**Załącznik nr 1**

**FORMULARZ OFERTY**

Zamawiający: **Gmina Nowe Miasteczko**

 **ul. Rynek 2**

**67-124 Nowe Miasteczko**

|  |  |
| --- | --- |
| Nazwa wykonawcy |  |
| **Siedziba** (kod, miejscowość, ulica,nr budynku, nr lokalu) |  |
| **REGON**  |  |
| **NIP** |  |
| **Nr telefonu** |  |
| **Nr faksu** |  |
| **e-mail** |  |

# Niniejszym składamy ofertę w postępowaniu o udzielenie zamówienia publicznego w trybie zapytania ofertowego na:

# „Świadczenie usług pocztowych na lata 2021/2022”

Oferujemy wykonanie przedmiotu zamówienia za cenę: ……………………………….. zł brutto, w tym podatek VAT w kwocie:………………………………………………………….. zł

Słownie:……………………………………………………………………………………………………………………….……………………………………………………………………………………………………….

Oferujemy ……………….. dniowy termin płatności.

* + - 1. Zobowiązujemy się do wykonania przedmiotu zamówienia w terminie - od 02 stycznia 2021r. do 30 grudnia 2022r.
			2. Akceptujemy warunki płatności określone przez zamawiającego we wzorze umowy.
			3. Oświadczamy, że zapoznaliśmy się z treścią zapytania ofertowego i nie wnosimy do niej zastrzeżeń oraz zdobyliśmy informacje konieczne do przygotowania oferty.

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|  **Data** | **Imię i nazwisko osób/osoby uprawnionej do podpisania oferty** | **Podpis osób/osoby uprawnionej do podpisania oferty** |
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**Załącznik nr 2**

**Formularz cenowy**

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| Tabela nr 1.

