

Instytut Metalurgii i Inżynierii Materiałowej
im. A. Krupkowskiego Polskiej Akademii Nauk
ul. Reymonta 25, 30-059 Kraków
NIP: 6750001857, REGON: 000326374
www.imim.pl, e-mail: kazimierz.drabczyk@wp.pl

Request for quotation no. ZO/10/EPF/2017
20th April 2017
(applies to: two complete screen for Screen Printing)

I. PURCHASER

Institute of Metallurgy and Materials Science
Polish Academy of Sciences
ul. Reymonta 25, 30-059 Kraków
Poland
NIP: PL6750001857, REGON: 000326374

II. OBJECT OF THE CONTRACT DESCRIPTION

The object of the contract is purchase and delivery to the Purchaser complete 2 screens for **Screen Printing** (front electrode of the solar cell), according to the after-mentioned parameters.

1. Object of the contract detailed description:

- screen printing frames - overall size 432x432 mm threads 4xM6, thread pitch 407x407mm, material: cast Aluminium (KEKO type) – 2 pcs.
- stainless steel wire cloth - mesh count 400, SD 45x18 stainless steel wire cloth stretching into a frame calandered with thickness 28 µm 22,5° high tension (for front) – 2 pcs.
- stainless steel wire cloth stretching into a frame – 2 pcs.
- coating of a photopolymer emulsion (15 to 30 µm) into the screen– 2 pcs.
- developed and expose the film, 25-50.000 dpi– 2 pcs.
- screen imaging and development from the description of diameters– 2 pcs.
- packing and freight to Poland - Institute of Metallurgy and Materials Science Polish Academy of Sciences, Photovoltaic Laboratory, 22 Krakowska Str. 43-340 Kozy, Poland

2. In order to perform the contract, Purchaser shall provide the Contractor: *not applicable*.

3. Purchaser does not allow for partial offers.
4. Purchaser does not allow for the possibility of delegating to subcontractors all or part of the contract object.

III. ORDER DELIVERY DATE

Up to **3 weeks** from the date of order submission.

IV. METHOD OF THE OFFER PREPARATION

1. The offer must **be made in the offer form**, which constitutes Appendix No. 1 to the present request for quotation.
2. The offer must be sealed by the firm stamp (only in case, when the Contractor sends the offer by traditional mail)
3. The offer must have a date of the offer preparation.
4. The offer must contain address or headquarters of Contractor, e-mail address, telephone number and Taxpayer's Identification Number (TIN)
5. The offer must stipulate total product price net and total product price gross, including delivery costs, custom duties and any additional costs
6. The offer must be signed by the Contractor (only in case, when the Contractor sends the offer by traditional mail)

The price must be given in **EURO or PLN (Polish Zloty), in numbers and in words**. If it is a difference between price in numbers and price in words, the correct value will be that given in words.

V. THE PLACE AND THE DATE OF OFFER SUBMISSION

1. The offer should be sent via email to the following address: kazimierz.drabczyk@wp.pl or it should be delivered by mail, by courier or delivered in person to the address of the Purchaser headquarters, not later than **28th April 2017 till 12:00**.
2. The offers submitted after the deadline mentioned above will not be considered.
3. A Bidder may, before the deadline for submission of offers, make changes in own offer or withdraw its offer.
4. In the course of examination and evaluation of offers, the Purchaser may request the Bidders explanations concerning the content of submitted offers.

VI. EVALUATION OF OFFERS

The evaluation of offers will take place on **28th April 2017**. The results will be announced on the same day, at the Purchaser headquarters.

The Purchaser will evaluate properly prepared offers (prepared in accordance with the requirements set out in point IV of this request for quotation), according to the following criteria: **BEST PRICE**.

VII. INFORMATION OF THE BEST OFFER CHOICE

The Purchaser will send every Bidder information concerning the choice of the most favorable offer (via e-mail address specified in the submitted offer).

VIII. ADDITIONAL INFORMATION

Additional information concerning the subject of the contract provides: Mr. Kazimierz Drabczyk email: kazimierz.drabczyk@wp.pl + 48 33 817 42 49.

This request for quotation is also posted on the Purchaser website: www.imim.pl.

Appendix No. 1 Inquiry form

According to the Request for quotation no. **ZO/10/EPF/2017** concerning purchase and delivery two complete screen for screen printing (front electrode of the solar cell), according to the specification stipulated in this request, hereby we submit the offer.

NAME AND ADDRESS OF CONTRACTOR:

COMPANY NAME TIN.....

COMPANY ADDRESS

TEL. NO. FAX NO.

COMPANY E-MAIL.....

OBJECT OF THE CONTRACT (product name, product model, product type, product catalogue no. etc.)

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We will implement the contract as a whole for the price:

Net Price:

Gross Price:

Gross Price in words:

The above mentioned price includes VAT at % videlicet PLN

Hereby, we declare that:

- a) We have read the detailed specifications of the contract and we do not raise any objections to this document, as well as we have the necessary information to prepare the offer
- b) We accept the date of delivery stipulated in the request for quotation
- c) We are entitled to participate in legal transactions
- d) We have the necessary technical and material resources for the proper performance of the contract
- e) We consider ourselves bound by this offer for a period of 14 days from the date of its submission

(place, date)

(The signature of authorized person)