

Kraków, on 04 January 2022



REQUEST FOR PROPOSALS

concerning the order of 28 crystals with dimensions of 6mmx6mmx60mm made of BGO (Bi₄Ge₃O₁₂) and 28 crystals with dimensions of 6mmx6mmx60mm made of CdWO (CdWO₄) in the project entitled "Innovation Incubator 4.0." financed from the European Regional Development Fund under the Operational Programme Intelligent Development 2014-2020 (Measure 4.4), pursuant to the agreement no MNiSW/2020/329/DIR of 28 September 2020



I. Employer

Jagiellonian University
ul. Gołębia 24, 31-007 Kraków,
NIP: 675-000-22-36, REGON: 000001270

Name of responsible entity:

Centre for Technology Transfer CITTRU
ul. Bobrzyńskiego 14
30-348 Kraków, Poland

Contact persons for the Tenderers:

Karolina Siudak, karolina.siudak@uj.edu.pl

II. Definitions

Whenever this Request for Proposals refers to:

- 1.1 Contractor - shall mean a natural person (including a natural person running a business), a legal person or an organisational unit without legal personality.
- 1.2 Employer - shall mean the Jagiellonian University.
- 1.3 Request for Proposals - it shall be understood as this request for proposals.

III. Contract Awarding Procedure

The present proceedings for awarding a public contract are conducted in the form of a request for proposals with the estimated value below the equivalent of PLN 130,000 net in accordance with the provisions of the Act of 11 September 2019 - Public Procurement Law (i.e. Journal of Laws 2021 item 1129 as amended) pursuant to Art. 2(1)(1) of the above Act.

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IV. Subject and Deadline of the Award of the Contract

The subject of the order is the manufacture and delivery of - 28 crystals with dimensions of 6x6x60 mm³ made of BGO (Bi₄Ge₃O₁₂) and 28 crystals with dimensions of 6x6x60 mm³ made of CdWO (CdWO₄). These materials must be optically transparent and polished.

Complete order should be delivered within 4 months from the date of concluding the Contract (detailed order delivery dates will be agreed with the selected Contractor). The Employer reserves the right to earlier execution of the Contract.



V. Specification of Conditions for Participation in the Proceedings

A Contractor who disposes of a person or independently fulfils the following conditions may apply for the award of the contract:

- a) is technically capable of performing the subject of the contract and deals with it professionally.
- b) who fulfils the condition of absence of capital or personal relations with the Employer**.

** A capital or personal relationship shall be understood as a mutual relationship between the Employer or persons authorised to incur liabilities on behalf of the Employer, or persons performing activities related to the selection procedure on behalf of the Employer and the Contractor, consisting in particular in

- a) participating in a company as a partner in a civil law partnership or partnership,
- b) owning at least 10% of shares,
- c) acting as a member of a supervisory or management body, proxy or attorney in fact,
- d) being married or in a relationship of kinship or affinity in a straight line, second degree of kinship or affinity in a collateral line, or in a relationship of adoption, custody or guardianship.

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A model of the declaration of fulfilment of the above conditions constitutes an integral part of the offer (Appendix No. 1 to the Tender Form).



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Failure to meet at least one of the aforementioned conditions shall result in the exclusion of the Contractor from the procedure and rejection of their offer.

Contractor being a legal person or organisational unit without legal personality shall be obliged to ensure that the award is performed by natural persons who fulfil the conditions for participation in the procedure referred to in item V, letters a), b) and c) of this Request for Proposals.

The Tenderer shall confirm that they are authorised to carry out the activities required by the subject matter of the award, possess the necessary knowledge and experience, have the technical potential, persons capable of performing the contract and are in a financial and economic position to perform the contract.



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VI. Evaluation and Selection Criteria

1. The Employer shall evaluate the tenders and select the most advantageous one only from among the tenders submitted by Contractors not being excluded and meeting the requirements of this request for proposals.
2. When selecting the most advantageous tenders, the Employer will apply the following evaluation criteria: **lowest price – 100%**
3. The price of the offer should be expressed in Polish zloty (PLN) or in Euro (EUR) and should be calculated on the basis of an individual calculation with the unit price, considering all costs necessary for its execution, including discounts, rebates, etc., which the Contractor is willing to grant.
4. Delivery terms - DAP, in accordance with Incoterms 2010.
5. If the tenders are submitted in currencies other than PLN, for the purpose of comparing tenders on the criterion "Total price of the tender", the Employer shall use the selling exchange rate of foreign currencies (table C) published by the National Bank of Poland on the date of submitting the tenders to convert these values into PLN.
6. The prices must be quoted and calculated to two decimal places (rounding rule - below 5 the tip should be ignored, above and equal to 5 the tip should be rounded up).
7. Whenever a tender is submitted, the selection of which would lead to the creation of a taxable obligation for the Employer pursuant to provisions on VAT, the Employer shall, for the purpose of evaluating such a tender, add to the price presented in it the VAT which he would be obliged to calculate pursuant to those provisions.
8. While submitting a tender, the Contractor shall inform the Employer whether the selection of the tender will result in a tax liability for the Employer, indicating

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the name (type) of the goods or services whose supply or provision will result in such liability, and indicating their value without the amount of tax.

