

Request for Proposal No. TECHOCEAN/19/2021/1.2

dated on April 23, 2021

Request for proposal for the testing of material samples - 1 specimen; for the Purchaser; within the project entitled "Development and preparation for implementation of printing filament and printing service of heat dissipating, anti-radiation and structural elements designed for work in space." co-financed from the project within the scope of activity 1.2 "Research and development activity of enterprises" Regional Operational Programme of Mazovia Province for the years 2014 - 2020

I. PURCHASER

Techocean Sp. z o.o. with its registered office in Warsaw, Konstruktorska 6 street, room 220, (02-673 Warsaw) NIP 5252621075, REGON 361723374.

The scope of activity related to the project: **71.12.Z - Engineering activities and related technical consultancy**

II. SUBJECT MATTER OF THE CONTRACT

- 1) The subject matter of the contract is to perform for the Purchaser tests of material samples - 1 specimen
- 2) Code and name (CPV)
- 73111000-3- Laboratory testing services
- 3) The proceedings are conducted by way of a request for quotation in accordance with the principle of competitiveness and based on the Guidelines on the eligibility of expenditure under the European Regional Development Fund, the European Social Fund and the Cohesion Fund for 2014 - 2020.

III. DETAILED DESCRIPTION OF THE ORDER

- 1) The scope of the contract includes execution of the subject matter of the contract and sending its results to the registered office of the Purchaser, located in Warsaw, 6 Konstruktorska Street, room 220, 02-673 Warsaw and to the email address: b.zylinski@techocean.pl
- 2) The subject matter of the contract should meet the following parameters:

Requirement number	Requirement
R1	Testing in accordance with ECSS-Q-TM-70-52A
R2	Completion of tests within 3 weeks of receipt of samples
R3	Testing performed on samples supplied by the customer
R4	Provide a test report
R5	Testing up to 6 different materials

IV. PLACE AND DEADLINE FOR SUBMISSION OF BIDS

- 1) A complete offer must be made in Polish or English in writing and contain
 - I. offer form (according to appendix no. 1)
 - II. statement of no capital or personal relations (according to appendix no. 2)
 - III. detailed technical specification, which will be the basis for determining whether the subject matter of the bid complies with the provisions of the detailed terms of order.
- 2) The offer should be sent by mail to the address of the company's registered office or electronically to the e-mail address: b.zylinski@techocean.pl or in person until 01 May 2021 until 23:59 (the date and time of receipt of the offer at the e-mail address or at the registered office of the Purchaser shall be decisive). In the subject line of the message please state "**Offer in response to the request for quotation No. TECHOCEAN/19/2021/1.2**".
- 3) In case of any doubt, the Contracting Authority shall have the right to verify / confirm the provisions of the offer and its attachments.
- 4) Offers and its appendices shall be signed by authorized representatives of the Bidder
- 5) Incomplete, illegible, not signed by authorized persons or submitted after the deadline will not be considered.

IV. ADDITIONAL INFORMATION REGARDING THE ORDER

- 1) The subject matter of the contract should be brand new, free from physical and legal defects and third party encumbrances.
- 2) Order completion date: Q2 2021 (max. 21 days from the date of selection of the Contractor).

V. CONDITIONS OF PARTICIPATION IN THE PROCEEDINGS

- 1) Entities (**Bidders**) with personal or capital relationship with the **Purchaser** are not eligible to apply for the contract. A capital or personal relationship means a mutual relationship between the **Purchaser** or persons authorized to incur obligations on behalf of the **Purchaser** or persons performing activities related to the preparation and execution of the contractor selection procedure on behalf of the Purchaser and a **Bidder**, consisting in particular of
 - a) participating in the company as a partner in a civil partnership or partnership,
 - b) holding at least 10% of shares or stocks,
 - c) being a member of the supervisory or managing body, proxy or attorney in fact
 - d) being married, in a relationship of kinship or affinity in a straight line, kinship of affinity in the collateral line to the second degree, or in a relationship of adoption, custody or guardianship.
- 2) The Purchaser shall evaluate the fulfillment of the condition referred to in item V.1) according to the "meet/do not meet" formula - on the basis of the analysis of the statement submitted by the Bidder (Appendix No. 2).
- 3) The Purchaser shall evaluate the fulfillment of the condition referred to in item V.3) according to the "meet/do not meet" formula - on the basis of the proof of payment of the deposit submitted by the Bidder.

