ZPO*** | ***350-1000 g*** | ***21*** |  |  |  |  | | ***polecone priorytetowe gab. B ZPO*** | ***1000-2000 g*** | ***17*** |  |  |  |  | | ***Przesyłki nierejestrowane*** |  |  |  |  |  |  | | ***nierejestrowane ekonomiczne gab. A*** | ***do 350 g*** | ***5797*** |  |  |  |  | | ***nierejestrowane ekonomiczne gab. B*** | ***do 350 g*** | ***429*** |  |  |  |  | | ***nierejestrowane ekonomiczne gab. A*** | ***350-1000 g*** | ***5*** |  |  |  |  | | ***nierejestrowane ekonomiczne gab. B*** | ***350-1000 g*** | ***104*** |  |  |  |  | | ***nierejestrowane ekonomiczne gab. B*** | ***1000-2000 g*** | ***13*** |  |  |  |  | | ***nierejestrowane priorytetowe gab. A*** | ***do 350 g*** | ***2349*** |  |  |  |  | | ***nierejestrowane priorytetowegab. B*** | ***do 350 g*** | ***73*** |  |  |  |  | | ***nierejestrowane priorytetowegab. A*** | ***350-1000 g*** | ***4*** |  |  |  |  | | ***nierejestrowane priorytetowe gab. B*** | ***350-1000 g*** | ***24*** |  |  |  |  | | ***nierejestrowane priorytetowe gab. A*** | ***1000-2000 g*** | ***1*** |  |  |  |  | | ***nierejestrowane priorytetowe gab. B*** | ***1000-2000 g*** | ***10*** |  |  |  |  | | ***Paczki pocztowe*** |  |  |  |  |  |  | | ***ekonomiczne gab. A*** | ***1-2 kg*** | ***5*** |  |  |  |  | | ***ekonomiczne gab. A*** | ***2-5 kg*** | ***17*** |  |  |  |  | | ***ekonomiczne gab. A*** | ***5-10 kg*** | ***2*** |  |  |  |  | | ***ekonomiczne gab. A ZPO*** | ***1-2 kg*** | ***1*** |  |  |  |  | | ***ekonomiczne gab. A ZPO*** | ***2-5 kg*** | ***22*** |  |  |  |  | | ***ekonomiczne gab. A ZPO*** | ***5-10 kg*** | ***2*** |  |  |  |  | | ***priorytetowe gab. A*** | ***1-2 kg*** | ***1*** |  |  |  |  | | ***priorytetowe gab. A*** | ***2-5 kg*** | ***5*** |  |  |  |  | | ***priorytetowe gab. A*** | ***5-10 kg*** | ***1*** |  |  |  |  | | ***priorytetowe gab. A ZPO*** | ***1-2 kg*** | ***2*** |  |  |  |  | | ***priorytetowe gab. A ZPO*** | ***2-5 kg*** | ***10*** |  |  |  |  | | ***priorytetowe gab. A ZPO*** | ***5-10 kg*** | ***1*** |  |  |  |  | | ***Przesyłki rejestrowane zagraniczne  strefa A - Europa (łącznie z Cyprem, całą Rosją i Izraelem) strefa B - Ameryka Północna, Afryka strefa C - Ameryka Południowa, Środkowa i Azja Strefa D - Australia i Oceania*** | | | | | | | | ***polecone priorytetowe strefa A*** | ***do 50 g*** | ***176*** |  |  |  |  | | ***polecone priorytetowe strefa B*** | ***do 50 g*** | ***11*** |  |  |  |  | | ***polecone priorytetowe strefa C*** | ***do 50 g*** | ***1*** |  |  |  |  | | ***polecone priorytetowe strefa D*** | ***do 50 g*** | ***1*** |  |  |  |  | | ***polecone priorytetowe strefa A*** | ***50-100 g*** | ***26*** |  |  |  |  | | ***polecone priorytetowe strefa B*** | ***50-100 g*** | ***1*** |  |  |  |  | | ***polecone priorytetowe strefa C*** | ***50-100 g*** | ***3*** |  |  |  |  | | ***polecone priorytetowe strefa D*** | ***50-100 g*** | ***1*** |  |  |  |  | | ***polecone priorytetowe strefa A*** | ***100-350 g*** | ***5*** |  |  |  |  | | ***polecone priorytetowe strefa B*** | ***100-350 g*** | ***3*** |  |  |  |  | | ***polecone priorytetowe strefa C*** | ***100-350 g*** | ***1*** |  |  |  |  | | ***polecone priorytetowe strefa D*** | ***100-350 g*** | ***1*** |  |  |  |  | | ***polecone priorytetowe strefa A*** | ***350-500 g*** | ***1*** |  |  |  |  | | ***polecone priorytetowe strefa A*** | ***500-1000 