

This public tender is conducted according to Public Procurement Law of January 29, 2004 (position 177 in Polish Journal of Acts No 19 of February 9, 2004 with later changes).

INSTYTUT TECHNOLOGII ELEKTRONOWEJ
Al. Lotników 32/46, 02-668 Warsaw, Poland

TERMS OF REFERENCE
for:

**DELIVERY OF THE FTIR SPECTROMETER FOR THE MID INFRA-RED SPECTRAL RANGE
CPV 33253300-1**

**Proceedings are conducted according to open procedure for assessed value above EUR
14.000,00**

1. Name (company name) and address of the Awarding entity.

This proceedings are conducted by Tender Committee of Instytut Technologii Elektronowej,
Al. Lotników 32/46, 02-668 Warsaw, Poland.
Web page: <http://ite.waw.pl>

2. Procedure for awarding the contract.

These proceedings are conducted in open procedure mode according to Article 39 of Public Procurement Law of January 29, 2004 position 177 in Polish Journal of Acts no 19 of February 9, 2004.

The tenders submitted will be opened and evaluated by the Tender Committee according to the evaluation criteria.

From all tenders which have not been rejected, the one will be selected which receives the highest number of points calculated according to the evaluation criteria.

3. Description of the object of contract.

The object of the order is a delivery, installation and start up of the brand new **FTIR Spectrometer for the mid infra-red spectral range**, hereinafter called “**device**”.

Requirements and technical parameters of object of the order are indicated in tables: 1, 2 included in the appendix No. 1 of this Terms of Reference.

4. Partial and variant tenders are not allowed.

5. Time limit for contract performance.

Deadline for completion of the tender including installation and start up – maximally to 12 weeks after signing the Contract.

6. Description of the conditions for participation in the procedure and the description of the method used for the evaluation of the fulfilment of those conditions:

6.1. Fulfill conditions defined in article 22 paragraph 1 and are not being excluded from the proceedings pursuant to Article 24 paragraph 1 and 2 “Public Procurement Law”.

6.2. Prove, that within the period of the last three years, or if being active in the business for shorter period – in this period, have completed at least 5 deliveries of the **FTIR Spectrometers**, of similar specification and value to the offered one, pointing the buying company together with documents confirming that these deliveries became duly performed, e.g. references from receivers, acceptance protocols etc.,

Evaluation of the above requirements will be performed according to the rule: “fulfil - not fulfil”, on the basis of documents mentioned in point 7 of this Terms of Reference.

7. Information concerning declarations and documents to be provided by the contractor to confirm the fulfilment of the conditions for participation in the procedure:

7.1. Signed statement, which is enclosed to this Terms of Reference, about fulfillment of conditions defined in article 22 paragraph 1 Public Procurement Law [Appendix No. 2].

7.2. Excerpt from the appropriate register or current certificate from commercial entities' evidence, issued not earlier than 6 months prior to deadline for submission of the offers (certified for conformity with original).

7.3. The contractor which has its site outside the territory of Poland should submit the following documents:

- Certificate of not being subject to any liquidation, bankruptcy or similar proceedings,

instead of documents mentioned in point 7.2.

The Contractor should submit such documents, in accordance with the legal provisions of the country where they are established signed by authorised person.

If, due to the Contractor's jurisdiction, no official documents are available to confirm any of the requirements listed in item 7.3 above, the Contractor should submit a statement, signed in front of the notary, court or a relevant administrative body, as applicable in contractor's jurisdiction, confirming that the Contractor meets these requirements.

This statement must carry a date, which cannot be more than 6 months in relation to the deadline for the submission of the tender.

7.4. The list of the completed deliveries – mentioned in point 6.2 of the Terms of Reference.

These documents can be presented in the form of originals or photocopies and should be signed by Contractor or his authorised representative.

The lack of any of the above documents will cause the tender being rejected from further proceedings.

8. Information on the manner of communication between the awarding entity and the contractor as well as of delivery of declarations and documents, indication of persons authorised to communicate with the contractor.

The contact person in matters concerning the tender is:
Michał Urbański MSc., e-mail: urbanski@ite.waw.pl

Please address all written correspondence, related to this tended proceedings, to:

Instytut Technologii Elektronowej
Al. Lotników 32/46
02-668 Warsaw, Poland.
building No VI, room 207

Fax: + 48 22 548 78 46.

