

## 1. INTRODUCTION

Eleport is the one of leading Charging Points Operator in CEE region and supports the growing demand for sustainable transportation solutions. As part of our ambitious expansion plans, we aim to add plenty of new charging points to our existing network, significantly increasing our charging capacity to over 1000 charging stations by 2027 in Baltics and Poland. The RFI covers procurement needs across all entities (in Estonia, Latvia, Lithuania, Poland, others CEE countries) within the Eleport group.

This RFI serves as an initial step in our procurement process, aimed at gathering comprehensive insights into the available options and capabilities of suppliers in the market. By soliciting information from a wide range of suppliers, we aim to identify partners, who can meet our specific requirements. Based on that will invite them to the next stage of the tender to contribute to the success of our sustainability initiatives.

## 2. DOCUMENTS TO BE SUBMITTED

- 2.1 Suppliers shall include the following documents in their quotation:
  - 2.1.1 Appendix 1 RFI Questionnaire (4 worksheets) duly completed (pdf and excel files)
  - 2.1.2 Company Registration certificate (for example KRS)
  - 2.1.3 Declaration of conformity or CE certificate for each product / group of products
  - 2.1.4 General warranty conditions
  - 2.1.5 SLA proposal / SLA conditions - if any
  - 2.1.6 Technical datasheets / user manuals of the offered products

## 3. METHOD OF SUBMISSION

- 3.1 Suppliers are requested to submit the filled Appendix 1\_RFI Questionnaire via email to [tenders\\_pl@eleport.pl](mailto:tenders_pl@eleport.pl) by the deadline of May 13 2024 at 4:00 pm (CET).
- 3.2 The subject line of the email should be titled "RFI\_2\_2024\_Eleport DC Chargers\_*SupplierName*".
- 3.3 Responses should be provided in PDF and Excel formats - include all requested information outlined in the Appendix 1\_RFI Questionnaire.

## 4. GENERAL INFORMATION

- 4.1 Should any further inquiries or questions arise during the preparation of the response to the RFI, please direct them electronically to the following email addresses: [tenders\\_pl@eleport.pl](mailto:tenders_pl@eleport.pl)

- 4.2 Requests for clarification from Suppliers should be submitted by May 7 2024 at 4:00 pm (CET). Responses will be published on the Eleport company website on May 9 2024.
- 4.3 Quotations shall be provided in English.
- 4.4 Quotations shall be quoted in EURO.
- 4.5 Eleport is required to maintain strict confidentiality regarding any information disclosed or exchanged during the procurement process, including bid details, pricing information, technical specifications, and any other sensitive data provided to Eleport.
- 4.6 Eleport reserves the right to invite selected Suppliers to individual meetings at the Eleport HQ.
- 4.7 Participation in the RFI doesn't obligate the Supplier to submit an quotations in future proceedings.
- 4.8 Eleport reserves the right to terminate the RFI at any stage, without the obligation to provide justification.
- 4.9 In case of incompleteness or identified irregularities in the quotations, Eleport will request correction of the documents within 3 business days.
- 4.10 Eleport reserves the right to contact the Supplier electronically in case of any doubts regarding the content of the quotation.

## 5. THE TIMELINE

- 30.04.2024** –RFI announcement
- 7.05.2024** – The deadline for asking questions to RFI
- 9.05.2024** – Eleport's answers publication
- 13.05.2024** – The deadline for submitting the quotation

## 6. CONTACT PERSON

Magdalena Kisielińska  
e-mail: magdalena.kisielinska@eleport.pl  
tel: +48 789 223 896

## 7. APPENDIX

7.1 Appendix 1\_RFI Questionnaire

## 8. GDPR INFORMATION CLAUSE

On the basis of Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ EU L 119, 4.5.2016, p. 1) – hereinafter referred to as "GDPR", we inform you that:

1. The controller of your personal data is Eleport sp. z o.o., with registered address at Koszykowa 61, Warsaw 00-667, entered into the Entrepreneurs' Register of the National Court Register maintained by the District Court for the Capital City of Warsaw in Warsaw, XII Economic Department of the National Court Register under the KRS number: 0000956795, REGON: 521387323, NIP: 7011076878, share capital: PLN 27,550,000.00, hereinafter referred to as the "Controller".
2. For matters related to the protection of personal data, you can contact Eleport by writing to the email address: [rodo@eleport.pl](mailto:rodo@eleport.pl).
3. Your personal data will be processed:
  - a. for purposes related to the inquiry about the offer – pursuant to Article 6(1)(a) GDPR or Article 6(1)(b) GDPR, and in some cases Article 6(1)(f) GDPR.
4. Recipients of your personal data will be employees or associates of the Controller or entities cooperating with the Controller on the basis of commissioned services and in accordance with concluded data processing agreements.
5. Your personal data will be retained for the period necessary to fulfill the processing purposes.
6. With regard to personal data, automated decision-making will not be carried out in accordance with Article 22 GDPR. You have the following rights related to the processing of your personal data:
  - the right to request access to your personal data pursuant to Article 15 GDPR;
  - the right to rectify your personal data pursuant to Article 16 GDPR;
  - the right to erasure of your personal data in accordance with Article 17 GDPR;
  - the right to request restriction of processing of your personal data pursuant to Article 18 GDPR;
  - the right to lodge a complaint with the President of the Office for Personal Data Protection if you believe that the processing of your personal data breaches the provisions of the GDPR;
  - the right to data portability as provided in Article 20 GDPR;
  - the right to object to the processing of personal data pursuant to Article 21 GDPR.