

REQUEST FOR QUOTATION

Contracting Authority:

Łukasiewicz Research Network – PORT Polish Center for Technology Development ul. Stabłowicka 147, 54-066 Wrocław, Poland

You are invited to submit a quotation for:

“Mechanical materials for the construction of a light-sheet microscope (Mesospim type)”

Subject of the Contract:

A detailed description of the Subject of the Order is included in **Attachment No. 1 to the RFQ – Description of the Subject of the Order (DSO)**.

I. Scope and Completion Date:

All details of the order are described in **Attachment No. 1 to this RFQ – DSO**.

II. Conditions for Participation:

1. This procedure is open to Contractors with the necessary experience and knowledge to execute the subject of the contract.
2. Partial offers are **not allowed**.
3. The **contract shall be signed**.
4. If the price or cost (or significant components thereof) offered by the Contractor appears abnormally low in relation to the subject of the contract and raises doubts about the feasibility of proper contract execution, the Contracting Authority may request the Contractor to provide explanations and evidence regarding the elements affecting the price or cost.

III. Submission of Offers:

1. Offers should be submitted using the template provided in **Attachment No. 1 – DSO** and **Attachment No. 2 – Offer Form**, via email to: magdalena.milintowicz@port.lukasiewicz.gov.pl **by on October 13, 2025 inclusive**.
2. Each Contractor may submit **only one** offer.
3. The offer shall be binding for **30 days** from the submission date.
4. Offers submitted after the deadline will **not be considered**.

IV. Offer Evaluation Criteria:

The Contracting Authority will evaluate valid offers based on the following criterion:

Price – 100%

Total Price (C) – weight: 100 points, according to the formula:

Minimum Price

Prepared by: Magdalena Milintowicz



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Price (C) = ----- x weight (100) = points
Evaluated Price

Total score = C

Maximum score: **100 points**

2. The Contracting Authority reserves the right to cancel the procedure without selecting an offer, or to annul the procedure without providing a reason. No financial claims against the Contracting Authority shall arise on this account.

V. Offer Price and Payment Terms:

Prices indicated in the Offer Form must be provided in PLN or EUR or USD, rounded to two decimal places (i.e., to the nearest grosz/cent). If the calculated prices have more than two decimal places (fractions of a grosz/cent), they should be rounded as follows: digits from 1 to 4 are rounded down, and digits from 5 to 9 are rounded up.

1. Settlements between the Contracting Authority and the Contractor shall be made in Polish zloty (PLN). However, the Contracting Authority also allows for the possibility of settling payments in a foreign currency, i.e., in EUR or USD. If the Contractor submits an offer in a foreign currency (EUR/USD), the Contracting Authority will convert the EUR/USD values into PLN for the purpose of offer comparison, based on the average exchange rate of foreign currencies published by the National Bank of Poland on the day the procedure is initiated. If the Contractor fails to indicate the settlement currency in the offer, the offer will be rejected.
2. If the Contractor does not specify in the Offer Form (Attachment No. 2) whether the offer is submitted in PLN or EUR or USD, the Contracting Authority will reject the offer. The same applies if the Contractor leaves the relevant fields blank or indicates a currency other than PLN or EUR or USD. If, in accordance with applicable regulations, the Contractor is not obliged to comply with the VAT Act, the Contractor shall leave the VAT rate field blank in the Offer Form or indicate "not applicable," while providing additional relevant statements in the Offer Form.
3. The Contracting Authority requires the price of the subject of the contract to be specified in PLN/EUR/USD, both net and gross.
4. The price quoted in the offer must be complete and unambiguous, and should include all costs necessary for the full execution of the subject of the contract.
5. The payment term is 30 days from the date of receipt of a correctly issued invoice. Only electronic invoices are accepted, and the Contracting Authority, as the recipient, consents to this form. Invoices must be sent to the following email address of the Contracting Authority:

e-faktury@port.lukasiewicz.gov.pl

Failure to do so will result in the payment term not commencing.

VI. Communication:

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1. Contractors may request clarification of the RFQ content no later than **2 days before** the offer submission deadline. After this date, the Contracting Authority is not obliged to respond. Clarifications will be published before the deadline in the same place as the RFQ.
2. Before the deadline, the Contracting Authority may **amend** the RFQ content and will publish the changes accordingly.
3. The deadline for submitting offers may be extended, particularly in the case of amendments to the RFQ or its attachments.
4. In case of a **tie** (two or more offers with the same score), the Contracting Authority will conduct **negotiations** with the Contractors with the highest score. Only **price** will be subject to negotiation, and it **cannot** be worse than in the original offer.
5. The Contracting Authority will promptly inform all Contractors who submitted offers about:
 - The selection of the best offer,
 - The rejection of an offer,
 - The cancellation of the procedure.
6. Information on the selected offer or cancellation of the procedure will also be published at the RFQ publication site.

VII. Attachments:

1. Description of the subject of the contract (DSO),
2. Offer form,
3. Draft contract,
4. Information clause on personal data processing by Łukasiewicz – PORT.

Note:

This Request for Quotation has been translated into English in order to facilitate the participation of foreign entities in the procedure. In the event of any discrepancies or interpretative doubts, the Polish version shall prevail.

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(signature of the authorized person)

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