|  |  |  |  |
| --- | --- | --- | --- |
| **Lp.** | **Rodzaj przesyłki** | **GABARYT A** | **GABARYT B** |
| **Waga przesyłki** | **Ilość (sztuki)1** | **Cena jednostkowa brutto2** | **Wartość brutto3** | **Waga przesyłki** | **Ilość (sztuki)1** | **Cena jednostkowa brutto2** | **Wartość brutto3** |
| (kol. 4 x kol. 5) | (kol.8 x kol. 9) |
| **1.** | **2.** | **3.** | **4.** | **5.** | **6.** | **7.** | **8.** | **9.** | **10.** |
| 1 | Przesyłka firmowa nierejestrowana miejscowa | do 50 g | 1602 |  |  | do 50 g | 1 |  |  |
| ponad 50 g do 100 g | 10 |  |  | ponad 50 g do 100 g | 1 |  |  |
| ponad 100 g do 350 g | 1 |  |  | ponad 100 g do 350 g | 1 |  |  |
| ponad 350 g do 500 g | 1 |  |  | ponad 350 g do 500 g | 1 |  |  |
| Przesyłka firmowa nierejestrowana zamiejscowa | do 50 g | 240 |  |  | do 50 g | 1 |  |  |
| ponad 50 g do 100 g | 30 |  |  | ponad 50 g do 100 g | 1 |  |  |
| ponad 100 g do 350 g | 15 |  |  | ponad 100 g do 350 g | 1 |  |  |
| ponad 350 g do 500 g | 20 |  |  | ponad 350 g do 500 g | 1 |  |  |
| 2 | Przesyłki listowe nierejestrowane priorytetowe miejscowe | do 50 g | 11 |  |  | do 50 g | 1 |  |  |
| ponad 50 g do 100 g | 11 |  |  | ponad 50 g do 100 g | 1 |  |  |
| ponad 100 g do 350 g | 8 |  |  | ponad 100 g do 350 g | 1 |  |  |
| ponad 350 g do 500 g | 2 |  |  | ponad 350 g do 500 g | 1 |  |  |
| Przesyłki listowe nierejestrowane priorytetowe zamiejscowe | do 50 g | 2 |  |  | do 50 g | 1 |  |  |
| ponad 50 g do 100 g | 9 |  |  | ponad 50 g do 100 g | 1 |  |  |
| ponad 100 g do 350 g | 2 |  |  | ponad 100 g do 350 g | 1 |  |  |
| ponad 350 g do 500 g | 3 |  |  | ponad 350 g do 500 g | 1 |  |  |
| 3 | Przesyłki listowe polecone ekonomiczne miejscowe | do 50 g | 6 |  |  | do 50 g | 1 |  |  |
| ponad 50 g do 100 g | 1 |  |  | ponad 50 g do 100 g | 1 |  |  |
| ponad 100 g do 350 g | 4 |  |  | ponad 100 g do 350 g | 1 |  |  |
| ponad 350 g do 500 g | 4 |  |  | ponad 350 g do 500 g | 1 |  |  |
| Przesyłki listowe polecone ekonomiczne zamiejscowe | do 50 g | 3 |  |  | do 50 g | 1 |  |  |
| ponad 50 g do 100 g | 2 |  |  | ponad 50 g do 100 g | 1 |  |  |
| ponad 100 g do 350 g | 2 |  |  | ponad 100 g do 350 g | 1 |  |  |
| ponad 350 g do 500 g | 1 |  |  | ponad 350 g do 500 g | 1 |  |  |
| 4 | Przesyłki listowe polecone priorytetowe miejscowe | do 50 g | 25 |  |  | do 50 g | 1 |  |  |
| do 50 g | 1 |  |  | ponad 50 g do 100 g | 1 |  |  |
| ponad 50 g do 100 g | 1 |  |  | ponad 100 g do 350 g | 1 |  |  |
| ponad 100 g do 350 g | 1 |  |  | ponad 350 g do 500 g | 1 |  |  |
| Przesyłki listowe polecone priorytetowe zamiejscowe | do 50 g | 10 |  |  | do 50 g | 1 |  |  |
| ponad 50 g do 100 g | 25 |  |  | ponad 50 g do 100 g | 1 |  |  |
| ponad 100 g do 350 g | 7 |  |  | ponad 100 g do 350 g | 1 |  |  |
| ponad 350 g do 500 g | 1 |  |  | ponad 350 g do 500 g | 1 |  |  |
| 5 | Przesyłki listowe polecone za **zwrotnym potwierdzeniem odbioru** miejscowe | do 50 g | 6936 |  |  | do 50 g | 1 |  |  |
| ponad 50 g do 100 g | 220 |  |  | ponad 50 g do 100 g | 1 |  |  |
| ponad 100 g do 350 g | 180 |  |  | ponad 100 g do 350 g | 1 |  |  |
| ponad 350 g do 500 g | 30 |  |  | ponad 350 g do 500 g | 1 |  |  |
| Przesyłki listowe polecone za **zwrotnym potwierdzeniem odbioru** zamiejscowe | do 50 g | 900 |  |  | do 50 g | 1 |  |  |
| ponad 50 g do 100 g | 15 |  |  | ponad 50 g do 100 g | 1 |  |  |
| ponad 100 g do 350 g | 50 |  |  | ponad 100 g do 350 g | 1 |  |  |
| ponad 350 g do 500 g | 1 |  |  | ponad 350 g do 500 g | 1 |  |  |
| 6 | Przesyłki listowe polecone za **zwrotnym potwierdzeniem odbioru** priorytetowe miejscowe | do 50 g | 1 |  |  | do 50 g | 1 |  |  |
| ponad 50 g do 100 g | 1 |  |  | ponad 50 g do 100 g | 1 |  |  |
| ponad 100 g do 350 g | 1 |  |  | ponad 100 g do 350 g | 1 |  |  |
| ponad 350 g do 500 g | 1 |  |  | ponad 350 g do 500 g | 1 |  |  |
| Przesyłki listowe polecone za **zwrotnym potwierdzeniem odbioru** priorytetowe zamiejscowe | do 50 g | 20 |  |  | do 50 g | 1 |  |  |
| ponad 50 g do 100 g | 1 |  |  | ponad 50 g do 100 g | 1 |  |  |
| ponad 100 g do 350 g | 1 |  |  | ponad 100 g do 350 g | 1 |  |  |
| ponad 350 g do 500 g | 1 |  |  | ponad 350 g do 500 g | 1 |  |  |
| **Przesyłki pocztowe w obrocie zagranicznym (kraje europejskie)** |
| 1 | **Przesyłki listowe nierejestrowane ekonomiczne** | do 50 g | 1 |  |  | do 50 g | 1 |  |  |
| ponad 50 g do 100 g | 2 |  |  | ponad 50 g do 100 g | 1 |  |  |
| ponad 100 g do 350 g | 1 |  |  | ponad 100 g do 350 g | 1 |  |  |
| ponad 350 g do 500 g | 1 |  |  | ponad 350 g do 500 g | 1 |  |  |
