

Józefów, 11.10.2021 r.

## REQUEST FOR QUOTATION

**for the purchase of an element of research and development infrastructure  
as part of the project entitled "Development of technologies for the production of innovative,  
integrated optical systems bonded with femtosecond pulses"  
implemented as part of  
Paths for Mazovia, a program financed by the National Center for Research and Development**

### **I. Ordering Party**

Name: Solaris Optics S.A.

Address: 49, Sobieskiego Street, 05-410 Józefów

registration data: NIP: 1130018588, REGON: 01201847900000

Persons authorised to contact re enquiries:

Stanisław Babik

e-mail: [purchasing@solarisoptics.eu](mailto:purchasing@solarisoptics.eu)

phone 604-085-563,

The industry sector in which the Ordering Party operates:

26.70. Z, MANUFACTURE OF OPTICAL INSTRUMENTS AND PHOTOGRAPHIC EQUIPMENT

### **II. Object of the order**

Silicon in form of blanks

#### **• TYPE A:**

Diameter: 25 mm

Thickness: 2 mm

Quantities: 40 pieces

#### **• TYPE B:**

Diameter: 50 mm

Thickness: 12 mm

Quantities: 19 pieces

#### **• TYPE C:**

Diameter: 25 mm

Thickness: 8 mm

Quantities: 70 pieces

#### **• TYPE D:**

Diameter: 50 mm

Thickness: 12 mm

Quantities: 41 pieces

- **TYPE E:**

Diameter: 100 mm

Thickness: 20 mm

Quantities: 10 pieces

**III. CPV code for services:**

14820000-5- Glass

**IV. Schedule of deliveries and contract completion date:**

The ordering party will each time place Purchase order for the each batch of material. First batch is needed as below:

- A. Silicon blanks TYPE A and TYPE B are planned to be delivered first in one batch, immediately after this request for quotation procedure.
- B. The rest types are planned to be ordered in second batch to the second quarter of 2022
- C. The deadline for the execution of the subject of the contract shall be day of last delivery, planned date is: 31.01.2022.
- D. The delivery date for each batch will be determined in purchase order for these batch, however this delivery time will be no shorter than 4 weeks.
- E. Any changes to the delivery dates and quantities are to be agreed in the working group of the Ordering Party and the Contractor.

**V. Place and manner of performance of the contract:**

Place of performance: The Ordering Party's registered office at 49 Sobieskiego Street, 05-410 Józefów.

**VI. Information of a legal, economic, financial and technical nature:**

The contract shall be awarded by means of a request for quotation in accordance with the principle of competitiveness.

Submission of a tender does not create any obligations towards the parties. Tenders shall be prepared at the expense of Contractors. Should the procedure be cancelled, the Ordering Party shall not be obliged to reimburse contractors for the costs of their participation in the procedure. Each Contractor can submit only one tender.

The Ordering Party reserves the right to amend the contents and conditions set out in this request before the deadline for the submission of tenders, as well as to cancel the procedure without giving any reason, in particular in the event that

- (a) the procedure is vitiated by an error which renders the conclusion of a valid contract impossible;
- b) other circumstances occur which, in the opinion of the Ordering Party, make it unjustified to continue the procedure.

**VII. Conditions for participation in the procedure and description of the method used to assess their fulfilment**

- A) Capital or personal relations: The Ordering Party will exclude from the proceedings entities related to the Ordering Party in terms of personal or capital links.

Capital or personal links shall mean reciprocal links between the Ordering Party or persons authorised to incur liabilities on behalf of the Ordering Party, or persons carrying out activities related to preparation and execution of the selection procedure on behalf of the Ordering Party and the Contractor, consisting in particular in

participating in a company as a partner in a civil law partnership or partnership;  
holding shares or at least 10 % of shares;  
acting as a member of a supervisory or management body, proxy or attorney in fact;

remaining in such a legal or factual relationship, which may raise justified doubts as to the impartiality of the contractor's selection, in particular remaining in a marriage, in a relationship of kinship or affinity in a straight line, kinship or affinity in a collateral line to the second degree, or in a relationship of adoption, custody or guardianship.

