

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 LABORATORY TAPE CASTING MACHINE
(CPV 31720000)

1. Information on 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. Description of this public procurement procedure.

These proceedings are conducted in mode of open procedure 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. The object of the order.

3.1. The object of the order is a delivery, of the laboratory tape casting machine.

Laboratory tape casting machine enables casting ceramic tape onto carrier PET film and then drying up. The ceramic tape is destined for manufacture of LTCC multilayer microcircuits and variety of electronic components and sensors.

Specification:

Compositions acceptable: solvent based and water based casting slips.

Carrier tape width: 250 – 300 mm.

Carrier tape speed: controlled in the range 0,1 – 1,0 m/min.

Carrier tape: plastic foil – 20µm to 150µm thick, moving on a granite table.

Width of cast tape: 10 – 200 mm.

Wet thickness of cast tape: 15µm – 300µm.

Dry thickness of cast tape: 10µm – 200µm.

Thickness tolerance of dry tape: ± 3µm.

Tape dryer: tape caster should be equipped with electrical heaters with the temperature controlled in the range 20 - 100° C and air filter for air intake.

The length of the equipment should not exceed 4 m.

- 3.2. The operating manual and technical documentation should be delivered together with the device.
All documents should be in Polish or English language.
- 3.3. The system should be equipped with set of spare parts for the period of warranty.

Attention! Delivery address of the system:

Instytut Technologii Elektronowej, ul. Zabłocie 39, 30-701 Krakow, Poland.

4. Partial and variant tenders are not allowed.

5. Contract execution date.

Deadline for delivery – till 30th of June 2008.

6. In order to be eligible for the tender, contractor shall meet the following conditions :

- 6.1. Fulfil 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 3 deliveries of the laboratory tape casting machine.
- 6.3. Ensure warranty period at least 12 months from the date of final technical acceptance.
- 6.4. Ensure technical support for a minimum of 10 years of system operation.
- 6.5. Ensure post-warranty service for a minimum of 10 years of system operation

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. In order to be eligible for the tender, contractor shall present following documents :

- 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. 1],
- 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 points 7.2.

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

If, due to the Contractor's jurisdiction, no official documents are available to confirm any of the requirements listed in items 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.

- 7.5. Signed statement, which is enclosed to this Terms of Reference, about fulfillment of conditions defined in pp. 6.3 – 6.5 of this Terms of Reference [Appendix No. 2].

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. Contact details.

The contact person in matters concerning the tender are:

Michał Urbański MSc. Tel: +4822 548 78 08, e-mail: urbanski@ite.waw.pl

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

Instytut Technologii Elektronowej
Al. Lotników 32/46
02-668 Warsaw, Poland.
Fax: + 48 22 548 78 46.

9. Deposits and guarantees required: no required.

10. Tender validation time – 30 days.

11. Formal requirements of the tender.

The tender should include:

- a) Name and address of the Contractor,
- b) Date of preparation of the tender,
- c) Filled in Table enclosed in Appendix No 3,
- d) Net price in PLN (The price in other currency is allowed. In the case of submission of the tenders in other currencies, the price will be exchanged to Polish zloty PLN according to mid exchange rate of the National Bank of Poland dated on the day before of opening of the tenders),
- e) Terms of payment,
- f) Time of delivery,
- g) Warranty conditions,
- h) Indication of the component tasks of the order that will be assigned to subcontractors [Appendix No 4],
- i) Documents required from contractors defined at point 7 of this Terms of Reference.

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

In the case that 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 17th January 2008. **The tenders submitted after this deadline will not be considered.**

Opening of the tenders will take place on 17th January 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 17th January 2008.

OFFER FOR:

DELIVERY OF THE LABORATORY TAPE CASTING MACHINE

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. Price of the tender.

The net price must include:

- a) the device,
- b) the operating manual, programming instruction and technical documentation,
- c) spare parts kit,
- d) shipment DDU Krakow, Zabłocie 39,
- e) insurance.

14. Evaluation of the tender.

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 - 70%
- Terms of payment - 15%
- Warranty - 15%

Within each of the criteria, the evaluation will take place according to the following rules:

14.1 For the price:

$$C = \frac{C_{min}}{C_n} * 100 * W$$

where: 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" criterion"

Maximum number of points to be gained within the price criterion is 70.