| 2 | Przesyłki listowe nierejestrowane priorytetowe | do 50 g | 5 |  |  | do 50 g | 1 |  |  |
| ponad 50 g do 100 g | 1 |  |  | ponad 50 g do 100 g | 1 |  |  |
| ponad 100 g do 350 g | 1 |  |  | ponad 100 g do 350 g | 1 |  |  |
| ponad 350 g do 500 g | 1 |  |  | ponad 350 g do 500 g | 1 |  |  |
| 3 | Przesyłki listowe polecone z dowodem doręczenia ZPO priorytetowe | do 50 g | 20 |  |  | do 50 g | 1 |  |  |
| ponad 50 g do 100 g | 1 |  |  | ponad 50 g do 100 g | 1 |  |  |
| ponad 100 g do 350 g | 1 |  |  | ponad 100 g do 350 g | 1 |  |  |
| ponad 350 g do 500 g | 5 |  |  | ponad 350 g do 500 g | 1 |  |  |
| **ZWROTY PRZESYŁEK KRAJOWYCH** |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | **2.** | **3.** | **4.** | **5.** | **6.** | **7.** | **8.** | **9.** | **10.** |
| 1 | Przesyłka firmowa nierejestrowana miejscowa | do 50 g | 200 |  |  | do 50 g | 1 |  |  |
| ponad 50 g do 100 g | 1 |  |  | ponad 50 g do 100 g | 1 |  |  |
| ponad 100 g do 350 g | 1 |  |  | ponad 100 g do 350 g | 1 |  |  |
| ponad 350 g do 500 g | 1 |  |  | ponad 350 g do 500 g | 1 |  |  |
| Przesyłka firmowa nierejestrowana zamiejscowa | do 50 g | 350 |  |  | do 50 g | 1 |  |  |
| ponad 50 g do 100 g | 1 |  |  | ponad 50 g do 100 g | 1 |  |  |
| ponad 100 g do 350 g | 5 |  |  | ponad 100 g do 350 g | 1 |  |  |
| ponad 350 g do 500 g | 2 |  |  | ponad 350 g do 500 g | 1 |  |  |
| 2 | Przesyłki listowe nierejestrowane priorytetowe miejscowe | do 50 g | 3 |  |  | do 50 g | 1 |  |  |
| ponad 50 g do 100 g | 6 |  |  | ponad 50 g do 100 g | 1 |  |  |
| ponad 100 g do 350 g | 1 |  |  | ponad 100 g do 350 g | 1 |  |  |
| ponad 350 g do 500 g | 1 |  |  | ponad 350 g do 500 g | 1 |  |  |
| Przesyłki listowe nierejestrowane priorytetowe zamiejscowe | do 50 g | 5 |  |  | do 50 g | 1 |  |  |
| ponad 50 g do 100 g | 1 |  |  | ponad 50 g do 100 g | 1 |  |  |
| ponad 100 g do 350 g | 1 |  |  | ponad 100 g do 350 g | 1 |  |  |
| ponad 350 g do 500 g | 1 |  |  | ponad 350 g do 500 g | 1 |  |  |
| 3 | Przesyłki listowe polecone ekonomiczne miejscowe | do 50 g | 45 |  |  | do 50 g | 1 |  |  |
| ponad 50 g do 100 g | 1 |  |  | ponad 50 g do 100 g | 1 |  |  |
| ponad 100 g do 350 g | 1 |  |  | ponad 100 g do 350 g | 1 |  |  |
| ponad 350 g do 500 g | 7 |  |  | ponad 350 g do 500 g | 1 |  |  |
| Przesyłki listowe polecone ekonomiczne zamiejscowe | do 50 g | 1 |  |  | do 50 g | 1 |  |  |
| ponad 50 g do 100 g | 3 |  |  | ponad 50 g do 100 g | 1 |  |  |
| ponad 100 g do 350 g | 2 |  |  | ponad 100 g do 350 g | 1 |  |  |
| ponad 350 g do 500 g | 5 |  |  | ponad 350 g do 500 g | 1 |  |  |
| 4 | Przesyłki listowe polecone priorytetowe miejscowe | do 50 g | 1 |  |  | do 50 g | 1 |  |  |
| do 50 g | 1 |  |  | ponad 50 g do 100 g | 1 |  |  |
| ponad 50 g do 100 g | 9 |  |  | ponad 100 g do 350 g | 1 |  |  |
| ponad 100 g do 350 g | 2 |  |  | ponad 350 g do 500 g | 1 |  |  |
| Przesyłki listowe polecone priorytetowe zamiejscowe | do 50 g | 8 |  |  | do 50 g | 1 |  |  |
| ponad 50 g do 100 g | 1 |  |  | ponad 50 g do 100 g | 1 |  |  |
| ponad 100 g do 350 g | 5 |  |  | ponad 100 g do 350 g | 1 |  |  |
| ponad 350 g do 500 g | 1 |  |  | ponad 350 g do 500 g | 1 |  |  |
| 5 | Przesyłki listowe polecone za **zwrotnym potwierdzeniem odbioru** miejscowe | do 50 g | 160 |  |  | do 50 g | 1 |  |  |
| ponad 50 g do 100 g | 1 |  |  | ponad 50 g do 100 g | 1 |  |  |
| ponad 100 g do 350 g | 1 |  |  | ponad 100 g do 350 g | 1 |  |  |
| ponad 350 g do 500 g | 1 |  |  | ponad 350 g do 500 g | 1 |  |  |
| Przesyłki listowe polecone za **zwrotnym potwierdzeniem odbioru** zamiejscowe | do 50 g | 70 |  |  | do 50 g | 1 |  |  |
| ponad 50 g do 100 g | 1 |  |  | ponad 50 g do 100 g | 1 |  |  |
| ponad 100 g do 350 g | 1 |  |  | ponad 100 g do 350 g | 1 |  |  |
| ponad 350 g do 500 g | 1 |  |  | ponad 350 g do 500 g | 1 |  |  |
| 6 | Przesyłki listowe polecone za **zwrotnym potwierdzeniem odbioru** priorytetowe miejscowe | do 50 g | 1 |  |  | do 50 g | 1 |  |  |
| ponad 50 g do 100 g | 1 |  |  | ponad 50 g do 100 g | 1 |  |  |
| ponad 100 g do 350 g | 1 |  |  | ponad 100 g do 350 g | 1 |  |  |
| ponad 350 g do 500 g | 1 |  |  | ponad 350 g do 500 g | 1 |  |  |
| Przesyłki listowe polecone za **zwrotnym potwierdzeniem odbioru** priorytetowe zamiejscowe | do 50 g | 1 |  |  | do 50 g | 1 |  |  |
| ponad 50 g do 100 g | 1 |  |  | ponad 50 g do 100 g | 1 |  |  |
| ponad 100 g do 350 g | 1 |  |  | ponad 100 g do 350 g | 1 |  |  |
| ponad 350 g do 500 g | 1 |  |  | ponad 350 g do 500 g | 1 |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **razem :** |  | **razem:** |  |
| **SUMA1 :** |  |