Description of the assessment of the fulfilment of this condition:

The Ordering Party shall assess the compliance of the Contractor with the above mentioned condition of participation in the proceedings by applying the "meet/do not meet" formula - on the basis of the review of the statement submitted by the Contractor using the template which constitutes Appendix No. 2 to this request for quotation. Should a tender be submitted by a Contractor with capital or personal links to the Ordering Party, the Contractor will be excluded from the procedure.

B) The Bidder is obliged to attach to the tender a statement that he conducts business activity or has the necessary knowledge and experience in the scope of supplies or services covered by this request and has the actual capacity to perform the contract, including, among others, rights, and technical and HR potential necessary to perform the subject matter of the enquiry.

Description of how to assess the fulfilment of this condition:

The Ordering Party shall evaluate whether the Contractor meets the above mentioned condition of participation in the procedure by applying the "meet/do not meet" formula - on the basis of the review of the declaration submitted by the Contractor, which constitutes an element of Appendix 1 to this request for quotation. Should a bid be submitted by a Contractor who does not have appropriate experience, he shall be excluded from the procedure.

C) The Bidder has the necessary technical potential and human resources to complete the contract, i.e:

- The Bidder offers service contracts allowing unlimited access to staff, application engineering and technical support. Remote assistance by phone, fax or email is available during normal business hours.

- The Bidder has qualified personnel to train the Ordering Party's employees in the operation / programming / maintenance of the raster mode module. Evaluation of the fulfilment of the participation condition on the basis of the signed statement constituting Appendix No. 1.

Description of how to assess the fulfilment of this condition:

The Ordering Party evaluate whether the Contractor meets the above mentioned condition of participation in the procedure by applying the "meet/do not meet" formula - on the basis of the review of the statement submitted by the Contractor, which forms part of Appendix 1 to this request for quotation. Should a Bid be submitted by a Bidder who does not have adequate human resources, he shall be excluded from the procedure.

#### VIII. Conditions for performance of the contract

- a) The Order will be processed by placing Purchase Orders, the Ordering Party will send the Purchase Order after to selected Supplier. Draft of Purchase Order is attached to this RFQ.
- b) Each Purchase Order will include type of material, quantity and delivery time.
- c) Place of delivery: The headquarters of the Ordering Party at 49, Sobieskiego Street in Józefów.
- d) Transport takes place at the expense and risk of the supplier, who bears all costs related to the delivery of the subject of the contract to the ordering party.
- e) The above point does not apply to any import duty in the country of the ordering party.
- f) The completion of The Order shall be confirmed by a delivery and acceptance protocol signed by the Parties, confirming the receipt of the object of the order.
- g) After placing the first Purchase Order (but no later than 28th October), the Contractor will issue a proforma invoice for half (50%) the value of the entire order. This proforma invoice is payable immediately.
- h) The rest will be payable after placing invoice based on the protocol from point f).

#### IX. Method of preparing the offer:

1. The offer shall be made on the Bid Form template constituting **Appendix No. 1** to this request for quotation, in Polish or English, in writing, legibly, filled in with indelible ink or pen, with machine writing or with a computer. The offer should be signed by the Contractor or a person authorized to represent the contractor (this also applies to offers sent by e-mail).
2. The Bid Form attached as **Appendix 1** to this request for quotation must be accompanied by:
  - (a) Declaration of no personal or capital relations between the Contractor and the Ordering Party constituting **Appendix No. 2** to the request for quotation.
  - (b) Acknowledgement of receipt of the request for quotation (photocopy/scan of the first page of this request for quotation marked: "*Received on...*" and signature of the person authorised by the Bidder.
3. If the documents submitted for the procedure do not indicate that the person representing the Contractor is authorised to sign and submit the offer, a power of attorney signed by the person representing the Contractor shall be submitted.
4. The Contracting Authority requests that submitted quotations must be valid at least until **31.01.2022**.
5. When examining and evaluating the quotations, the Contracting Authority may demand from Contractors clarifications regarding the contents of submitted quotations or submission of additional documents in order to verify the compliance of the quotation with the requirements of the Ordering Party. The Ordering Party shall have the right to call upon Contractors to submit clarifications or documents, as well as to submit additional documents by e-mail.

