



Fundusze Europejskie
Inteligentny Rozwój

The project is co-financed by European Union's European Regional Development Fund within Smart Growth Operational Programme
From Idea to Market Support

UNIA EUROPEJSKA
EUROPEJSKI FUNDUSZ
ROZWOJU REGIONALNEGO



SAULE
TECHNOLOGIES

Request for quotation

Project: *Semi-transparent single junctions and highly efficient opaque tandem photovoltaics based on perovskite materials for BIPV and BAPV applications*

Procedure no: SAULE-PBSE-1/07/2018

Warsaw, 25th July, 2018



SAULE
TECHNOLOGIES

Saule Sp. z o.o.
ul. Postępu 14b
02-676 Warszawa

+48 22 111 00 80
www.sauletech.com

KRS: 0000487548
NIP: 5223010943

REQUEST FOR QUOTATION no SAULE-PBSE-1/07/2018 of 25th July, 2018

1. Preliminary information

1.1 Project name

Semi-transparent single junctions and highly efficient opaque tandem photovoltaics based on perovskite materials for BIPV and BAPV applications

1.2 Funding

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

1.3 Project purpose

The strategic goal of the project is to develop and commercialize new products based on perovskite solar cell technology.

2. Contracting Authority

Saule Sp. z o.o.,

based in Warsaw, 14b Postępu Street, 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,

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: Purchase and delivery of chemical reagents.

3.1.2. Type of contract: Supply;

3.1.3. CPV: 24300000-7 Basic inorganic and organic chemicals
33696300-8 Chemical reagents

3.1.4. Partial tendering: yes



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3.1.5. Variant tendering: no

3.1.6. Place of execution of the contract: 11 Duńska Street, 54-427 Wrocław

3.1.7. Procedure: Request for competitive quotation

3.1.8. Date of execution of the contract: within **18 months** from the date of signing the contract

3.2 Contract subject and volume

3.2.1. The subject of this procedure is the **purchase and delivery of:**

- **part 1: PCBM (single delivery),**
- **part 2: chemical reagents - Appendix 3 (successive delivery),**

through the selection of the Contractor/Contractors who will be supplying the products specified in point **3.2.3** within **18 months** from the date of signing the contract.

3.2.2. The delivery of the product will take place each time on the basis of **the purchase order** specifying the quantity and type of the ordered product. Due to the specifics of the conducted research, the Contracting Authority reserves the right to change the estimated quantities of the product to be ordered (**point 3.2.3**). When changing the estimated quantities, the net unit prices presented in the offer are considered valid.

3.2.3. Contractor shall supply products in accordance with the following specification:

PART 1

No.	Product - description	Estimated quantity
1	PCBM - (6,6)-Phenyl C61 butyric acid methyl ester, purity >99.5% HPLC, packed 1g, LT-S905 LUMTEC is the reference product	20 g

PART 2

No.	Product - description
1	The list of chemical reagents is included in Appendix 3 of this request.

3.2.4. Due to the nature of the ordered product, the Contracting Authority can not describe the product with sufficiently precise descriptions. The catalog number and manufacturer's name used by the Contracting Authority means the product class that meets the requirements of the Contracting Authority.

3.2.5 The Contracting Authority accepts the submission of **equivalent offers**. Equivalent offers should be understood as products with properties not worse than those given in the

Request for Proposal. The contractor, in order to confirm the quality of equivalent products, will attach appropriate documents to the offer (quality specification or other equivalent documents), which will give no doubt that the offered product is of the same or better quality parameters. All risks associated with proving the "equivalence" rests with the Contractor. The Contractor is obliged to demonstrate that the deliveries offered by him meet the requirements specified by the Contracting Authority.

3.2.6. The Contractor shall deliver the products throughout the duration of the contract at prices and on dates specified in the submitted offer. The **costs of delivery** of the product to the place of execution of the contract shall be borne by the Contractor.

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 a declaration of eligibility for the procedure. A model for such declaration forms **Appendix 2** of this request.

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

5. Tender evaluation criterion and method

5.1 Tender evaluation criterion

Criterion WEIGHT (%)

1. Price - 90% (max 90 pts)
2. Time of delivery - 10% (max 10 pts)

5.2 Tender evaluation method

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

- 1) Criterion – Price
 $P = C_n / C_{ob} \times [90]$

where:

P – number of points awarded to the Contractor for the price offered

C_n – lowest price offered during the procedure

C_{ob} – price offered in the examined tender

2) Criterion – Time of delivery of a single order

$$P = Cnd / Cd \times [10]$$

where:

P – number of points awarded to the Contractor for the delivery time offered

Cnd – shortest delivery time offered in the procedure

Cd – time of delivery offered in the examined tender

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

Contracting Authority informs that the values given in the submitted tenders in foreign currency will be calculated into zloty (PLN) according to the average exchange rate announced by National Bank of Poland on the day of the launch of this procedure, i.e. on the day of the publication of the request for quotation.

6. Information on tender preparation method

6.1 Tender preparation and submission

6.1.1. A 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., 14b Postępu Street, 02-676 Warsaw) **until 2nd August, 2018.**

6.1.2. Contractor is bound by the submitted tender during 60 days since the day of the tender submittals period expiry.

6.1.3. Subject field of an e-mail or the envelope containing tender shall include contract number, i.e. **SAULE-PBSE-1/07/2018**

6.1.4. Tender shall be signed by a person (or persons) authorized 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 Contractor's compliance with tender participation requirements and other documents:



Contracting Authority requires that Contractor presents the following documents:

- 1) **Tender Form** – which forms Appendix 1 of the following request;
- 2) **Eligibility statement** – a model for such statement forms Appendix 2 of this 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) **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.

6.3 Rules of promotion and labelling

Contractor is bound to prepare documentation for the needs of this Request for Quotation in accordance with requirements, i.e. in accordance with 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/> or on the premises of Contracting Authority.

All appendixes enclosed to this Request for 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 appropriate websites as required by the competitiveness principle, including Contracting Authority's website at 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. Shall such alterations be introduced, Contracting Authority may appoint tender submittals deadline.

7. Other provisions

7.1. A contract will be concluded with the Contractor whose offer will be considered the most advantageous (i.e. he will receive the largest number of points). This contract will be concluded on the terms of the Contracting Authority after selecting the offer, and the implementation of the contract will proceed according to its provisions. The price of the

contract will be given in accordance with the price specified by the Contractor in the offer chosen by the Contracting Authority. The Contracting Authority will be obliged to pay, according to the price indicated in the selected offer, only for the actually completed deliveries.

7.2. 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, including cases 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 provisions of the 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.

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

7.4. 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.

7.5. Contracting Authority will publish information about the result of the procedure on appropriate websites as required by the competitiveness principle, including Contracting Authority's website at www.sauletech.com/tenders.

7.6. The payment deadline is **14 days** from the date of receipt by the Contracting Authority of a correctly issued VAT invoice. The basis for issuing the VAT invoice will be the acceptance report signed by the Contracting Authority confirming the proper performance of the purchase order.

7.7. The Contracting Authority shall provide the **advance payment** for the execution of the order in the amount of **up to 100%** of the total value of the object of contract.



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.



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Appendices:

- **Appendix 1 – Tender Form model;**
- **Appendix 2 – procedure participation eligibility statement.**
- **Appendix 3 – the list of chemical reagents**



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