



Grant Agreement number:



778156 – IMAGE



– H2020-MSCA-RISE-2017

Konopiska, 04.12.2018 r.

SELECTION PROCEDURE - DELIVERY OF LABORATORY EQUIPMENT

ORDER DESCRIPTION

Ladies and Gentlemen,

ENERGIA OZE Sp. z o.o. implements the IMAGE project no. 778156 as ***Innovative Optical/Quasioptical Technologies and Nano Engineering of Anisotropic Materials for Creating Active Cells with Substantially Improved Energy Efficiency*** and plans to create a research stand, for which it is necessary to purchase the laboratory equipment listed below.

The delivery of equipment should be completed by 31.12.2018. It is possible to extend the deadline for the delivery of equipment after agreeing with the ordering party.

In connection with the above, the order is sought by the supplier/s of the equipment listed below:

1. Part I:

- Optical Breadboard, 600 mm x 900 mm x 58 mm, M6 x 1.0 Mounting Holes - 1 pcs
- 30 mm Cage System Adjustable Slit, M4 Tap, Metric Micrometer - 1 pcs
- Compact Lab Jack - Metric - 1 pcs
- Switchable Gain Detector, 320 - 1100 nm, 11 MHz BW, 75.4 mm², Universal 8-32 / M4 Taps - 1 pcs
- XY Stage with $\varnothing 1$ " Hole, 13 mm Travel, Metric Taps - 1 pcs
- $\varnothing 2$ " Precision Kinematic Mirror Mount, 3 Adjusters - 3 pcs
- 30:70 (R:T) Non-Polarizing Beamsplitter Cube, 400 - 700 nm, 20 mm - 1 pcs
- 70:30 (R:T) Non-Polarizing Beamsplitter Cube, 400 - 700 nm, 20 mm - 1 pcs
- Post Kinematic V-Clamp Mount, Metric, One PM4/M Clamping Arm Included - 1 pcs
- Mounted N-BK7 Bi-Convex Lens, $\varnothing 1/2$ ", f = 15.0 mm, ARC: 350-700 nm - 2 pcs
- Mounted N-BK7 Bi-Convex Lens, $\varnothing 1/2$ ", f = 20.0 mm, Uncoated - 2 pcs
- Small Adjustable Clamping Arm, 6-32 Threaded Post - 4 pcs
- Large Adjustable Clamping Arm, M4 Threaded Post - 4 pcs
- 1.92" x 1.92" Kinematic Platform Mount - 2 pcs
- Rotation Mount for $\varnothing 1$ " ($\varnothing 25.4$ mm) Optics with Adjustable Zero, M4 Tap - 1 pcs
- $\varnothing 2$ " UV-Enhanced Aluminum Mirror - 3 pcs
- 60 mm Cage-Compatible Adjustable Lens Mount, $\varnothing 0.50$ " to $\varnothing 2.00$ ", M4 Tap - 4 pcs
- Large V-Clamp with PM4/M Clamping Arm, 6" Long, Metric - 1 pcs



Grant Agreement number: 778156 – IMAGE – H2020-MSCA-RISE-2017

- Adjustable-Height Optics Clamp, Metric - 4 pcs
- Ø1.5" Dynamically Damped Post, 8" Long - 1 pcs
- Ø12.7 mm Universal Post Holder, Spring-Loaded Locking Thumbscrew, L = 50 mm, 5 Pack - 2 pcs
- Ø12.7 mm Universal Post Holder, Spring-Loaded Locking Thumbscrew, L = 75 mm, 5 Pack - 2 pcs
- Ø12.7 mm Optical Post, SS, M4 Setscrew, M6 Tap, L = 50 mm, 5 Pack - 2 pcs
- Ø12.7 mm Optical Post, SS, M4 Setscrew, M6 Tap, L = 75 mm, 5 Pack - 2 pcs
- Component Clamp for Ø1/2" Posts, M6 Taps - 5 pcs
- Kinematic Mount Centering Plate, Metric - 10 pcs
- Anti-Rotation Alignment Key for TR Series Posts - 10 pcs
- Compact Variable Height Clamp, M6 Tapped, 5 Pack - 2 pcs
- M4 Setscrew and Hardware Kit - 1 pcs
- M6 Setscrew and Hardware Kit - 1 pcs

