



**Łukasiewicz**  
PORT  
Polski Ośrodek  
Rozwoju  
Technologii

Wrocław, day23.05.2025 r.  
Case number: DZ.272.72.2025

## **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:  
**"Delivery of effusion cells"**

### **Subject of the Contract:**

A detailed description of the subject of the contract is included in **Appendix No. 1 to the RFQ – Description of the Subject of the Contract (OPZ)**.

### **I. Scope and Completion Date:**

All details of the order are described in **Appendix No. 1 and Appendix No. 3 to this RFQ – OPZ**.

### **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. A contract will be signed with the selected **Contractor**.
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 **Appendix No. 1 – OPZ** and **Appendix No. 2 – Offer Form**, via email to: **anna.kaszuba@port.lukasiewicz.gov.pl**, by **28.05.2025 (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**.

Sporządziła: Anna Kaszuba



NARODOWE CENTRUM NAUKI

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#### 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

Price (C) =  $\frac{\text{Price} - 100\%}{\text{Evaluated Price}}$  x weight (100) = ..... points

**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:

1. The Contracting Authority requires the price to be provided in **net and gross amounts in PLN or EURO**.
2. For comparison purposes, offers submitted in EURO will be converted using the **NBP Table A exchange rate** on the date of offer opening.
3. The price must be **complete and unambiguous**, and include all costs necessary to execute the full scope of the contract.
4. **Payment term:** 30 days from the date of delivery of a correctly issued invoice. Only **electronic invoices** are accepted, and the Contracting Authority consents to receive them in this form. Invoices must be sent to: **e-faktury@port.lukasiewicz.gov.pl**, otherwise the payment term will not start.

#### VI. Communication:

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.

Sporządziła: Anna Kaszuba



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## VII. Attachments:

1. Description of the subject of the contract (OPZ)
2. Offer form
3. Contract template
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.*

.....  
(signature of the authorized person)

Sporządziła: Anna Kaszuba

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