The Employer shall deduct from the above-mentioned amount of remuneration an amount representing all payments to be made by the Employer, in particular an advance on income tax due, surcharges incurred by the Employer or likely to be incurred by the Contractor; this amount shall constitute the maximum cost to be borne by the Employer in order to perform this Contract – applicable to Contractor not engaged in business activity).

The Employer shall cancel this procedure/inquiry for the award of the contract in particular in the event that no tender is submitted, or all submitted tenders are rejected, or the price of the best tender exceeds the amount that the Employer may allocate to finance the contract, or other justified circumstances occur.

The Employer shall reject a tender if its content does not correspond to the content of this Request for Proposals or is invalid under separate regulations, or if it was submitted by a Tenderer excluded from the procedure.

If in a contract award procedure, where the only criterion for evaluation of tenders is the price, it is impossible to select the most advantageous tender on the grounds that tenders with the same price have been submitted, the Employer shall call upon the Contractor who submitted tenders to submit, within the deadline indicated by the Employer, additional tenders. The price of an additional tender cannot be higher than the price of the original tender submitted.

The tender price quoted by the Contractor shall be valid for the entire tender period.

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| VII. Payment Terms |
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A Contract will be concluded with the selected Contractor for the delivery of the project specified in this Request for Proposals. The delivery shall be confirmed by a handover and acceptance protocol of the Contract, accepted by the Employer. The handover and acceptance protocol signed by the Employer empowers the Contractor to issue an invoice, bill or other equivalent accounting document.



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Payment for the delivery will be made based on an invoice or bill, within 30 days of receipt of the document by the Employer, by transfer to the bank account indicated in the document.

VIII. Preparation of the Tender as well as Place and Date for Submission of Tenders

1. The tender must be prepared in Polish or English.
2. The tender must be signed and all appendices thereto must be completed and signed.
3. The tender must be submitted:
 - a. in person at the registered office: CTT CITTRU, 14 Bobrzyńskiego Street, 30-348 Kraków, Poland
 - b. or sent to the following address: CTT CITTRU, 14 Bobrzyńskiego Street, 30-348 Kraków, Poland
 - c. or send an e-mail to: karolina.siudak@uj.edu.pl

within the non-extendible deadline: until **20.01.2022 by 15:00 CET**

Each Contractor may submit only one tender.

4. The Contractor may amend or withdraw their tender before the deadline for submission thereof.
5. Any tender submitted after the deadline shall not be examined by the Employer and shall be rejected.
6. Tender-binding period: Tenderers are agreed to be bound by their tenders for 30 days. The period for which a tender remains valid shall start on the closing date for submission of tenders.
7. The tender should:
 - bear a corporate stamp (if applicable)
 - be dated,
 - include the following data of the Contractor: name and surname, correspondence address, telephone number, e-mail address, Tax Identification Number (NIP),
 - be signed legibly by the Contractor.

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8. Other terms and conditions:

- a) The Contractor shall not be entitled to any legal remedies. The proceedings are not conducted on the basis of the provisions of the Act of 11 September 2019 Public Procurement Law.

- b) The Employer does not allow for partial or variant tenders.
- c) In the course of the examination and evaluation of tenders, the Employer may ask Tenderers for clarifications regarding the content of submitted tenders.
- d) All prices should be specified in PLN.
- e) The Employer will notify all Tenderers by e-mail of the results of the procedure within 7 days of the closing date for receipt of tenders.
- f) This Request for Proposals does not constitute an obligation for the Employer to conclude a Contract.
- g) The Employer may withdraw from signing the Contract without justification and if the price proposed in the tender exceeds the amount of funds budgeted for this expenditure by the Employer.
- h) Should the selected Contractor refrain from entering into a Contract, the Employer reserves the right to enter into a Contract for the supply covered hereby with another Contractor who has submitted a valid tender. The selection of the next Contractor shall comply with the criteria specified in item VI hereof.
- i) The Employer does not provide for reimbursement of costs of participation in the proceedings.
- j) The Contract may be amended by means of a written annex, otherwise being null and void, in the cases indicated in the model Contract.
- k) If a minimum of two tenders are not received by the deadline for submission of tenders, the Employer reserves the right to extend the deadline.

.....
Place, date, stamp and signature of the person authorized to make
declarations of will on behalf of the Employer (Project Manager)

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Appendices:

1. Tender Form/Contractor's Certificate.

2. Information clause regarding the processing of personal data together with the Contractor's statement on the fulfilment of the information obligations provided for in Art. 13 or 14 of the GDPR.
3. Model Contract.



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