2. Part II:

- DC-Micromotors graphite commutation, diameter 38 mm, length 64 mm - 1 pcs
- Brushless DC-Servomotors with Planetary Gearheads – 1 pcs
- Speed Controllers - 1 pcs
- Motion Controllers, 4-Quadrant PWM, with RS232 or CAN interface - 1 pcs
- Motion Controllers, 4-Quadrant PWM, with RS232/USB - 1 pcs
- ROTACOD Absolute single turn encoders (High resolution up to 262144 cpr, Additional incremental track, 2048 PPR sin/cos) - 1 pcs

3. Part III:

- USB Multifunction I/O Device (8 differential or 16 single ended, ADC resolution 16-Bit, Single channel maximum and multichannel maximum (aggregate) 250 kS/s, USB-4, can be used for analog input - 4) - 1 pcs

CPV codes:

31110000-0 - Electric motors

31700000-3 - Electronic, electromechanical and electrotechnical devices

31720000-9 - Electromechanical devices

38000000-5 - Laboratory, optical and precision equipment (except glass)

38600000-1 - Optical instruments



Grant Agreement number:



778156 – IMAGE –



H2020-MSCA-RISE-2017

METHOD OF PREPARING AND SUBMITTING OFFERS

1. On the part of the Contracting Authority, Mr Artur Jasioneck and Mr Robert Wielgosz were authorized to contact with the Supplier, e-mail: biuro@odnawialnaenergia.pl , phone .: 785 507 601 and 785 505 601.

2. The seat of the Contracting Authority: Energia Oze Sp. z o. o., ul. Częstochowska 7, 42-274 Konopiska, Poland or the e-mail address: biuro@odnawialaenergia.pl

3. Submission of the offer consists in filling in the offer form and sending the entire document along with any required attachments in electronic form to the e-mail address: biuro@odnawialaenergia.pl or in writing to the registered office of Contracting Authority. In the case of a written offer, it must be submitted together with other documents in an opaque envelope protected against opening. The envelope should be described as follows:

„Offer for the supply of laboratory equipment as part of the IMAGE project no. 778156 as *Innovative Optical/Quasioptical Technologies and Nano Engineering of Anisotropic Materials for Creating Active Cells with Substantially Improved Energy Efficiency*. Do not open before the assessment day”

On the envelope, in addition to the description as above it is recommended to put the name and address of the Supplier.

4. In the case of offers submitted in an electronic version:

a) The Contracting Authority accepts only files with the extension .pdf, .doc, .docx, odt.

b) It is recommended that each multi-page attachment be saved in one file,

c) It is recommended that each attached file be given a different own name.

In the event of technical problems related to the opening or printing of an e-mail caused by non-compliance with recommendations b), c) the consequences of the above are borne by the Supplier who declares that he will not make any claims against the Contracting Authority.

5. The offer must be submitted by 13/12/2018 to 12:00 noon. The time of the offer's influence decides. Offers submitted after the deadline will not be considered.

6. The Awarding Entity does not send offers back.

7. Each Supplier may submit only one offer.

8. The offer must be completed in Polish or English.

9. The Contracting Authority prohibits any modification of the content of the documents, except for places used to complete the offer.



Grant Agreement number:

**ENERGIA
OZE** 

778156 – IMAGE –



H2020-MSCA-RISE-2017

10. The offer requires the signature of persons authorized to represent the Supplier, in accordance with statutory requirements.

11. Any deviation from the above described way of preparing the offer is tantamount to its rejection, due to the failure to meet the formal criteria.

