

Institute of Metallurgy and Materials Science  
Polish Academy of Sciences  
25 Reymonta St.,  
30-059 Cracow (Poland)  
PL 6750001857, REGON: 000326374  
[www.imim.pl](http://www.imim.pl), e-mail: k.gawlinska@imim.pl

## **Inquiry No. ZO/19/FANPV/2019**

**of 9<sup>th</sup> December 2019**

**involves: delivery of highly ordered pyrolytic graphite (HOPG)**

### **1. PURCHASER**

Institute of Metallurgy and Materials Science  
Polish Academy of Sciences  
25 Reymonta St.,  
30-059 Cracow (Poland)  
NIP: 6750001857, REGON: 000326374

### **2. DESCRIPTION OF THE SUBJECT ORDERS**

2.1 The subject of the order is: delivery of highly ordered pyrolytic graphite (HOPG) with the parameters contained in the table:

1	Mosaic angle	$0.4^{\circ} \pm 0.1$
2	Rozmiar	10mm x 10mm x 2mm
3	Quantity	1

### **3. SUPPLY**

3.1 Place of delivery of the subject of the contract:

**Photovoltaic Laboratory of the Institute of Metallurgy and Materials Science**

**Polish Academy of Sciences**

**22 Krakowska St., 43-340 Kozy (Poland)**

3.2 The price proposed by the Bidder must include the cost of delivery of the subject to the address mentioned in point 3.1

#### 4. METHOD OF THE OFFERPREPARATION

4.1 The offer must be made in the offer form, which constitutes Appendix No. 1 to the present request for quotation.

4.2 The offer must be sealed by the firm stamp (only in case, when the Bidder sends the offer by traditional mail).

4.3 The offer must have a date of the offer preparation.

4.4 The offer must contain Bidder's registered office address, e-mail address, telephone number and Taxpayer's Identification Number (TIN).

4.5 The offer must provide total product price net and total product price gross, including delivery costs, custom duties and any additional costs.

4.6 The offer must be signed by the Bidder (only in case, when the Contractor sends the offer by traditional mail). The price must be given in 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.

#### 5. THE PLACE AND THE DATE OF OFFER SUBMISSION

5.1 The offer should be sent via email to the following address: [k.gawlinska@imim.pl](mailto:k.gawlinska@imim.pl) or it should be delivered by mail, by courier or delivered in person to the address of the Purchaser headquarters, not later than **17<sup>th</sup> December 2019 till 12:00**.

5.2 The offers submitted after the deadline mentioned above will not be considered.

5.3 A Bidder may make changes in own offer or withdraw its offer, before the deadline for submission of offers.

5.4 In the course of examination and evaluation of offers, the Purchaser may request the Bidders explanations concerning the content of submitted offers.

#### 6. DATE OF PERFORMANCE OF THE ORDER

The order must be completed by **30<sup>th</sup> January 2020**.

#### 7. OFFER EVALUATION

The Purchaser will assess valid offers based on the following criteria:

No.	Criterion Name:	Weight:
1	Price	100

Points will be calculated according to the following formula:

No.	Formula
1	Price (cost) Number of points $C = (C_{\min} / C_{\text{bad}})$ where: - $C_{\min}$ - the lowest gross price among all valid offers submitted in the tender procedure - $C_{\text{bad}}$ - gross price given in the examined offer

## 8. ADDITIONAL INFORMATION

- 8.1 For additional information please contact **Katarzyna Gawlińska - Nęcek** at the phone number **33 817 42 49** and e-mail: **k.gawlinska@imim.pl**
- 8.2 The Purchaser does not provide for advance payments for the execution of the contract.
- 8.3 The Purchaser DOES NOT ALLOW to submission of partial or replacement offers.
- 8.4 The Bidder remains bound by the offer for a period of 30 days.

Appendix No. 1  
to the Inquiry No. ZO/19/FANPV/2019  
of 9th December 2019

## OFFER FORM

COMPANY NAME: .....

ADDRESS: .....

TEL./E-MAIL .....

TIN.....

**Institute of Metallurgy and Materials Science**

**Polish Academy of Sciences**

**25 Reymonta St.,**

**30-059 Cracow (Poland)**

By joining the tender procedure No. ZO/19/FANPV/2019, I offer the delivery of highly ordered pyrolytic graphite (HOPG) which is the subject of this request on the terms set out above:

Net price ..... PLN (In words: ..... PLN)

Gross price..... PLN (In words: ..... PLN)

Place, ....., day .....

.....  
*signature and stamp of the authorized person  
to represent the bidder*

At the same time I declare that:

1. I agree to the 21 days payment period from the day the invoice is received to the Purchaser, and it must be delivered together with the subject of the contract.
2. I declare that I have read the description of the subject of the order contained in this request for quotation, I do not raise any objections to its content and I have obtained the information necessary to prepare the offer.
3. In case of choosing my offer by IMMS PAS, I undertake to sell and deliver the subject of the order to the headquarters of the IMMS Photovoltaic Laboratory, 22 Krakowska St., 43-340 Kozy (Poland).
4. I declare that the price given in the offer includes all costs of the subject of the order.
5. I declare that the price given in the offer will not change for the duration of the offer and for the duration of the contract.
6. I declare that I am not related to the Purchaser.
7. I declare that I am not an entity which stays in actual or legal relationship with Purchaser that may raise reasonable doubts as to impartiality in the choice of the supplier of the goods or service, in particular married, relationship or affinity up to and including the second degree adoption, care or guardianship.
8. I declare that I am not a related entity or partner entity in relation to the Purchaser.
9. I declare that I am not an entity related personally to the Purchaser.
10. I declare that I am authorized to perform the activities covered by the subject of the contract.
11. I declare that I have the knowledge and experience necessary to perform the activities covered by the subject of the contract.
12. I declare that I am not in arrears payment of social security and health insurance contributions due to the Social Insurance Institution.
13. I declare that I am not in arrears payment with the Tax Office.
14. I declare that I am in a financial and economic situation ensuring the correct performance of the contract.
15. I declare that I meet the conditions set out in the request for proposal and declare that I acknowledge and apply them.
16. I agree to publicly disclose my participation in the tender procedure.

.....  
*signature and stamp of the authorized person  
to represent the Bidder*