

Inquiry for the delivery of scientific-research equipment

**a twin-screw extruder for the Institute of Low Temperature and Structure
Research Polish Academy of Sciences in Wrocław.**

1. Buyer's name and address:

Institute of Low Temperature and Structure Research
Polish Academy of Sciences
Okólna 2 street, 50-422 Wrocław,
TAX number: 8960007258, REGON: 000326109

2. Procedure for awarding the contract:

This procedure is conducted without applying the Act of September 11, 2019. Public Procurement Law (Journal of Laws of 2021, item 1129), hereinafter referred to as the PPL Act, pursuant to Art. 30 sec. 4 and constitutes an order with a value not exceeding the equivalent of PLN 130 000.

The procedure is conducted in accordance with the internal regulations of the Institute of Low Temperature and Structure Research Polish Academy of Sciences in Wrocław, pursuant to paragraph § 22 of the Regulations on awarding public contracts (Ordinance no. 3/02/2021 of the Director of the ILT&SR PAS in Wrocław dated 18/02/2021) i.e. in the form of a Public Inquiry.

WARNING:

In these proceedings, the Buyer first selects the best offer (on the basis of the criteria described for offer evaluation), and then performs the examination and evaluation of this offer. The Buyer will check whether the Contractor whose offer has received the highest number of points is not subject to rejection and whether it meets the conditions / requirements for participation in the procedure. In the event that the best offer will be rejected, the Buyer will examine and evaluate the offer next to the best offer.

3. Description of the order object:

1. The subject of the contract is the delivery of a twin-screw extruder to the Institute of Low Temperature and Structure Research Polish Academy of Sciences in Wrocław, meeting the following technical parameters:

- The device should have a CE certificate.
- The device should be equipped with a cooling bath and a pelletizer.
- The device should be equipped with two screws
- The device should be supplied with the voltage of 230 or 380 V.
- The device is intended for the production of composites from ABS or PA materials with the addition of graphene
- Production of the final product up to max. 10kg/h
- Screw diameter in the range of 18-23mm

CPV code: 42990000-2 - Various machines for special use

2. The device is to be brand new and free from manufacturing defects and should have a declaration of compliance with applicable standards (e.g. CE declaration of conformity stating the product's compliance with the essential requirements of the relevant European Union directives).
3. The delivered device should contain the necessary dedicated peripheral components (e.g. power supplies, cables, adapters, manufacturer's software) necessary for commissioning and proper functioning of the ordered device.
- 4. The Contractor should provide the Buyer the device manual in English together with the device.**
5. The method of order fulfillment is included in the order template - **Appendix no. 1 to the Public Inquiry.**
6. All costs related to the implementation of the contract, in particular the costs of purchase, storage and delivery of the subject of the contract, transport (domestic and foreign), insurance costs (domestic and foreign), costs of activities related to the preparation of delivery, packaging and security, costs related to the delivery itself, as well as all other costs, including customs and border charges, not listed in this point, and necessary for the performance of the contract, shall be borne by the Contractor. These costs are included in the offer price, which should be given in point 1 of the Offer Form, which is an integral part of the order.
7. The contractor is obliged to provide such packaging of the device as is required to prevent damage or deterioration of the quality of the equipment during transport to the place of delivery.
8. The delivery should be made during the Buyer's working hours, i.e. on working days between from 7.30 to 15.00.
9. The Contractor will indicate in the Offer Form (**Appendix no. 2 to Public Inquiry**) the period for which the guarantee is granted. The warranty for the device is minimum 12 months.
10. The Buyer requires the Contractor to provide the **manufacturer's data, model, catalog number** (if any) **of the offered device in the Offer Form (Appendix no. 2 to the Public Inquiry).**

4. Order completion date:
up to 80 days from the day the order is sent to the Contractor.

5. Criteria for the evaluation of offers:

When selecting an offer, the Buyer will use the following criteria:

Total gross price - total 100%

According to the above criterion, the Buyer will evaluate the received offers as follows: The maximum number of points (100 points) will be awarded to the Contractor who proposes the lowest total gross price, while the remaining Contractors will receive a correspondingly lower number of points calculated in accordance with the formula below:

$$C = \frac{C_{min}}{C_b} \times W$$

where:

C - number of points in the criterion Total gross price

C_{min} - the lowest gross offer price in the set of offers subject to evaluation

C_b - gross offer price of the evaluated offer

W - criterion weight = 100

An offer may receive a maximum of 100 points.