14.2 For terms of payment:

$$K = \frac{K_n}{K_{max}} * 100 * W$$

- where: K_{\max} – the highest percentage of the last payment, from among of the all submitted offers, in order to pay by the Awarding Entity after performing of subject of the order
- K_n – percentage of the payment, in the n-th offer, in order to pay by the Awarding Entity after performing of subject of the order
- W – weight of “Terms of payment” criterion

The maximum number of points which may be gained within this criterion is 15.

14.3 For the warranty:

$$G = \begin{cases} \frac{G_n - 12}{G_{\max} - 12} * 100 * W & \text{for } G_{\max} > 12 \\ 0 & \text{for } G_{\max} = 12 \end{cases}$$

- where: G_n - the warranty period (in months) from the offer of n-th bidder
- G_{\max} - the longest warranty period (in months) from among of all offers.
- W - weight of the “Warranty” criterion

Maximum number of points to be gained within the warranty criterion is 15.

The sum of points received in all criteria makes aggregate evaluation of the tender.

15. 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 the Seller, in delivery of equipment longer than 14 working days, 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 5% of it's value.
- 2) In case of delay in payment longer then 14 days, the Buyer will pay to the Seller indemnity of 0,1% of the value of delayed payment for each day of delay.
- 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.
- 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.
- 5) In case of delay, caused by the Seller, in delivery of equipment longer than 2 months, the Buyer can cancel the Contract and the Seller will pay to the Buyer penalty of the 10% of the total Contract value.

16.2. Warranty

- 1) The Seller undertakes a warranty of correct operation and technical quality of the delivered equipment for “warranty period included in the offer” months, calculated from the date of final technical acceptance.
- 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 the Seller has the obligation to make the repair or replacement within not longer than four weeks after the date of the written claim.
- 4) The warranty period will be increased by the time needed for the repair if the repair will be longer than one week.
- 5) For the replaced or repaired parts of equipment the warranty period will be 12 months from the date of replacement or repair.

16.3. Acceptance of the subject of the contract

Final technical acceptance will be performed by the Buyer within 7 days from the date of delivery.

16.4. 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 authorized 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. Contractor’s legal protection.

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

S t a t e m e n t

DELIVERY OF THE LABORATORY TAPE CASTING MACHINE
for Instytut Technologii Elektronowej
Al. Lotników 32/46, 02-668 Warsaw, Poland

We state that:

1. We are authorized to perform specific activities or actions, if such authorizations 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 authorized representative/

S t a t e m e n t

DELIVERY OF THE LABORATORY TAPE CASTING MACHINE
for Instytut Technologii Elektronowej,
Al. Lotników 32/46, 02-668 Warsaw, Poland

We state that :

1. We ensure warranty period at least 12 months from the date of final technical acceptance.
2. We ensure technical support for a minimum of 10 years of system operation.
3. We ensure post-warranty service for a minimum of 10 years of system operation.

.....
/date/

.....
/signature of authorized representative/

DELIVERY OF THE LABORATORY TAPE CASTING MACHINE

for Instytut Technologii Elektronowej,
Al. Lotników 32/46, 02-668 Warsaw, Poland

TABLE**Tape Casting Machine General Data**

No.	Name	Requirement	Offer (fill in)
1.	Model number		specify
2.	Producer of the device		specify
3.	Country of origin		specify
4.	Laboratory Tape Casting Machine	new, original	confirm

Tape Casting Machine Technical Data

No	Parameter	Requirement	Offer
1.	Compositions acceptable	solvent based and water based casting slips	confirm
2.	Carrier tape width	250 – 300 mm	confirm
3.	Carrier tape speed	controlled in the range 0,1 – 1,0 m/min	confirm
4.	Carrier tape	plastic foil – 20 μ m to 150 μ m thick, moving on a granite table	confirm
5.	Width of cast tape	10 – 200 mm	confirm
6.	Wet thickness of cast tape	15 μ m – 300 μ m	confirm
7.	Dry thickness of cast tape	10 μ m – 200 μ m	confirm
8.	Thickness tolerance of dry tape	\pm 3 μ m.	confirm
9.	Tape dryer tape caster	should be equipped with electrical heaters with the temperature controlled in the range 20 - 100° C and air filter for air intake	confirm
10.	The length of device	should not exceed 4 m	confirm
11.	The operating manual, programming instruction and technical documentation in Polish or English language		confirm
12.	Set of spare parts for the period of warranty		confirm
13.	We accept the rest of requirements of the Terms of Reference		confirm

DELIVERY OF THE LABORATORY TAPE CASTING MACHINE
 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 authorized representative/