9. Deposits and guarantees required: we do not require.

10. Tender validation time – 30 days.

11. Description of the manner of the tender preparation.

The tender should include:

- a) Name and address of the Contractor,
- b) Date of preparation of the tender,
- c) Filled in Appendix No 1 to this Terms of Reference.
- d) Net price in PLN (The price in EUR or USD is allowed. In the case of submission of the tenders in EUR or USD, the price will be exchanged to polish zlotych PLN according to selling exchange rate of the National Bank of Poland dated on the day before of opening of the tenders).
- e) Time of delivery,
- f) Conditions of warranty,
- g) Indication of the component tasks of the order that will be assigned to subcontractors [Appendix No 3],

The tender should be signed by Contractor or his authorised representative.

Together with the offer the contractor is allowed to submit required documents defined at point 7 of this Terms of Reference, to confirm the fulfilment of the conditions for participation in the procedure.

In the case the contractor company is located outside Poland, it is approved to submit the tender as well as the documents required from the contractors as specified under point 7 of this Terms of Reference either in Polish or in English language.

The contractor is allowed to submit only one offer.

All costs of preparation of the tenders, regardless of the results of the tender, shall be covered by the Contractor.

12. Date and place of submission and opening of tenders.

The tenders should be submitted at the site of the Awarding Entity in Warsaw at Al. Lotników 32/46, building No VI, room 207, by 10⁰⁰ am, on 19th August 2008. (into working days in the hour 9:00÷14:00) **The tenders submitted after this deadline will not be considered.**

Opening of the tenders will take place on 19th August 2008 at 10¹⁵ am. in the building No VI, room 120.

The Awarding Entity will open the tenders in accordance with its internal procedures but on occasion may hold a public opening which your representatives may attend.

The offers must be submitted in non-transparent and closed envelopes or packages. The envelope or package must be addressed as follows:

**Instytut Technologii Elektronowej
Al. Lotników 32/46
02-668 Warsaw
Building No VI, room 207
Do not open before 10¹⁵ am, on 19th August 2008.**

**OFFER FOR:
DELIVERY OF THE FTIR SPECTROMETER**

The envelope or package must include full name and address of the Contractor.

The Awarding Entity does not accept responsibility for consequence of contractors failure to keep the above requirements.

13. Description of the method of the price calculation

The net price in PLN (EUR or USD) must include:

- a) the device according to requirements indicated in Appendix No 1 of this Terms of Reference,
- b) transport,
- c) delivery conditions DDP Warszawa,
- d) insurance,
- e) installation,
- f) start up and acceptance tests
- g) training for 2 persons held at the place of installation of the device.

14. Description of criteria which the awarding entity will apply in selecting a tender, specifying also the importance of particular criteria and method of evaluation of tenders.

The Awarding Entity will evaluate whether the tender meets requirements introduced in this Terms of Reference. If the tender is valid (meets requirements introduced in this Terms of Reference), it will be taken into consideration in choice of the best one.

Offer evaluation criteria:

- Price Weight - 100%

Number of points in the price criteria will be calculated according to the following formula:

$$P_n = C_{\min} / C_n * 100 * W$$

where: P_n – points in price criteria
 C_{\min} – the lowest price from all the offers
 C_n – the price from the offer of n-th bidder
 W – weight of the “Price” criteria”

Maximum number of points to be gained within the price criteria is 100.

15. Information concerning formalities which should be met following the selection of a tender in order to conclude a public procurement contract.

Contract with the winning Contractor will be signed within the deadline not shorter than 7 days from publication of the tender results, but not later than the date of tender validation.

16. Other important statements which will be included in the contract.

The following statements will be included in the contract:

16.1. Indemnity

- 1) In case of delay, caused by negligence, or poor performance of the Seller in delivery, the Seller will pay to the Buyer an indemnity of 0,1% of the value of the equipment delayed for each working day of delay up to 10% of it's value.
- 2) In case of delay in payment, the Buyer will pay to the Seller indemnity of 0,1% of the value of delayed payment for each day of delay up to 10% of it's value.
- 3) In case the Seller will cancel the Contract without reason caused by the Buyer, the Seller will pay to the Buyer penalty of the 10% of the total Contract value and the Seller will transfer back all the received payments for the subject of this contract to the Buyer account.
- 4) In case the Buyer will cancel the Contract without reason caused by the Seller, the Buyer will pay to the Seller penalty of the 10% of the total Contract value plus documentary evidence costs of materials and labour based on the following schedule:
 - a) in period shorter than 30 days from order placement - 20% of the contract value

- b) in period shorter than 30 days before delivery and acceptance – 100% of the contract value
- c) in period between mentioned in points a and b – percentage approximated by linear function.

5) In case of delay, caused by the Seller, in delivery longer than 3 months, the Buyer can cancel the Contract and the Seller will pay to the Buyer penalty of the 10% of the total Contract value and the Seller will transfer back all the received payments for the subject of this contract to the Buyer account.