12. The Supplier is bound by the offer for a period of at least 30 days from the date of the valuation.

DESCRIPTION OF CONDITIONS FOR PARTICIPATION IN THE PROCEEDING

The selection of the Supplier will be carried out in accordance with the appropriate horizontal guidelines, program guidelines and Guidelines on the eligibility of expenditure under the European Regional Development Fund, the European Social Fund and the Cohesion Fund for 2014-2020 and the guidelines of the Horizon2020 program.

We invite Supplier who meet the following conditions jointly:

A. They have the technical potential to perform the contract.

Description of how to assess compliance with this condition:

The Awarding Entity does not describe the method of assessing the fulfillment of this condition. By signing the offer, the Supplier simultaneously declares the fulfillment of this condition.

B. They undertake to ensure compliance with health and safety at work and health protection at the stage of contract performance.

Description of how to assess compliance with this condition:

The Awarding Entity does not describe the method of assessing the fulfillment of this condition. By signing the offer, the Supplier simultaneously declares the fulfillment of this condition.

C. They do not belong to the category of Suppliers excluded from the proceedings, i.e. .:

a) Suppliers who caused damage by failing to execute the order or performing it improperly, if the damage was confirmed by a valid court decision issued within 3 years before the initiation of the proceedings;

b) Suppliers in respect of whom the liquidation was opened or whose bankruptcy was announced, except for contractors who, after the bankruptcy, concluded an arrangement approved by a final court order, if the arrangement does not provide for the satisfaction of the creditors by liquidating the assets of the bankrupt;



Grant Agreement number:

**ENERGIA
OZE** 

778156 – IMAGE –



H2020-MSCA-RISE-2017

- c) Suppliers who are in arrears with payment of taxes, fees or social security or health insurance premiums, except when they obtained the legally required exemption, postponement, payment of overdue installments or suspension of the full implementation of the decision of the competent authority;
- d) Natural persons or suppliers whose partner (registered partnerships), partner or board member (partner companies), general partner (limited partnership and limited joint-stock partnerships) or a member of the management body (legal persons) have been convicted of an offense committed in connection with proceedings for the award of a public contract, an offense against the rights of persons engaged in gainful employment, bribery, crime against economic turnover or other crime committed for financial gain, as well as for fiscal offenses or crimes in an organized group or union aimed at committing a crime or tax offense;
- e) Collective entities, for which the court has ruled that a public procurement ban should not be sought, based on the provisions on the liability of collective entities for acts prohibited under penalty;
- f) They submitted untrue information that affects the outcome of the proceedings;
- g) They have not submitted a statement on compliance with the conditions for participation in the procedure or documents confirming the fulfillment of these conditions or the submitted documents contain errors.

Description of how to assess compliance with this condition:

The Awarding Entity does not describe the method of assessing the fulfillment of this condition. The Supplier, signing the valuation at the same time, declares the fulfillment of this condition.

D. They are not related to the Awarding Entity in person or capital. By capital or personal connections is meant the interrelationship between the Awarding Entity or persons authorized to incur liabilities on behalf of the Awarding Entity or persons performing on behalf of the Awarding Entity activities related to the preparation and implementation of the selection procedure of the Supplier and Supplier, consisting in particular of:

- participating in the company as a partner in a civil partnership or partnership;
- holding at least 10% of shares or stocks;
- performing the function of a member of the supervisory or management body, a proxy, a plenipotentiary;
- being married, in a relationship of affinity or affinity in a straight line, second degree affinity or second degree affinity in the lateral line or in relation to adoption, care or guardianship.



Grant Agreement number:



778156 – IMAGE –



H2020-MSCA-RISE-2017

Description of how to assess compliance with this condition:

The Awarding Entity does not describe the method of assessing the fulfillment of this condition. The Supplier, signing the valuation at the same time, declares the fulfillment of this condition.

CRITERIA FOR THE EVALUATION OF OFFERS

After the Suppliers have met all the above-mentioned criteria, the Supplier will be guided by the 100% price criterion. The price should be given in PLN or EUR with all applicable taxes and charges.

