

ENQUIRY no 01/1/TANGO-IV/2021

Delivery of a machine for polishing samples by vibration along with consumables

Orderer:

PIK Instruments Sp. z o.o.
ul. Okulickiego 5F
05-500 Piaseczno

Chapter I. Procedure

1. Order for TANGO-IV-B / 0002/2019/00 project: "Production of measuring probes with various blade shapes and unparalleled mechanical and tribological properties for use in atomic force microscopes".
2. The procedure for selecting and receiving the order to the Contractor is conducted in the form of an inquiry based on the principles of fair competition and equal treatment of Contractors, transparency, economy, impartiality and objectivity.
3. The procedure is not conducted on the basis of the Public Procurement Law, therefore it is not possible to apply the means of appeal specified in this Act.
4. The value of the order subject cannot be higher or equal to 120.000 PLN.

Chapter II. Subject of the order

1. Name of the subject of the contract and CPV code:

Machine for polishing samples by vibration along with consumables

CPV code: 38000000-5 Laboratory, optical and precision equipment (except glass)

Chapter III - Technical specification of the order subject.

1. Automatic frequency control in min. range from 70 to 120Hz.
2. Bowl with a diameter min. 305 mm for polishing cloths with a diameter min. 300 mm.
3. Start-Stop function with data of the current operating status through the corresponding illumination.
4. Possibility to save min. 180 preparation recipes.
5. The function of sound notification after the end of the polishing process.
6. Possibility to add in the future closed-circuit cooling system.
7. Possibility to add in the future the module to remote communication with the device.
8. Possibility to add in the future the module for remote activation of the service mode for device diagnostics.
9. Different levels of software access.
10. Control panel size min. 3 inches.
11. Machine must be equipped with connectors min. USB and Ethernet.
12. Transparent cover /protection of the working plate.
13. A set of holders dedicated to samples with diameter 40mm and 30 mm.
14. Metal housing, coated with durable protective layer.
15. The device should have a connection to an external extractor.
16. Weight not more than 50 kg.
17. Dimensions not more than. 520x320x600mm.
18. The delivered device should be ready to work without the additional costs for Orderer.

19. The offered device should be equipped with a system for preliminary surface preparation before polishing, with the simplest possible control panel based only on icons.
20. The system for the pre-treatment of the sample surface should give possibility in the future to plug-and-play of a reservoir with lubricant or silica for the pre-treatment polishing.
21. The offer should also include abrasive materials, material for the preparation of the sheet metal holder, as well as 10 x 10 cm copper, aluminum and nickel sheets with the minimum thickness necessary to the grinding and polishing process.
22. Manual in Polish language.
23. CE certificate.

Chapter IV - Basic requirements

If the basic requirements defined for the order subject and Contractor are not met, there will be a negative evaluation and rejection of the offer.

1. The offer subject must be related and consistent with the order subject described in Chapter II and III of this Enquiry.
2. The minimum warranty period for the offered machine - minimum 24 months.
3. The maximum duration of the contract is 12 weeks after conclude the contract.
4. CE certificate is necessary.
5. The Orderer does not allow the purchase of second-hand machine.

Chapter V - Terms

1. Offer validity period: 30 days.
2. The Contractors can win an order if:
 - a) The Contractor will confirm the fulfillment of the condition for participation in the procedure by submitting a declaration - Attachement 2 to the Enquiry.
 - b) They meet the condition: being in the economic and financial situation allowing for contract performance. The Contractor will confirm the fulfillment of the condition for participation in the tender by submitting a declaration - Attachement 2 to the Enquiry.
 - c) They are not in capital or personal relations, which are indicated as mutual connections between the Orderer or person authorized to incur obligations for Orderer or people performing activities on behalf of the Orderer related to the preparation and conduct of the Contractor selection procedure. These are people who:
 - participate in the company as a partner of civil law partnership or partnership
 - own 10% of company stocks if lower treshold does not results from the law or is not regulated by IZ PO.
 - performing a supervisory and management function or holder of a commercial power of attorney or attorney-in-fact.
 - being in a marriage relationship, in a relationship of kinship or affinity in a straight line (parents, children, grandchildren, in-laws, son-in-law, daughter-in-law), in a relationship of kinship or affinity in the lateral line to the second degree (siblings, relatives of the spouse / s) or remaining in a relationship adoption, custody or guardianship. In the event of a relationship, the Contractor will be subject to rejection from the procedure. The Contractor will confirm the fulfillment of

this condition for participation in the procedure by submitting a declaration - Attachement 3 to the Inquiry)

3. The Orderer requires the offer in Polish or English language.
4. Orderer requires the authorized person to represent Contractor.
5. The Orderer does not allow submitting the variants offer.
6. The Orderer does not allow submitting the partial offers.

