



Fundusze Europejskie
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Wsparcie projektów od pomysłu do rynku

UNIA EUROPEJSKA
EUROPEJSKI FUNDUSZ
ROZWOJU REGIONALNEGO



SAULE
TECHNOLOGIES

Request for quotation

Project: *Research and development activities aimed at obtaining world's first ultra-thin perovskite-based photovoltaic cell printed on elastic pad using electronic inkjet method.*

Procedure no.: SAULE-2/12/2017

Warszawa, 20th of December 2017



Saule Sp. z o.o., ul. Postępu 14b; 02-676 Warszawa
KRS: 0000487548, NIP: 522-301-09-43,
e-mail: office@sauletech.com
www.sauletech.com

REQUEST FOR QUOTATION no. SAULE-2/12/2017
(including tender specifications)
Of September 20th, 2017

1. Preliminary information

1.1 Project name

Research and development activities aimed at obtaining world's first ultra-thin perovskite-based photovoltaic cell printed on elastic pad using electronic inkjet method.

1.2 Funding

Smart Growth Operational Programme 2014-2020 (further: SG OP).

1.3 Project purpose

The strategic purpose of the project is to obtain a prototype of a product new on a global scale – a perovskite cell ready for implementation into industrial manufacturing.

2. Contracting Authority

Saule Sp. z o.o.,

based in Warsaw, ul. Postępu 14b, 02-676 Warsaw, Tax Identification Number (NIP) 522-301-09-43, Industry Identification Number (REGON) 146985340, registered under Court Register Number (KRS) 0000487548 in District Court for Capital City of Warsaw, 12 Commercial Department (Sąd Rejonowy dla m.st. Warszawy w Warszawie, XII Wydział Gospodarczy),
e-mail: office@sauletech.com, www.sauletech.com

3. Object of contract

3.1 Contract information

3.1.1. Title attributed to the contract by the Contracting Authority: Rental of research equipment: integrated Ink-Jet Printer for rigid and flexible substrates (including plastic films)

3.1.2. Type of contract: Services;

3.1.3. CPV: 30232150-0 – InkJet Printers;

42991200-1 – Printing Machines

71323000-8- Engineering services in the field of industrial processing and industrial production

71350000-6 Engineering, scientific and technical services

3.1.4. Partial tendering: no

3.1.5. Variant tendering: no

3.1.6. Place of execution of the contract: Wrocławski Park Technologiczny, ul. Duńska 11, 54-427 Wrocław

3.1.7. Procedure: Request for competitive quotation

3.1.8. The rental period of the equipment: 10 months from the day of signing the contract

3.2 Contract subject and volume

3.2.1. The subject of this procedure is the **rental of research equipment: integrated Ink-Jet Printer for rigid and flexible substrates (including plastic films)** (hereinafter: device or equipment).

3.2.2. Contracting Authority presents in **Appendix 3** general technical specification for the device which is subject of the request of quotation.

3.2.3. Since the detailed technical specification for the device which is subject of the request of quotation is treated by Contracting Authority as confidential, it will be available to the Contractor after signing and delivering confidentiality agreement (non-disclosure agreement), according to model in **Appendix 4**.

3.2.4. The Contractor shall ensure the service under the terms of the guarantee and the technical support during the term of the contract.

3.2.5. The Contractor shall deliver, install and start the device at the address: Wrocław Technology Park, Sigma Building, ul. Duńska 11, 54-427 Wrocław.

3.2.6. Costs of delivery, installing and starting the device at the Contracting Authority shall be borne by the Contractor.

3.2.7. Until the date of transferring the device for use by the Contracting Authority and its receipt by Contracting Authority the responsibility for the equipment shall be incurred by the Contractor and a supplier chosen by him.

4. Declaration of eligibility and qualification

4.1. Contractors taking part in the procedure shall remain in an economic and financial situation which ensures timely and compliant execution of the contract. Moreover, they shall possess the requisite knowledge, experience and technological potential, as well as dispose of personnel capable of executing the Contract. In witness of thereof, Contracting Authority requires from Contractor submitting declaration of eligibility for the procedure. A model for such declaration forms **Appendix 2** of this tender.

4.2. Contracting Authority requires that Contractor shall present an extract from appropriate register or current certificate of entry in the business activity register.

4.3. The Contractor is obliged to prove, that in the period of 2 years preceding the date of submitting offers (and if the period of the conduct of business is shorter - in this period) performed 1 delivery/launch of the technological line at least to the min. **1 000 000 amount net PLN** (in words: one million zlotys) every. Contracting Authority will regard met the criterion if the Contractor attaches the referential or other corroborating evidence to his offer of the list making such supplies/services.

