

REQUEST FOR QUOTATION

Contracting Authority:

Łukasiewicz Research Network - PORT Polish Center for Technology Development

ul. Stabłowicka 147

54-066 Wrocław

invites you to submit a quotation for:

"Purchase of Fiber Optic Photometry equipment"

Subject of the Contract:

Detailed description of the subject matter of the contract is contained in **Attachment 1** to the request for quotation - description of the subject of the contract and draft Contract.

I. Scope of contract and execution date:

All details of the contract are described in **Attachment 1** to the request for quotation - description of the subject of the contract and draft Contract.

II. Conditions for participation in the procedure

The tender procedure is open to Contractors who have the necessary experience and knowledge to execute this contract and who meet the requirements described in Attachment 1 to the request for proposal - description of the subject of the contract.

This Contract may be applied for by the Contractors who:

- a. have the competence or authority to conduct a specific professional activity, if it follows from separate regulations,
- b. are in an economic and financial position to perform the contract,
- c. have the technical and professional capacity to perform the contract.

III. Place and deadline for submission of quotations:

1. The quotation should be submitted on the template constituting **Attachment 2** to this inquiry via e-mail to: zofia.mlodozieniec@port.lukasiewicz.gov.pl no later than **28.09.2021, inclusive**.

2. The Contractor may submit only one quotation.

3. The Contractor will be bound by the quotation for 30 days from the date of quotation submission.
4. Quotations submitted after quotation bid submission deadline will not be considered.

IV. Quotation evaluation criteria:

1. Price 80%

Price - criteria weighting 80 %

The Contracting Authority will evaluate valid quotations based on the following criteria:

Total price (C) weight of 80%, according to the formula:

Minimum price

Price (C) = ----- x Weight (80) = Points

Investigated price

Maximum points earned: 80

Number of points scored = C

2. Order execution date max. 4 weeks - criteria weighting 20 %

Offered delivery time in weeks	Number of points a contractor will receive
3-4 weeks	0.00 points
1-2 weeks (inclusive)	20.00 points

- Delivery date must be in full weeks and cannot be longer than: 4 weeks from the date of contract award.
- In the event that the contractor offers a delivery period longer than that specified in the above paragraph, the contractor's quotation will be subject to rejection.
- If it is not clear from the text of the contractor's quotation what delivery period the contractor offers, the Contracting Authority will assume that the contractor has offered the maximum delivery period and will receive 0.00 points under criterion 2.
- Information for criterion 2 should be indicated by the contractor in the space provided on the Quotation Form.
- A maximum of 20.00 points can be obtained for criterion 2.

Number of points scored = T

Number of points scored = C+ T

The maximum number of points is 100.

3. The Contracting Authority reserves the right to cancel the execution of the subject matter of the contract in case when the Contracting Authority will not be able to execute the subject matter of the contract, as well as to cancel and terminate this proceeding without selecting any quotation or to cancel it without giving any reason. The Contractor shall not be entitled to any claims against the Contracting Authority on this account.


4. If the price or costs offered by the Contracting Authority, or significant components thereof, appear to be abnormally low in relation to the subject matter of the contract and give rise to doubts of the Contracting Authority, the Contracting Authority may request explanations from the Contractor.

V. Quoted price and payment terms:

1. The Contracting Authority requires the price of the subject matter of the contract to be specified in PLN net and gross.
2. The price given in the quotation should be a complete and unequivocal price and include the costs necessary to complete the entire subject of the quotation.
3. Payment term 30 days from the date of delivery of a properly issued invoice, according to the terms of the contract.

VI. List of attachments:

1. Description of the subject matter of the contract,
2. Quotation Form,
3. Information clause on personal data processing by Łukasiewicz - Port Polski Ośrodek Rozwoju Technologii,
4. Draft Contract

Beata Chodźńska

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Kierownik Działu Zakupów
(signature of authorized person)

Prepared: Katarzyna Gorzeja