g*** | ***1*** |  |  |  |  | | ***polecone priorytetowe ZPO strefa A*** | ***do 50 g*** | ***22*** |  |  |  |  | | ***polecone priorytetowe ZPO strefa B*** | ***do 50 g*** | ***1*** |  |  |  |  | | ***polecone priorytetowe ZPO strefa A*** | ***50-100 g*** | ***7*** |  |  |  |  | | ***polecone priorytetowe ZPO strefa A*** | ***100-350 g*** | ***1*** |  |  |  |  | | ***polecone priorytetowe ZPO strefa A*** | ***350-500 g*** | ***1*** |  |  |  |  | | ***polecone priorytetowe ZPO strefa A*** | ***500-1000 g*** | ***1*** |  |  |  |  | | ***Przesyłki nierejestrowane zagraniczne*** |  |  |  |  |  |  | | ***nierejestrowane ekonomiczne Europa*** | ***do 50 g*** | ***13*** |  |  |  |  | | ***nierejestrowane ekonomiczne poza Europę*** | ***do 50 g*** | ***4*** |  |  |  |  | | ***nierejestrowane ekonomiczne Europa*** | ***50-100 g*** | ***1*** |  |  |  |  | | ***nierejestrowane ekonomiczne poza Europę*** | ***50-100 g*** | ***1*** |  |  |  |  | | ***nierejestrowane ekonomiczne Europa*** | ***100-350 g*** | ***1*** |  |  |  |  | | ***nierejestrowane priorytetowe strefa A*** | ***do 50 g*** | ***47*** |  |  |  |  | | ***nierejstrowane priorytetowe strefa B*** | ***do 50 g*** | ***5*** |  |  |  |  | | ***nierejestrowane priorytetowe strefa A*** | ***50-100 g*** | ***2*** |  |  |  |  | | ***nierejstrowane priorytetowe strefa B*** | ***50-100 g*** | ***1*** |  |  |  |  | | ***nierejestrowane priorytetowe strefa A*** | ***100-350 g*** | ***1*** |  |  |  |  | | ***nierejstrowane priorytetowe strefa B*** | ***100-350 g*** | ***2*** |  |  |  |  | | ***Razem wartość brutto za przesyłki*** | | | | | |  | |  |  |  |  |  |  |  | | ***Usługa dodatkowa*** | ***Cena brutto za usługę*** | ***Szacowana liczba usług*** | ***Wartość brutto usług*** |  |  |  | | *Odbiór przesyłek pocztowych z siedziby Zamawiającego raz dziennie od poniedziałku do piątku we wskazanych godzinach 13.30-14.30* | *…….. za miesiąc* | *12 miesięcy* |  |  |  |  | | ***Razem wartość brutto za odbiory*** | | |  |  |  |  | |  |  |  |  |  |  |  | | ***CENA BRUTTO OFERTY (Razem wartość brutto za przesyłki + razem wartość brutto za odbiory)*** | | |  | |  |  | |  |  |  |  |  |  |  | | ***Adresy placówek nadawczych Wykonawcy, w których w okresie obowiązywania umowy Zamawiający będzie mógł nadawać przesyłki przeznaczone do wysłania (przynajmniej jedna ze wskazanych placówek powinna świadczyć usługi pocztowe do godz. 18.00 w każdy dzień roboczy):*** | | | | | | | | ***1.*** *………………………………………………………………………………………………………………..* | | | | | | | | ***2.*** *………………………………………………………………………………………...……………………..* | | | | | | | | ***Uwaga: 1. Ceny należy określać z dokładnością do drugiego miejsca po przecinku. 2. W przypadku, gdyby odbiór przesyłek z siedziby Zamawiającego był bezpłatny, w kolumnie cena brutto za usługę oraz wartość brutto usług proszę wpisać wartość "0" 3. PODANA W OFERCIE CENA BRUTTO OFERTY NIE STANOWI WARTOŚCI WYNAGRODZENIA WYKONAWCY, SŁUŻY TYLKO I WYŁĄCZNIE DO PORÓWNANIA OFERT I WYBORU NAJKORZYSTNIEJSZEJ OFERTY. 4. Oferty Wykonawców, którzy nie wskażą placówek nadawczych nie będą rozpatrywane.*** | | | | | | | | |  |  |  |  |  |  |  | | *…..........................................................................* | |  | *…………………………………………………………….* | | | | | *(miejscowość i data)* |  |  | *(Imię i nazwisko oraz podpis upoważnionego przedstawiciela Wykonawcy)* | | | | |