5. Tender evaluation criterion and method

5.1 Tender evaluation criterion

Criterion WEIGHT (%)

1. Monthly net rent – 70% (max 70 pts)
2. Date when the device is transferred for use by the Contracting Authority from the date of conclusion of the contract – 20% (max 20 pts)
3. Response time in case of notification of the device errors by Contracting Authority – 10% (max 10 pts)

5.2 Tender evaluation method

Points for particular criteria shall be calculated in accordance with the following formula:

- 1) Criterion – Monthly net rent

$$P = \frac{C_n}{C_{ob}} \times [70]$$

where:

P – number of points awarded by Contracting Authority for the amount of monthly net rent

C_N – the lowest amount offered during the procedure

C_{OB} – the amount offered in the examined tender

- 2) Criterion – Date when the device is transferred for use by the Contracting Authority from the date of conclusion of the contract

$$P = \frac{C_{nd}}{C_d} \times [20]$$

where:

P – number of points awarded by Contracting Authority for the offered date

C_{nd}- the earliest date offered during the procedure

C_d – the date offered in the examined tender

- 3) Criterion – Response time in case of notification of the device errors by Contracting Authority

$$P = \frac{C_{ng}}{C_g} \times [10]$$

where:

P – number of points awarded by Contracting Authority for the offered response time

C_{nd}- the shortest response time offered during the procedure

C_d – the response time offered in the examined tender

Maximum score equals 100 points. The sum of particular criteria (1+2+3) will constitute the final result of each tenderer. The tender awarded the highest number of points shall be considered optimum.

Contracting Authority informs that that values given in EUR will be calculated according to exchange rate based on *Regulation of the Prime Minister of December 28, 2015 on average exchange rate of złoty against euro as a basis for public procurement value calculation*. (Dz. U. item 2254). EUR/PLN exchange rate for public procurement is: 4.1749 PLN.

6. Information on tender preparation method

6.1 Tender preparation and submission

6.1.1. The completed signed tender shall be submitted via Tender Form (**otherwise the tender shall be excluded from the procedure**) forming Appendix 1 to this Request for Quotation, via e-mail at: przetargi@sauletech.com or on the premises of Contracting Authority (Saule Sp. z o.o., ul. Postępu 14b, 02-676 Warszawa) **until January 22nd, 2018.**

6.1.2. Contractor is bound by submitted tender during 120 days since the of tender submittals period expiry.

6.1.3. Subject field of an e-mail or the envelope containing tender shall include order number, i.e. **SAULE-2/12/2017.**

6.1.4. Tender shall be signed by a person (or persons) entitled to do so, in accordance with Contractor's representation rules.

6.1.5. Costs of Tender preparation and submittal shall be borne by Contractor.

6.2 List of required declarations and documents confirming Contractors' compliance with tender participation requirements and other documents

6.2.1. Contracting authority requires that Contractor presents the following documents:

- 1) **Tender Form** – which forms Appendix 1 of the following request;
- 2) **Eligibility statement** – which forms Appendix 2 of the following request
- 3) **Extract from appropriate register or current certificate of entry in the business activity register**, issued no earlier than 6 months before the submittals period expiry;
- 4) **Proof of compliance with the conditions of the procedure**, referred to in Chapter 4, point 4.3 of Request for Quotation (letters of recommendation and other evidence confirming meeting the requirements);
- 5) **Authorization document**, referred to in this chapter, certified by the Contractor as being a true copy of the original, for the person/persons signing the tender, allowing them to undertake commitments on behalf of the tenderer, unless the authorization results from other documents attached.

6.2.2. In case Contractor is based outside the territory of Poland, in place of documents referred to in point 6.2.1. item 3, Contractor shall submit document or documents issued in the country where the company is based, issued no earlier than 6 months before the submittals period expiry, confirming that:

- 1) its liquidation has not been opened and insolvency has not been declared;
- 2) they are not in arrears in the payment of taxes, fees, social and health contributions, or that they have obtained a legal exemption, deferral, permission to pay their liabilities in installments, or full suspension of a decision by appropriate body;
- 3) its exclusion from entitlement to public procurement procedures has not been decided

6.3 Rules of promotion and labelling

Contractor is bound to prepare documentation for the needs of the following Request for Quotation in accordance with requirements, i.e. in accordance with the applicable procedural rules of promotion and labelling of projects in SG OP Programme accessible on website:

<http://www.poir.gov.pl/strony/o-programie/promocja/zasady-promocji-i-oznakowania-projektow-w-programie/> or on the premises of Contracting Authority.

All appendixes enclosed to this Request of Quotation by Contracting Authority are in accordance with rules of promotion and labelling of projects in SG OP.