If the best offer cannot be selected due to the fact that offers with the same price have been submitted, the Buyer will call the Contractors who submitted these offers to submit additional offers within the time limit specified by the Buyer. Contractors submitting additional offers can not offer higher prices than those offered earlier.

6. Method and date of payment:

The Buyer will pay the Contractor the remuneration for the completed subject of the contract within 14 days from the date of receipt of the properly issued invoice. The amount will be paid by bank transfer to the indicated account number on the invoice of the Contractor.

The Buyer allows the acceptance of structured invoices via the platform available at: <https://brokerinfinite.efaktura.gov.pl>, address PEF: NIP 8960007258.

7. Contact person with the Contractor:

The contact person is: Żaneta Bar - Horyń, phone: 71 39 54 127 e-mail: dzial_zakupow@intibs.pl

Any questions should be directed to the following e-mail address:

dzial_zakupow@intibs.pl

The Inquiry was placed in the Public Information Bulletin on the Institute's website <http://bip.intibs.pl>

8. Place and date of submitting the offer:

1. The offer should be submitted via e-mail to the following e-mail address: dzial_zakupow@intibs.pl **by 24.08.2021r. until 11:30 am.**
Offers submitted after the deadline will not be considered.
The buyer does not plan to open the bids publicly. Information on the number of offers and prices will be provided by the Buyer to the Contractor upon his request.

9. The method of preparing the offer:

- 1) Each Contractor may submit only one offer. If more than one offer is submitted, all the Contractor's offers will be rejected.
- 2) The offer must be signed by a person authorized to represent the company, in accordance with the form of the Contractor's representation specified in the Commercial Register or other document appropriate for the company's organization or by an attorney.
- 3) The offer should be submitted in electronic form or in electronic form with a trusted signature or personal signature or in the form of a scan of a properly signed document.
- 4) If the offer is signed by a proxy, a power of attorney must be attached.
- 5) The Contractor may reserve documents constituting a business secret in the offer.
- 6) At any time until the deadline for submitting offers, the Contractor may change the already submitted offer. The notification about the introduction of changes must be submitted according to the same requirements as the offer submitted, with the additional note "CHANGE".

- 7) The Contractor has the right to withdraw from the procedure by submitting a written notification/according to the same rules as introducing changes and corrections/ with a note "WITHDRAWAL" before the deadline for submitting bids.
- 8) The Buyer does not accept partial offers.
- 9) The Buyer does not accept variant offers.
- 10)The buyer allows submitting offers in Polish zloty (PLN) or euro (EUR) or US dollar (USD).

The offer price should be provided in point 1 of the Order Template (template – Appendix no. 1 to this Inquiry), which is an integral part of the order, in Polish zlotys (PLN) or Euro (EUR) or US dollars (USD), with a separate VAT rates to two decimal places.
- 11)In the case of offers expressed in Euro or USD, for comparison purposes, the Buyer will convert the net price into PLN at the average exchange rate of the National Bank of Poland on the date on which this Inquiry was published. In the event that all offers are in Euro or all offers are in USD, the Buyer will evaluate the bids without converting them to PLN.
- 12)If an offer has been submitted, the selection of which would lead to the Buyer's tax liability in accordance with the provisions on tax on goods and services, the Buyer, in order to evaluate such an offer, will add value-added tax to the price presented therein, which he would be obliged to settle in accordance with these provisions. When submitting an offer, the Contractor informs the Buyer whether the selection of the offer will lead to the Buyer's tax liability, indicating the name (type) of the goods or services, the delivery or performance of which will lead to its creation, and indicating their value without the tax amount.
- 13)The quoted price must take into account all the Buyer's requirements specified in this Inquiry and include all costs to be borne by the Contractor for the proper performance of the contract. The offer price includes the complete execution of the subject of the contract. In the case of accounting errors in the calculations, the Buyer will assume that the net price has been correctly entered as the basis for correcting them.
- 14)All settlements between the Buyer and the Contractor shall be made in Polish zlotys or Euros or US dollars.
- 15)The Buyer allows the submission of offers and other required documents in Polish or in English.