 |  |  |  |  |  |  |  |  |

Tabela nr 2.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Świadczenie usługi odbioru korespondencji w siedzibie zamawiającego** | **Wartość brutto (SUMA2)** |  |  |  |  |  |

Tabela nr 3.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Przesyłka kurierska** | **Ilość (sztuki)1** | **Cena jednostkowa brutto2** | **Wartość brutto3** |  |  |  |  |
| **1.** | **2.** | **3.** | **4.** | **5.** | **6.** |  |  |  |  |
| 1 | Dostarczenie w ciągu 48 h | do 1 kg | 1 |  |  |  |  |  |  |
| do 5 kg | 1 |  |  |  |  |  |  |
| ponad 5 kg do 10 kg | 1 |  |  |  |  |  |  |
| ponad 10 kg do 20 kg | 1 |  |  |  |  |  |  |
| ponad 20 kg do 30 kg | 1 |  |  |  |  |  |  |
| ponad 30 kg do 50 kg | 1 |  |  |  |  |  |  |
| 2 | Dostarczenie w ciągu 48 h | do 1 kg |  |  |  |  |  |  |  |
| do 5 kg | 1 |  |  |  |  |  |  |
| ponad 5 kg do 10 kg | 1 |  |  |  |  |  |  |
| ponad 10 kg do 20 kg | 1 |  |  |  |  |  |  |
| ponad 20 kg do 30 kg | 1 |  |  |  |  |  |  |
| ponad 30 kg do 50 kg | 1 |  |  |  |  |  |  |
| **SUMA3 :** |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **S U M A 4:** |  |

**Słownie: ………………………………………………………………………………………………..**

**Formularz cenowy służy do porównania ofert złożonych w postępowaniu**

**1 Liczby wpisane w kolumnie 4 i 8 stanowią szacunkową średnią ilość przesyłek nadawanych przez Zamawiającego w okresie 2 lat.**

**2** Ceny wpisane w kolumnie 5 i 9 tabeli nr 1, oraz ceny wpisane w kolumnie 5 w tabeli nr 3, a także wartość brutto świadczonej usługi odbioru korespondencji w siedzibie zamawiającego stanowić będą podstawę do rozliczeń z Wykonawcą po podpisaniu umowy;

w przypadku nadawania przez Zamawiającego przesyłek nie ujętych w formularzu cenowym podstawą rozliczeń będą ceny

z załączonego do oferty cennika usług pocztowych Wykonawcy.

**3** Iloczyn pozycji z kolumn nr 4 i 5 oraz 8 i 9.

**SUMA1** wartość brutto z kolumn 6 i 10 tabeli nr 1.

**SUMA2** wartość brutto świadczenia usługi odbioru korespondencji w siedzibie zamawiającego.

**SUMA3**  wartość brutto z kolumny 6 tabeli nr 3.

**SUMA4**  łączna wartość brutto pól **SUMA1 , SUMA2 , SUMA3.**

**Suma brutto z pola SUMA4 musi być zgodna z ceną ofertową brutto podaną w formularzu ofertowym.**