



The Institute of Molecular Physics PAS

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ZN/1/2016

Poznań, 15th April 2016

CONTRACT AWARD NOTICE

for the delivery of equipment for measurements of thermally stimulated discharge current

I. Name and address of the Contracting Authority

Institute of Molecular Physics Polish Academy of Sciences
60-179 Poznań, Mariana Smoluchowskiego 17
phone: +48 61 86-95-100, fax.: + 48 61 86-84-524
e-mail: office@ifmpan.poznan.pl
www.ifmpan.poznan.pl;

II. Contract award procedure

Art. 4, paragraph 8a of the Act of 29 January 2004 the Public Procurement Law (Journal of Laws of 2013, item 907, as amended) and art. 30a - 30d of the Act of 30 April 2010 on the Principles of Financing Science (Journal of Laws of 2010 No. 96, item 615 as amended) is the legal basis for the contract award procedure.

III. Object of the contract

1. The object of hereof contract is the delivery of equipment for measurements of thermally stimulated discharge current, which includes:
 - a) measuring sample cell for measurements of thermally stimulated discharge current (TSDC),
 - b) electrometer with a high-voltage power supply for TSDC measurements,
 - c) software enabling TSDC measurements.
2. CPV code: 38500000-0 – checking and testing apparatus.
3. Offered equipment shall be brand-new, free from any physical defects, unused, working properly, non-refurbished and free from claims of a third-party.
4. The object of the contract shall be delivered at the expense and risk of the Contractor to the Contracting Authority registered office at M. Smoluchowskiego 17 in Poznań.
5. The price shall include a total cost of the execution of the contract, especially including potential costs of custom duties, VAT, and delivery.
6. All elements of the object of the contract shall be under free of charge (included in the price) at least a 24-month warranty from the date of acceptance of the object of the agreement without reservations. As part of the warranty service the Contractor shall also pay for collection and re-delivery of the equipment to the Contracting Authority in case of any irregularities of the object of the agreement.
7. The object of the contract shall be delivered with a complete documentation, and an operating manual in Polish or in English.
8. The Contracting Authority shall not allow partial bidding.

IV. Detailed description of the object of the contract

1. Sample cell designed to perform TSDC measurements:
 - a) shall be dedicated to measurements on solid state samples,

- b) shall be provided with high-voltage connector (SHV) for DC polarization and electrometer input,
 - c) shall contain gold-plated electrodes (20-40 mm) and Pt100 temperature sensor.
2. Electrometer with a high-voltage source for TSDC measurements:
 - a) shall contain a high-voltage output up to +/- 1000V,
 - b) shall possess current resolution: below 1 fA.
3. Software for TSDC measurements with permanent license, working under Windows operating system (XP or newer version).

Software shall provide:

- cooperation with temperature controller Quatro System Controller BDS 1330,
- possibility to choose and control experiment set-up for (at least) temperature, time, and polarization voltage,
- graphical online display of measured data in two and three dimensional diagrams,
- possibility to control parameters of experiment during the measurements,
- possibility to evaluate electric quantities such as polarization current density, delta permittivity, conductivity on the basis of measured current,
- export and import of data in ASCII format.

V. Delivery time: not later than 60 days from signing the contract

VI. The conclusion date of the contract: not later than 21 days after selecting the best offer

VII. Bid validity period: 30 days from the deadline for submission of bids

VIII. Financing conditions and essential terms of the contract:

1. Payment for the delivered object of the contract shall be made within 14 days from the date of a delivery of a correctly issued invoice. The invoice shall be issued after signing by the Contractor and the Contracting Authority a protocol of delivery and acceptance of the object of the contract. The protocol of delivery and acceptance of the object of the contract shall be signed after all proceedings from the contract notice are declared finished and after the start-up and the validation of the proper working of the equipment.
2. The costs of VAT will be settled and paid by the Contracting Authority, provided that the Contractor is an entity with its registered office outside the territory of the Republic of Poland and if it is required pursuant to the relevant tax. In such a case the Contractor shall quote in the bid only the net value. In order to compare bids the Contracting Authority shall add to the provided net value a VAT rate applicable in Poland.

IX. Manner of preparing an offer

1. **Bid submission deadline: 4th May 2016, 10:00 a.m.** Bid submitted after the deadline shall not be accepted.
2. Bid should be submitted in one of the following methods:
 - labeled “OFFER - equipment for TSDC measurement”, and submitted to the Institute of Molecular Physics PAS room 116 or 119,
 - labeled “OFFER - equipment for TSDC measurement”, and sent to the Contracting Authority’s office address,
 - sent *via* email to pawel.lawniczak@ifmpan.poznan.pl with a title “OFFER - equipment for TSDC measurement”.

Bid submission deadline is defined as the moment of its receipt.

3. The bid shall be submitted on a bid form, which is an appendix no. 1 to the contract award notice. For bids sent via email it is allowed to submit a scanned copy of a bid form.
4. The bid shall be accompanied by a copy of the current excerpt from the relevant register or a copy of the current information from the central registration and information on business, if separate provisions require entry in register or registration, issued not earlier than 6 months before the deadline for submission of bids.
5. A bid form shall be signed by person/persons authorised to make representations and sign on behalf of the company solely, accordingly to an entry in an appropriate registry. Shall eligibility to represent the Contractor not result from provided documentation, the Contractor shall provide appropriate authorisations.

6. The Contractor shall submit solely one offer.
7. The Contracting Authority allows submission of offers in Polish or in English.
8. The Contractor incurs all costs of preparing and submitting an offer. The Contracting Authority does not return the submitted bids or any attached materials and documents.
9. A bid shall be complete and include all elements of the object of the contract, as well as fulfill the requirements provided in the contract award notice.
10. The price shall include a total cost of the execution of the contract, including potential costs of custom duties, VAT, and delivery.
The price shall be provided in PLN with in-form of a gross price, with a separation to the net price and VAT.
The Contracting Authority accepts a submission and settlement of bids in PLN only.
Provided that the Contractor is an entity with its registered office outside the territory of the Republic of Poland the cost of VAT shall be settled and paid by the Contracting Authority. The Contractor with registered office outside the Republic of Poland shall provide only a net value of the bid. In order to compare bids the Contracting Authority shall add the Polish goods and services tax to provided bid value.
11. Upon the selection of the best bid the Contracting Authority shall upload the decision to its website, and inform the Contractor(s) who submitted the chosen bid.
12. In the case of the preparation and signing of the English version of the contract, the Polish version is the basis for the interpretation of the contract.

X. Criterion of the selection – price 100%.

XI. Authorised contacts:

dr Paweł Ławniczak e-mail: pawel.lawniczak@ifmpan.poznan.pl, phone: +48 61 86-95-178,
mgr Monika Śniadecka e-mail: monika.sniadecka@ifmpan.poznan.pl, phone: +48 61 85-95-115.

XII. Explanation of bids' contents

During examination and evaluation of bids the Contracting Authority may require from the Contractor explanations of the bids' contents submitted by the Contractor.

XIII. Cancellation of a contract award procedure

The Contracting Authority reserves the right to cancel the contract award procedure without providing a reason and without choosing a bid.

XIV. Outcome of the contract award procedure

After signing the contract the Contracting Authority will place on its webpage the information on the award of a contract in the field of science, stating the name(s), or the name of the entity with which the contract was concluded. In case of failure to award a contract, the Contracting Authority shall publish the information on failure to award a contract.

Dyrektor
Instytutu Fizyki Molekularnej
Polskiej Akademii Nauk

prof. dr hab. Bogdan Idzikowski