



**1. NAME AND ADDRESS OF ORDERER**

Warsaw University of Technology  
Faculty of Materials Science and Engineering  
Woloska 141, 02-507 Warsaw  
POLAND

**2. ORDERED SUBJECT**

Repair and service of equipment for non-invasive sample cutting –ESTIM - Small Sample Scooping Machine (SSSM)

**3. ORDERED SUBJECT DESCRIPTION**

Repair and service of SSSM consisting of:

- Machine cleaning,
- Replacement of motor for tilting of cutting shell and its controller plus electronic control board
- Replacement of the cutting shaft
- Replacement of bent pillars in the control unit
- Replacement of tilt clutch in the tilting mechanism
- Replacement of arms including bearings
- Demarcation of the gap between head and arms causing high tools vibrations
- Adjusting of the machine, calibration of the tilting angle, update of control software, check of the overall function of the machine

**4. CONTRACTOR'S REQUIREMENTS:**

- a) Delivery costs: at the cost of the Contractor.
- b) The deadline for completing the subject of the contract 4 weeks after signing the contract.
- c) Realization of the subject of the order will be confirmed by the acceptance protocol (without reservations) signed in accordance with the Ordering Party and the Contractor.
- d) Payment for the subject of the order will take up to 30 calendar days from the date of receipt of a correctly issued VAT invoice after the completion of the subject of the order.
- e) The basis for issuing the VAT invoice will be the acceptance report signed without reservations.

**5. CRITERIA FOR THE EVALUATION OF THE OFFERS AND THEIR IMPORTANCE**

Offers confirming readiness to deliver the subject of the order, consistent with the description indicated in the ordered subject description of the order, will be assessed by the Ordering Party. The most advantageous offer will be selected based on the price criterion (100%),

1). Points in the "price" criterion will be calculated as follows:

the lowest gross price of the offer among the submitted bids submitted

x 100

the gross price of the offer being evaluated

The price given in the offer should include all costs (including delivery costs), discounts and rebates related to the implementation of this order.

**5. TIME LIMIT FOR ORDER COMPLETION**

Completion time limit: up to 6 weeks from order submission

**6. DATE, PLACE AND METHOD OF SUBMITTING OFFERS**

The offer in the form of an e-mail should be submitted via e-mail to the address: [krystian.paradowski@pw.edu.pl](mailto:krystian.paradowski@pw.edu.pl) and [zp30@pw.edu.pl](mailto:zp30@pw.edu.pl) until **14.05.2019 until 10 am**



## **7. METHOD OF REALIZATION**

Once.

After issuing the acceptance protocol and signing by both parties, a VAT invoice will be issued.

## **8. ADDITIONAL INFORMATION:**

- 1) In order to ensure the comparability of all offers, the Contracting Authority reserves the right to contact the appropriate Tenderers in order to supplement or clarify the offers.
- 2) After selecting the Contractor, the Contracting Authority reserves the right to negotiate the terms of the contract.
- 3) The Ordering Party reserves the right to respond only to the selected offer.
- 4) Warsaw University of Technology The Faculty of Materials Science and Engineering concludes contracts based on its own contract templates.
- 5) This offer does not constitute an offer in accordance with art. 66 of the Civil Code, as well as is not a public announcement within the meaning of the Public Procurement Law.
- 6) The invitation is not a procurement procedure within the meaning of the Public Procurement Law and does not affect the Employer's commitment to accept any of the offers. Warsaw University of Technology The Faculty of Materials Science and Engineering reserves the right to cancel the order without choosing any of the submitted offers.
- 7) The Contracting Party stipulates that the overall offered price is public information within the meaning of the Act on access to public information and if the offeror reserves it as a trade secret or business secret, his offer will be rejected.
- 8) The Contractor does not pay advances for the task. Payment is made after the service is completed.
- 9) The contracting authority can not be held liable for any costs or expenses incurred in connection with the preparation and delivery of the offer.
- 10) Offers that will be received after the deadline will not be considered.
- 11) The Ordering Party reserves the right to negotiate the terms of the order, as well as to annul the proceedings at any stage, without giving a reason and resigning the order without giving reasons for the resignation.

Dziekan  
Wydziału Inżynierii Materiałowej  
Politechniki Warszawskiej  
/-/  
Prof. dr hab. inż. Jarosław Mizera

Warsaw, 07.05.2019r