Ożarów Mazowiecki, 31/03/2020

**Request of quotation**

**No. SDM-WG / 1/2020 of 31/03/2020.**

**1.** **General information.**

1. Order: This request for quotation relates to the delivery of goods needed for the comprehensive implementation by VIGO System Spółka Akcyjna with headquarters in Ożarów Mazowiecki of the project "Sensors for industry 4.0 and IoT" as part of the competition Path for Mazovia / 2019, application number: MAZOWSZE / 0090 / 19, the grant agreement of December 3, 2019, No. MAZOWSZE / 0090 / 19-00 concluded with the National Center for Research and Development.

2. Ordering Party **VIGO System Spółka Akcyjna (hereinafter referred to as Ordering Party ora Employer)** with its registered office in Ożarów Mazowiecki, ul. Poznańska 129/133, 05-850 Ożarów Mazowiecki, entered into the Register of Entrepreneurs of the National Court Register kept by the District Court for the Capital City of Warsaw Warsaw in Warsaw, 14th Commercial Division of the National Court Register, under KRS number 0000113394, with tax identification number NIP: 5270207340, REGON: 010265179, with share capital of PLN 729,000.00 (fully paid up)..

**2.** **Order description**

1. The subject of the order are small mechanical components, including very high accuracy in accordance with the specifications presented below. The Contractor may submit an offer for each of the following parts. Each of the parts of the request for quotation will be evaluated in the same way according to compliance with technical parameters and according to the offer evaluation criterion.

|  |  |  |  |
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| Part of the request for quotation | Quantity | Subject | Detailed description of the subject of the request for quotation |
| 1 | 8 pcs | f = 4.00 mm, NA = 0.56, Mounted Aspheric Lens, ARC: 3 - 5 µm  | f = 4,00 mm, NA = 0,56, ARC: 3–5 µmREFRACTIVE INDEX: 2.630 ±0.003EFFECTIVE FOCAL LENGTH: 4.0mm ±1%WORKING DISTANCE: 2.67mmCENTER THICKNESS (LENS): 2.50mm ±0.05mmSURFACE QUALITY: 80-50 SCRATCH DIGWEDGE< 4arcminCOATING (S1&s2) BBAR Ravg<0.6% from 3-5 μmM9x0.5 thread |
| 2. | 8 pcs | f = 3.00 mm, NA = 0.71, Mounted Geltech Aspheric Lens, ARC: 3 - 5 µm  | f = 3.00 mm, NA = 0.71, ARC: 3 - 5 µmDESIGN WAVELENGTH: 7.8µmREFRACTIVE INDEX(at 2.5µm): 2.630 ± 0.003CLEAR APERTURE: 5.00mmEFFECTIVE FOCAL LENGTH: 3.0mm ±1%WORKING DISTANCE: 1.74mmCoating (S1&S2): BBAR 3-5 μm, Ravg <1,0%, 0 AOIM9x0.5 thread |
| 3. | 8 pcs | f = 4.0 mm, NA = 0.56, Mounted Aspheric Lens, ARC: 8 - 12 µm  | f = 4.0 mm, NA = 0.56 ARC: 8 - 12 µmREFRACTIVE INDEX: 2.630 ±0.003EFFECTIVE FOCAL LENGTH: 4.0mm ±1%WORKING DISTANCE: 2.67mmCENTER THICKNESS (LENS): 2.50mm ±0.05mmWEDGE:<4acrminCOATING(S1&S2): BBAR Ravg<1.0% from 8-12 μmM9x0.5 thread |
| 4.  | 12 pcs | 16 mm Cage System, XY Translating Lens Mount for Ø1/2" Optics in Light-Tight Setups  | 16mm CAGE TRANSLATOR WITH SM05 PORTS X and Y translations: ±1.0 mm (±0.04") of Travel with 250 μm/rev Adjusters""Front and rear of device compatible with Ø1/2" lens tubes" |

2. If the description of the subject of the order indicates any trademark, patent, type or specific origin, it should be assumed that the indicated trademarks, patents, types or origin specify technical, operational and functional parameters, which means that the Ordering Party allows submitting an offer in this part the subject of the contract with equivalent or better technical, operational and functional parameters. Any indication of a particular type should be considered as exemplary and ancillary.

3. **The request of quotation is carried out based on the principles arising from § 10 of the co-financing agreement, i.e. fair competition and equal treatment of contractors, openness, economy, impartiality and objectivity.**

**3.** **Conditions for participation in the procedure**

The contractor applying for the order **should complete and submit a signed bid form**, prepared in accordance with the specimen set out **in Annex 1 to the Inquiry**. **The ordering party requires attaching a catalog card or other document constituting a product description to the form.**

**4.** **Information on the scope of exclusion - related entities**

1. The contract cannot be awarded to entities related to the Ordering Party. An entity is considered to be a related contractor:

a. associated or being a subsidiary, jointly controlled entity or parent in relation to the Ordering Party within the meaning of the Accounting Act of 29 September 1994;

b. being an entity remaining with a Ordering Party or members of their bodies in such an actual or legal relationship that may raise reasonable doubts as to impartiality in the selection of the supplier of a good or service, in particular married, relationship or affinity up to the second degree, adoption, guardianship or guardianship, including through membership in the organs of a supplier of a good or service;

c. being a related entity or partner entity in relation to the Ordering Party within the meaning of Regulation No. 651/2014;

d. being an entity related personally to the consortium leader or consortium member within the meaning of art. 32 section 2 of the Act of 11 March 2004 on tax on goods and services.