16.2. Warranty

- 1) The Seller undertakes a warranty of correct operation and technical quality of the delivered subject of the order equipment for “warranty period included in the offer” months, calculated from the date of the final acceptance protocol.
- 2) The Seller within warranty period covers costs of the repair or replacement of the defective goods and costs of their transport and all arising travel and lodging costs for Seller’s support personnel.
- 3) During the warranty period, in case of the necessity of the repair outside the Buyer site, the Seller has the obligation to make the repair or replacement within not longer than eight weeks after the date of the written claim.
- 4) The warranty period will be increased by the time needed for the repair.
- 5) For the replaced or repaired parts of equipment the warranty period will be “warranty period included in the offer” months from the date of the acceptance protocol of realized replacement or repair.

16.3. Terms of payments

100% of the contract value – (the value from the offer) – payable by the bank transfer to the Seller’s account on the basis of an original invoice within 21 days after signing the final acceptance protocol by both parties of the Contract.

The Buyer shall pay to the Seller for the subject of this contract by transfer to the Seller’s account in:

.....
.....
.....

All bank charges in Poland are at the Buyer’s account and bank charges outside Poland are at the Seller’s account.

16.4. Delivery instruction

- 1) Subject of the Contract is to be shipped to the address below and placed at the disposal of the Buyer.
Shipping address: Instytut Technologii Elektronowej
Al. Lotników 32/46, building V
02-668 Warsaw, Poland
- 2) The Seller advises to the Buyer about the dispatch by fax (No.+48 22 54-87-803).

16.5. Acceptance of the subject of the contract

Start-up of the device will be done within 30 days after delivery. Start-up of the device includes technical lunch and performing of the functional tests confirming technical parameters of the system according to technical specification. Acceptance of the subject of the contract will be done by signing by the Seller and by the Buyer final acceptance protocol.

16.6. Setting of disputes

All disputes arising from the present Contract, failing amicable settlement shall be resolved by the Arbitration Court of the Polish Chamber of Commerce in Warsaw in accordance with the rules of this Court.

17. Procedure for additional explanations

Contractor is authorised to address only in written form the Awarding Entity (e-mail is also allowed) with request for additional information regarding the content of this Terms of Reference. The Awarding Entity will respond all the inquiries promptly, provided that such inquiries are submitted no later than 6 days prior to the deadline for submission of the tenders. The questions and the answers will be published on web site of the Awarding Entity.

18. Information on legal protection measures available to an the contractor during the contract award procedure.

Contractor's legal protection laws are included in Chapter VI of the Public Procurement Law of January 29, 2004 which is available on the Public Procurement Office (PPO) web site: www.uzp.gov.pl

19. Other matters.

For all matters not regulated in this Terms of Reference, the provisions of Public Procurement Law of January 29, 2004 will apply.

Zbigniew Poznański
Deputy Director ITE

Requirements and technical parameters of the FTIR spectrometer

Table 1

No	Name of parameter	Requirement	The column to the fulfilment by the Tender*
1	2	3	4
1.	Model and type of the device		specify
2.	Production year	2008	confirm
3.	Manufacturer		specify
4.	Country of manufacturer		specify
5.	Device	Brand-new, not used in any laboratory and not shown at conferences, shows or fairs.	confirm

* Imprecise or inaccurate fulfilment of the table in column 4 will result in rejection of the offer.

Table 2

No	Requirement	The column to the fulfilment by the Tender*
1	2	3
1	Two light sources, computer selected and switched: Quartz-Halogen (27 000 – 2000 cm^{-1}) and Globalar (9600 – 20 cm^{-1}) without water cooling. Light source temperature controlled electronically. Three modes of operation; energy saving, standard and maximum energy.	confirm
2	Two beam splitters: Ge/KBr (7800 – 350 cm^{-1}) and Quartz (27 000 – 2800 cm^{-1}). Automatic detection and recognition of the beamsplitter type by the system. The compartment for 2 optional beamsplitters inside the spectrometer.	confirm
3	The two position, computer controlled detector selection system.	confirm
4	Lifted detector cover allowing for easy access to detector compartment .	confirm
5	Required detectors: DLATGS with KBr window for spectral range (12 000 - 350 cm^{-1}) – 170 KHz, Peltier stabilized, MCT-A for spectral range (11 700-600 cm^{-1}) - 175kHz, Si for spectral range (27 000 – 8600 cm^{-1}) - 170kHz.	confirm
6	Spectral resolution better than 0.1 cm^{-1} .	specify
7	Michelson 90° interferometer, step-scan type, with mirror positioning accuracy better than ± 0.2 nm, with no compressed air supply, vibration and temperature resistant, dynamically aligned during scanning with frequency referring to the frequency of laser signal zero crossing, even at the highest scan speed.	confirm
8	Available modes of operation of step-scan experiments: with amplitude modulation (for photoluminescence and electroluminescence measurements with synchronous amplifier), with phase modulation (frequency: 5-1000Hz, , amplitude: 0.5 – 4.5 λ_{HeNe}) with multiple modulation and time resolved.	confirm
9	Phase modulation generated by piezoelectric transducer at the fixed mirror .	confirm
10	SST electronics (simultaneous synchronous technique) for step-scan measurements and with polarization modulation.	confirm
11	Linear scan with dual-channel measurements (for IRRAS, VCD, VLD) with regulated scan speed in range 0.0016 - 8.86 cm/s.	confirm
12	Automatic detection (from software level) of system accessories (ATR – Golden Gate, Miracle, SplitPea, DRITFS, Specular Reflectance, PAS), as well as other system components as detectors and beamsplitters.	confirm
13	Possibility of extension of the spectral range.	confirm
14	Aperture regulating beam power (range 0 -100% in 1% steps).	confirm
15	Optics elements mounted on optical bench with positioning elements.	confirm