#### X. Description of quotation price calculation

1. The Contractor shall be obliged to quote a price for the execution of the subject of the contract in accordance as requested on the bid form.
2. The price of the offer may be expressed in any currency specified in the NBP table, including PLN. For the purpose of comparing offers, the Ordering Party will convert the price of each offer expressed in a currency other than Polish zloty using the average NBP exchange rate of the day of publication of the Request for Quotation specified in the Competition Database.

3. The price must include all requirements of this request for quotation and all costs related to the timely and correct execution of the object of the contract as well as the conditions and guidelines set by the Ordering party with reference to the object of the contract.
4. There can be only one price for the object of the contract, no price variants are allowed. All discounts and rebates should be immediately included in the price calculation so that the calculated price for the performance of the object of the contract is the final price, without the need for the Ordering Party to perform any calculations or other actions to determine it.
5. The quotation price is the net price for the execution of the object of the contract.

**XI. Place and date of submitting the offer, contact person:**

- A) A quotation compliant with the attached form and this request for quotation must be submitted by **18.10.2021** at midnight.
- B) The offer should be submitted in person or by mail **to the** company's headquarters at **49, Sobieskiego Street, 05-410 Józefów** or by e-mail to **[purchasing@solarisoptics.eu](mailto:purchasing@solarisoptics.eu)**. The date of delivery of the offer shall be the date of its receipt by SOLARIS OPTICS S.A. For detailed information on the subject matter and conditions of the contract, please **contact Mr. Stanisław Babik - phone: 604-085-563 Email - [purchasing@solarisoptics.eu](mailto:purchasing@solarisoptics.eu)**.

**XII. Offer evaluation criteria**

The sole and exclusive criterion for evaluation of the offers will be the price: weighting of 100%

Tenders will be evaluated according to the formula:

Criterion - price (weighting 100)

$P1 = CN/COB * [100]$

Where

P1 - number of points awarded to the Contractor for the offered net price

CN - the lowest net price offered in the proceedings

COB - net price offered in the quotation concerned.

The maximum possible mark for this criterion is 100 points.

**XIII. Evaluation of offers and selection of the most advantageous offer:**

The Ordering Party shall select the tender which contains the most favourable price conditions and meets the requirements specified in the Request for Quotation. If a contractor withdraws from signing a contract with the Ordering Party, there will be an option to place an order with the next contractor, who obtained the next highest number of points in the tender procedure, or to repeat the tender. The Ordering Party shall immediately notify the Bidder whose bid was accepted of the date on which the conditional/preliminary contract will be concluded. The Ordering Party also reserves the right to withdraw (cancel) or invalidate this Request for Quotation without selecting a Bidder and without giving any reason. The Ordering Party does not allow submitting partial offers. Submitting a price for a given type of expenditure shall be considered as confirmation of the Bidder's willingness to implement this expenditure.

**The Ordering Party shall not accept any variant, equivalent or partial bids.**

Submission of a bid by the Bidder does not constitute the conclusion of a contract with the Ordering Party.

**XIV. Determination of conditions for changes in scope:**

Any amendments and additions to the contract between the Contractor and the Ordering Party must be made with the consent of both parties expressed in writing under pain of invalidity. It is unacceptable to introduce to the contract any amendments or provisions that are unprofitable for the Ordering Party,



if incorporating them would involve amending the Contractor's quotation, unless such amendments must be introduced due to circumstances that could not have been foreseen at the moment of concluding the contract.

**XV. List of Attachments:**

- Appendix No. 1 - Bid form;
- Annex No. 2 - Declaration of no personal or capital relations between the Contractor and the Ordering Party;
- Annex No. 3 - Draft of Purchase Order