6.4 Publication information

6.4.1 This Request for Quotation with its appendixes has been posted on relevant websites in accordance with the requirements of the competitiveness rule, including the website of the Contracting Authority: www.sauletech.com/tenders.

6.4.2. Contracting Authority reserves the right to alter conditions stated in this Request for Quotation or to cancel the procedure, which will be made known on the website www.sauletech.com/tenders. Shall such alterations be introduced, Contracting Authority may appoint another tender submittals deadline.

7. Other provisions

7.1. Contracting Authority will sign a contract with the Contractor whose tender will be considered optimum (i.e. scores the highest number of points). The contract will be concluded on Contracting Authority's terms after the choice of tender, and order fulfillment will be executed according to its provisions. During the conclusion, the contract will include the price in accordance with the price presented by the Contractor in the tender selected by Contracting Authority. Contracting Authority will be obliged to pay, according to the price resulting from the tender selected, only for delivery actually completed.

7.2. Contracting Authority reserves the possibility to award Contractor selected in this procedure complementary contracts in an extend not exceeding 50% of the tender value defined in the contract signed with Contractor. Nonetheless, the contracts must remain in accordance with the subject of the original contract.

7.3. All complementary contracts shall be realized based on Contracting Authority's additional requisition. Complementary services are understood as services not covered under this Request for Quotation, not exceeding a total of 50% of the value of realized tender, closely linked to the subject of the contract, determining its proper realization – which have arisen in the course of task realization and which are necessary due to situations impossible to predict beforehand, as well as in the event when complementary contract cannot be separated from the original contract due to

technical or economic reasons, and the realization of original contract depends on the realization of complementary contract.

7.4. Contracting Authority reserves the possibility to introduce significant alterations in the provisions of the contract signed, resulting from the following specification under condition that the alterations are prompted by circumstances which may influence proper tender realization, among others when:

- the product specified in the tender, and next in the contract, has been discontinued and is unavailable. In such case, Contractor may suggest another type of product which shall meet all the requirements specified in Request for Quotation.
- existing regulations have changed, if adjusting the content of contract to the current legal status (including existing norms) is required
- the necessity of introducing changes results from guideline changes or recommendations by the Institution which has provided funds for the contract.
- tax rates for products being the subject of tender have changed
- force majeure events have occurred, which were impossible to externally predict and which could not be avoided.

Contract amendments shall be made in writing.

7.5. Contracting Authority does not provide participants of the procedure with means of appeal from Contracting Authority's decision made within contract awarding procedure.

7.6. Contracting Authority reserves the right to terminate (close) contract awarding procedure without selecting any tenders submitted, without mentioning reasons for such termination of the procedure.

7.7. Contracting Authority will publish information about the result of the procedure on their website and will inform each Contractor who has submitted their tender via e-mail at the address provided in Tender Form.

7.8. Contracting Authority shall provide **payment of advances** on rent **from 10% to 40%** of the total value of the contract, payable within 3 months from the date of the contract. The total value of the contract is calculated as the product of the net amount of rent and the amount of months of the contract. The rent will be billed on a monthly basis.

8. Contact with Contracting Authority

8.1 In the course of tendering procedure, all statements, inquiries, explanations, motions and notifications shall be sent via e-mail, unless in particular cases Contracting Authority requires different form of communication.

8.2 Contracting Authority specifies the following person and e-mail address for communication:
Maciej Biernacki, e-mail: maciej.biernacki@sauletech.com.

8.3 Contractor's contact details shall be included in the tender submitted by Contractor.

9. Exclusion from tender procedures

Contracting Authority informs that equity or personally related entities will be excluded from the procedure and the Request of Quotation being the subject of this procedure will not be presented to them. Equity or personal relations are understood as mutual relations between Contracting Authority or persons authorized to making commitments on behalf of Contracting Authority or persons acting on behalf of Contracting Authority in the process of preparation and carrying out Contractor selection procedure and Contractor, particularly consisting in:

- a) involvement in company as a partner in a civil law partnership or partnership;
- b) holding minimum 10% of stocks or shares;
- c) performing functions of a member of supervisory or managing body, a procurer, attorney;
- d) being married, having direct/lineal or collateral/secondary affinity up to the second degree, remaining in adoption-like relationship, being under guardianship or custody.

10. Correcting errors in tender content

Contracting Authority will correct in the body of tender:

- 1) obvious typographical errors;
 - 2) obvious calculation errors, taking into account financial consequences of corrections introduced,
- Informing without delay Contractor whose tender has been corrected.

Annexes:

- Appendix 1 – Tender Form model;
- Appendix 2 – procedure participation eligibility statement;
- Appendix 3 – general technical specification;
- Appendix 4 – confidentiality agreement model.