2. Each of the contractors jointly applying for the award of the contract shall submit the abovementioned statement.

**5.** **Delivery time required.**

**Up to 4 weeks from the date of order**

**6.** **Tender submission deadline**

The offer should be submitted by: April 3**, 2020.**

**7.**  **Submission and examination of offers**

1.  **The Ordering Party requires the Contractor to express the price of the offer in Polish zlotys (PLN) or in euros (EUR). The price should include all price-creating elements such as transport, packaging, transport protection, insurance of goods.**

2. In the case of Contractors who express the price of the offer in a currency other than PLN, for the purposes of selecting the best offer, the Ordering Party may convert the given amounts of a given currency at the average exchange rate announced by the National Bank of Poland on the day of opening the offers. In the absence of a publication of the exchange rate by the National Bank of Poland on the day referred to above, the Ordering Party shall apply the last exchange rate announced by the National Bank of Poland before that day. The exchange rate risk is borne by the Purchaser.

3. The offer should be submitted: 1) in writing at the seat of the Employer: VIGO System Spółka Akcyjna, ul. Poznańska 129/133, 05-850 Ożarów Mazowiecki, however, if the offer is sent by post, the date of delivery of the offer is decided by the date of delivery of the offer to the Ordering Party, or 2) by e-mail to the following address: vigo2020tenders@vigo.com.pl with the maximum of one 25 MB messages. or 3) by e-mail to the following e-mail address: vigo2020tenders@vigo.com.pl with a secure electronic signature confirmed by a qualified certificate, with the provison that the maximum size of one e-mail may not exceed 25 MB - in the case of sending an offer electronically referred to in point 2) and 3) in order to comply with the deadline for submitting bids, the decisive date is the date of registration of e-mails on the Employer's servers, taking into account the Employer's time zone..

4. **As part of the conducted procedure, the Employer applies the principle that the person submitting the offer on behalf of the Bidder is authorized to perform this legal action on his behalf.**

5. Offers will be evaluated according to the following criteria: offer price - 100 points (100%); The method of calculating the criterion value in terms of the offer price: Points for the examined offer = (lowest net price for the subject of the Order / net price of the examined offer) x 100. 1% = 1 point.

7. The highest total number of points obtained will decide on the selection of the best offer. Calculations will be made to two decimal places (rounded from "5" up). Other offers receive further deposits.

8. If the offer is missing or the offer has to be clarified, the Employer shall request the necessary information from the Contractor to fill in the deficiencies by setting an appropriate deadline.

9. Due to force majeure or organizational issues, the bidder may request the Contractor to extend the deadline for activities related to submitting bids.

 **8.** **Contact persons**

Contact persons on the part of the Employer are:

In procedural matters: Dominik Nowak, e-mail dnowak@vigo.com.pl.

In technical matters: Waldemar Gawron, e-mail wgawron@vigo.com.pl , Mateusz Żbik, email: mzbik@vigo.com.pl

**9.** **Information on the selection of the best offer**

1. The Employer reserves the right to start negotiations with Contractors whose bids have been properly submitted during the procedure.

2. The Purchaser may close the Proceedings for awarding the Order without selecting any offer. The Purchaser reserves the right to cancel the inquiry at any time, without giving a reason.

3. The awarding entity will contact the bidder who has submitted the best offer to award the contract.

**10.** **Final Provisions**

1. The Purchaser reserves the right to cancel the inquiry at any time, without giving a reason.

2. The documentation attached to the request for quotation constitutes its integral part.

Annex 1 to the request for quotation

**Offer form**

**The Contractor:**

**…………………………**

**…………………………**

I, the undersigned [•], acting as [•] (hereinafter referred to as: "Contractor"), in response to the inquiry, I hereby submit an offer for [•] for comprehensive implementation by VIGO System Spółka Akcyjna with its seat in Ożarów The Mazovian project "Sensors for industry 4.0 and IoT" as part of the Path for Mazovia / 2019 competition, application number: MAZOWSZE / 0090/19, financing agreement of December 3, 2019, no. MAZOWSZE / 0090 / 19-00 concluded with National Center for Research and Development.

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| Part of the offer | Subject of the order | Total net price offered for the lot. |
| 1. | f = 4.00 mm, NA = 0.56, Mounted Aspheric Lens, ARC: 3 - 5 µm , 8 pcs | ……………….PLN/EUR |
| 2. |  f = 3.00 mm, NA = 0.71, Mounted Aspheric Lens, ARC: 3 - 5 µm, 8 pcs | ……………….PLN/EUR |
| 3. | f = 4.0 mm, NA = 0.56, Mounted Aspheric Lens, ARC: 8 - 12 µm , 8 pcs | ……………….PLN/EUR |
| 4. | 16 mm Cage System, XY Translating Lens Mount for Ø1/2" Optics in Light-Tight Setups , 12 pcs | ……………….PLN/EUR |

**Contractor's statements:**

* **The Contractor declares that the offered product in its entirety complies with the specification specified in the description of the subject of the order in each of the parameters listed therein and will deliver the product within the time limit specified in the request for proposal.**
* **The Contractor declares that he is not related to the Employer, on the principles set out in point 4 Inquiry.**

**For Contractor**:

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Annex: catalog card ordetailed offer description