10. Required documents:

- 1) The offer must contain:
 - a) a filled and signed Offer Form **(according to Appendix no. 2 to this Public Inquiry)**
 - b) a registration document which gives the authority to represent the company, in accordance with the form of the Contractor's representation specified in the Commercial Register or other document appropriate for the company's organization.

WARNING:

If, in the country where the Contractor has his seat or place of residence, no registration documents are issued which indicate the authorization to represent the company, they are replaced with a document containing the Contractor's declaration, indicating the person or persons authorized to represent the company, taken under oath or if in the country, in which the Contractor has its seat or place of residence, there are no provisions on the declaration under oath, submitted to a judicial or administrative authority, notary, professional or economic local government body competent for the seat or place of residence

of the Contractor - issued, respectively, not earlier than 3 or 6 months before its submission. Documents or statements may be submitted in Polish, in English or in a foreign language together with a translation into Polish or English.

- c) power of attorney (if the person representing the Contractor has not been indicated as authorized to represent him in the relevant register or in the Central Register and Information on Economic Activity).
- 2) If the documents specified in point 1) letter b) and c) above are not attached to the offer, the Buyer shall request the submission of the above-mentioned documents within the time limit set by himself.

Failure to complete the indicated documents within the time limit set by the Buyer, as well as the submission of documents which indicate failure to meet the conditions for participation in the procedure, will result in the rejection of the offer as inconsistent with the requirements of this Inquiry and will reselect the most advantageous offer from among the remaining offers submitted in the procedure.

11. Other information:

- 1) The offer is valid 30 days.
- 2) In the course of examining and evaluating the offers, the Buyer may request the Contractors for explanations regarding the content of the submitted offers and request the documents attached to the offer to be supplemented or explained..
- 3) The Buyer will deem invalid the offer of the Contractor who did not provide explanations or if the assessment of the explanations confirms that the offer is inconsistent with the requirements specified in the Inquiry.
- 4) The Buyer corrects obvious typing errors and errors in calculating the price in the offer, immediately notifying the Contractor whose offer has been corrected. The Buyer improving accounting errors takes into account the accounting consequences of the amendments.
- 5) Offers that do not meet the conditions/requirements specified in the Public Inquiry will be considered invalid and will not be taken into account when selecting the best offer. In particular, incomplete offers, i.e. not containing all the documents/statements required in the Public Inquiry, or containing documents/statements that do not confirm that the conditions/requirements specified in the Inquiry are met, will be considered invalid.
- 6) The Buyer provides the possibility of canceling the Inquiry at any stage if:
 - a) no valid offer has been submitted;
 - b) the price of the best offer exceeds the amount that the Buyer can allocate to finance the order;
 - c) there was a significant change in circumstances causing that the conduct of the procedure or the performance of the contract is not in the interest of the Buyer, which could not be predicted earlier,
 - d) the inquiry has a legal defect, the occurrence of which would cause negative consequences for the Buyer,
 - e) if the Contractor whose offer has been selected refrains from concluding the contract, and the Buyer decides not to choose the most advantageous offer from among the remaining offers,
 - f) the procedure is encumbered with an irremovable defect that prevents the conclusion of a non-annulment contract with the Contractor,
 - g) the funds that the Buyer intended to spend on financing all or part of the contract were not granted to him.

- 7) The Buyer shall notify the Contractors in a separate letter about the selection of the most advantageous offer or the cancellation of the procedure.
- 8) Information on the processing of personal data is included in Appendix no. 1.2 to this Public Inquiry.

12. Attachments:

1. Order template
 - 1.1 Appendix no. 1 – Acceptance protocol template
 - 1.2 Appendix no. 2 - Information on the processing of personal data
2. Offer form

Prof. A. Jeżowski
Director

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signature of an authorized person or having a power of attorney