V. BID SELECTION CRITERIA

Submitted bids will be reviewed for form and merit:

Formal Criteria:

- 1) Lack of capital or personal relations between the Bidder and the Purchaser. Presence of capital or personal relations between the Bidder and the Contracting Authority will be the basis for excluding the Bidder from further evaluation of its offer.
- 2) Documented experience in conducting research that is the subject of the inquiry

Merit Criteria:

- 1) Only bids that meet the formal criteria will be considered.
- 2) Substantive evaluation will be conducted based on two criteria, which are: Price (net amount of material testing), Delivery date (days).
- 3) The points for price will be determined as follows:
 - a) The bid with the lowest price will receive 60 points. The remaining bidders shall receive the number of points resulting from the calculation $(X = Z/Y \times 100)$, where X shall be the number of points obtained for the criterion, Y shall be the Bidder's price and Z shall be the lowest price.
 - b) The offer with the shortest delivery time shall receive 40 points. Other bidders will get the number of points resulting from the calculation $(X = Z/Y \times 100)$, where X means the number of points obtained for the criterion and Y means the Bidder's delivery term and Z means the shortest delivery term.
- 4) The maximum possible number of points for this criterion is 100.
- 5) Considering the above bid evaluation criteria, the bid with the highest number of points will be selected.

VI. ADDITIONAL PROVISIONS

- 1) Purchaser reserves the right to make changes to the inquiry documentation with the attachments. The Purchaser will immediately inform the Bidders, to whom the inquiry was sent, about the changes introduced. The Purchaser reserves the right to close the proceedings without selecting an offer or to cancel the proceedings without giving any reasons.
- 2) The Purchaser reserves the right to request from the Bidders additional documents to confirm the data contained in the submitted offer. Requests for additional documents will be sent to the e-mail address of the Bidder indicated on the request for quotation form. Purchaser in the request will set a deadline for delivery of additional documents, which will not be shorter than 2 working days from the day following the date of sending the request. If there is no response to the request, the bid will be evaluated on the basis of the information available.
- 3) If the company/institution whose bid was selected evades entering into a contract, the Purchaser may select the most advantageous bid from among the remaining bids.
- 4) The Purchaser stipulates that during the implementation of the research project there may be a need to place supplementary orders with the selected Economic Operator, in the amount not exceeding 50% of the value of the contract concluded with this Economic Operator (it concerns

the subject of the tender consistent with the basic contract). During the execution of the research project there may also occur the necessity to place additional orders with the selected Economic Operator, concerning products not included in the Bid Form, but consistent with the subject of the entire order/inquiry, and whose procurement is necessary for the proper execution of research. Additional orders are connected with the situation that was not foreseeable by the Purchaser beforehand, and due to technical or economic reasons separating the additional order from the main contract would require incurring unreasonably high costs or completion of the main contract depends on the execution of the additional order.

- 5) The value of additional contracts cannot exceed 50% of the contract value specified in the contract concluded with the successful Economic Operator.
- 6) Partial bids are not allowed.
- 7) Information and questions addressed to the Purchaser should be sent in an electronic form to the following e-mail address: b.zylinski@techocean.pl (the message subject should state "**Regarding inquiry No. TECHOCEAN/19/2021/1.2**")

VII. Attachments

Attachment No. 1 Bidding Form to the Request for Proposal No. TECHOCEAN/19/2021/1.2

Attachment No. 2 Declaration of no capital or personal relationship.