16	Optics with monolothical mirrors.	confirm
17	Noise level lower than 10^{-5} Abs (Signal/Noise > 50 000 : 1) for DLaTGS detector at 4 cm^{-1} resolution and for triangles apodisation in 1 min. measurement.	specify
18	Maximum data collection speed better than 90 skans/s at 16 cm^{-1} resolution.	specify
19	Optical set-up hermetic and dried, with windows separating sample compartment.	confirm
20	Connectings for spectrometer venting system and sample compartment with dried gas together with connectors and gas flow regulators.	confirm
21	Port for emission measurements with automatically switched mirror.	confirm
22	Automatic system for beam extraction out of spectrometer for external measurements (from both sides).	confirm
23	External tabletop optical module with plate with set of wholes for optical elements mounting (internal dimensions 50 x 50 x 30 cm) in transparent lockable casing with venting option.	confirm
24	USB 2.0 port for communication with control unit.	confirm
25	External power supply (230 V).	confirm
26	32 – bit Windows XP Pro (polish version) software for data collection and analysis with following functions: <ul style="list-style-type: none"> – real time spectra display – automatical detector signal optimization from the software level – step-scan and dual channel experiment and analysis – advanced spectra correction and analysis: baseline correction – automatic and manual, smoothing, deconvolution, peak search, etc. – library search for unknown spectrum identification, comparison with reference spectra – possibility for creating own spectra library – raport generating function – instrument diagnostic function – spectra interpretation module – macroinstructions building ability – analysis of kinetic measurements, 3D spectra display function – 2D correlation spectroscopy analysis. 	confirm
27	PC computer: Pentium Core 2 Duo, 2GB RAM, HDD 160GB, SXGA 128MB PCI-E, Monitor 19" LCD, DVD+RW, optical mouse, keyboard, Windows XP Pro (PL), 1 port RS232, 6xUSB 2.0, HP Colour laser printer or equivalent.	specify
28	Warranty period at least 12 months.	specify
29	Basic operation and maintenance training for two persons at the Purchaser's site.	confirm
30	Operating manual and technical documentation in Polish or English.	confirm
31	CE certificate.	confirm and attach
32	Acceptance tests after installation and start up of the device at the Purchaser's site.	confirm
33	Delivery time of the object of contract maximum 12 weeks from contract signing.	specify
34	Entire device under service of the company with site on the territory of Poland.	confirm
35	All spare parts accessible within 10 years after the date of installation.	confirm
36	Post warranty service within 10 years after the date of installation.	confirm
37	Technical support within 10 years after the date of installation.	confirm

*** Imprecise or inaccurate fulfilment of the table in column 3 will result in rejection of the offer.**

S t a t e m e n t

DELIVERY OF THE FTIR SPECTROMETER
for Instytut Technologii Elektronowej
Al. Lotników 32/46, 02-668 Warsaw, Poland

We state that:

1. We are authorised to perform specific activities or actions, if such authorisations are required by the law;
2. We have the necessary knowledge, experience and have at their disposal the technical potential and personnel capable of performing the contract;
3. We are in a financial and economic situation ensuring the performance of the contract;
4. We are not liable to exclusion from the award procedure.

.....
/date/

.....
/signature of authorised representative/

DELIVERY OF THE FTIR SPECTROMETER
for Instytut Technologii Elektronowej,
Al. Lotników 32/46, 02-668 Warsaw, Poland

List of the component tasks of the order that the Tender intends to assign to subcontractors

(in case no such tasks please fill in with dashes)

No.	The scope of contract, which the Tender intends to assign to subcontractors.
1.	
2.	
3.	
4.	
5.	

.....
/signature of authorised representative/