Points awarded for the 100% price criterion will be calculated according to the following formula, for each Part separately: $C = (C_{min} : C_0) \times 100$, where:

C - number of points awarded to a given valuation,

C_{min} - the lowest price among valid valuations,

C_0 - calculated price of the examined valuation.

The maximum number of points to be obtained by the Supplier is 100. All calculations will be made to two decimal places.

An important offer that receives the highest number of points will be considered the most advantageous.

The Supplier whose offer will be selected, will be requested to sign the contract or will receive a delivery order.

OTHER PROVISIONS

1. The Awarding Entity allows partial bids. You can make an offer for Part I, Part II or Part III or for all Parts I-III.
2. The Awarding Entity does not allow variant offers.
3. The offer from the Supplier must meet all the requirements set in the inquiry and be submitted on the offer template attached to this inquiry.
4. The Awarding Entity reserves the right to negotiate a price with the Supplier who will submit the most-attractive offer in the event that the price of the offer exceeds the budget of the project available to the Awarding Entity. In the event that negotiations in the scope indicated in the previous sentence have no effect, the Ordering Party will annul the proceedings.
5. The Awarding Entity reserves the right to annul the proceedings at any stage without giving a reason.
6. The Awarding Entity's decision to reject an offer is a final decision.



Grant Agreement number: 778156 – IMAGE – H2020-MSCA-RISE-2017



7. In the event that the selected Supplier withdraws from signing the contract with the Awarding Entity, it is possible for Awarding Entity to sign a contract with another Supplier, who in the proceedings obtained the next highest number of points.

8. The Awarding Entity may, in the course of examining and evaluating offers, request explanations from the Suppliers and documents regarding the content of submitted quotations.

9. The Awarding Entity is entitled to correct the obvious errors of writing in the text of the offer, immediately informing the given Supplier about it. In the event of discrepancies in the amount of the offer, the Awarding Entity shall accept the amount in words in the offer price.

10. During the submission of the offer, the PERSONAL DATA PROTECTION RULES apply on the Awarding Entity's website: <http://odnawialnaenergia.pl/regulamin-ochrony-danych-osobowych/>

PREZES ZARZĄDU

Robert Wielgosz



Grant Agreement number:



778156 – IMAGE



– H2020-MSCA-RISE-2017

OFFER FORM

.....

Complete Supplier's data
along with the address or company stamp

In response to a request for delivery of laboratory equipment, I/We submit this offer:

Total net price for the whole order zł/euro*

(say the price:).

The total gross price for the whole order (including the value of VAT tax – according to the rate% in the amount of zł/euro*), where:

Część I**

..... zł/euro* net price, VAT tax rate%, the amount of VAT, which is zł/euro* gross price (say the price:);

Część II**

..... zł/euro* net price, VAT tax rate%, the amount of VAT, which is zł/euro* gross price (say the price:);

Części III**

..... zł/euro* net price, VAT tax rate%, the amount of VAT, which is zł/euro* gross price (say the price:);

** depending on the equipment supplier's currency, delete as appropriate*

*** cross out the non-recommended part*

Attention! VAT tax according to legal regulations of the European Union.



Grant Agreement number:



778156 – IMAGE –



H2020-MSCA-RISE-2017

1. By signing this offer, I simultaneously declare that:

- a) I fully accept and meet all of the above-mentioned conditions for participation in the proceedings, including the lack of personal and capital ties with the Awarding Entity;
- b) I have read the Inquiry and I do not raise any objections to it and accept the terms contained therein.
- c) The Supplier will be carried out in accordance with the conditions set out in the request for proposal.
- d) If my offer is considered to be the most favorable, I undertake to conclude the contract at the place and time indicated by the Awarding Entity.
- e) The price includes all the costs of the contract.
- f) All documents attached to this valuation are consistent with the original.
- g) I consent to the processing of my personal data for purposes related to this procedure to the extent necessary for its proper implementation.

2. Aware of the responsibility for making false statements, I inform that the data contained in the valuation, attachments are true.

Place and date

.....

Signature and stamp of the Supplier