Chapter VI - Offer evaluation criteria

1. The evaluation of the offers will be determine based on 3 criteria:
 - a) Stage 1: formal evaluation - the date of receipt and completeness of the offer. If evaluation will be negative the order will be rejected.
 - b) Stage 2: performance evaluation of "Basic Requirements" indicated in chapter IV of this contract, relating to the offer subject.. If evaluation will be negative the order will be rejected.
 - c) Stage 3: evaluation of the criterion indicated below. After a positive formal evaluation and basic requirements, the offer will be assessed according to the evaluation criterion indicated below. This stage ends with the selection of the Supplier.
2. The Orderer provides for the possibility of settlements in Euro. In the case of submitting offer in Euro, the Orderer, in order to evaluate the offer in the "net price" criterion, will convert the price in Euro at the published average NBP exchange rate on the date of opening the tender (if the NBP would not publish the average exchange rate on the tender opening date, then the Employer will convert the price using the last published average exchange rate of the National Bank of Poland on the day preceding the opening day of tender). If the contractor is a foreign contractor, indicates the net price in the offer, i.e. without VAT (without tax), then the Ordering Party will add the VAT due to the net amount and will convert the amount into PLN using the above-mentioned average NBP exchange rate

Lp.	Criteria	Percentage significance	Max points number	Scoring rules/ Notes
1.	Net price	100%	100	Price – net price is calculated on the basis of below formula: $Pc = Cn/Cr * 100$ Where: Pc – points received in the price stage Cn – the lowest net price among the valid offers submitted Cr – the net price offer under consideration Max. Points number 100

Chapter VII - Contractor selection procedure

1. The Orderer will select a tenderer whose offer will meet all the conditions and basic requirements specified in this inquiry and will score the highest number of points.

2. A written contract will be concluded with the Contractor whose offer is the most advantageous.
3. If chosen Contractor will refuse to conclude the contract, the next Tenderer will be selected according to the number of points in the submitted offer.

Chapter VIII - Description of the offer preparing method

1. The offer prepared in accordance with the offer template - the form constituting Attachment 1 to this Enquiry.
2. The offer must be accompanied by:
 - a) Supplier's registration document
 - b) power of attorney (if applicable)
 - c) Declaration Of confirming the fulfillment of the participation conditions in the tender – Attachment 2
 - d) Declaration of personal and capital relations with the Orderer – Attachment 3
 - e) Specification of the contract subject confirming the fulfillment of the technical parameters conditions.
3. The offer should:
 - a) be signed by the person or people authorized to sign the offer on each page,
 - b) be prepared legibly, in accordance with the description of the contract subject,
 - c) be provided with the date of the offer,
 - d) contain the tenderer's data such as: name, address, tax identification number, name and surname of the contact person along with contact details.
4. The offer submitted via e-mail should be signed by the Contractor (or an authorized person) by hand, and then scanned and attached to the message.
5. The tenderer can submit only one offer.
6. The tenderer shall bear all costs related to the preparation and submission of the offer.
7. In the course of examination and evaluation of offers, the Orderer may demand explanations regarding the content of the submitted offers from the Tenderer.

Chapter IX – Contact to submitting offers

Offers should be submitted electronically to the following address: kontakt@pik-instruments.pl

Chapter X - Deadline for submitting offers

Offers must be submitted by 10/01/2021 until 11:00am

Chapter XI - Place and date of opening tenders

The tender will be opened on 10/01/2021. at: 11:30am at the registered office of the Orderer. The contracting authority does not plan to open tenders publicly.

Chapter XII - List of attachments to the Inquiry

1. Attachment nr 1 – Offer template
2. Attachment 2 – Declaration of confirming the fulfillment of the participation conditions in the tender
3. Attachment 3 – Declaration of personal and capital relations with the Orderer.

Chapter XIII - Other information

1. The person authorized to contact the Bidders and provide explanations regarding the procedure: **Maciej Bazarnik, e-mail: kontakt@pik-instruments.pl**
2. The Orderer reserves the right to cancel the Enquiry at any stage of the proceedings and not to select any of the offers presented without giving a reason. In the event of the above circumstances, the Tenderers are not entitled to any claims against the Orderer.