



Institute of Metallurgy and Materials Science

Polish Academy of Sciences

ul. Reymonta 25, 30-658 Kraków

e-mail: [i.kwiecien@imim.pl](mailto:i.kwiecien@imim.pl)

**Enquiry for quotation no. ZO 2/11/2018)/Project "Power"**

**dated 23.01.2018**

**(refers to: carbon cement, cooper tape, carbon tape, SEM mounts)**

**I. ORDERER**

Institute of Metallurgy and Materials Science

Polish Academy of Sciences

ul. Reymonta 25, 30-658 Kraków

Tax Identification Number: 6750001857

National Business Registry Number: 000326374

**II. DESCRIPTION OF THE SUBJECT OF THE ORDER**

1. The subject of the order is the purchase of a service/merchandise **carbon cement, cooper tape, carbon tape, aluminum SEM mounts – different diameters of tables**. The purchase of the service/merchandise is co-financed from the European Union resources within the frames of the European Social Fund, for the implementation of the Project "no. WND-POWR.03.02.00-00-IO43/16 International Interdisciplinary Doctoral Studies in the scope of materials science with English as the language of instruction, Operational Program Knowledge Education Development 2014-2020, Activity 3.2 Doctoral studies".
2. A detailed description of the subject of the order:
  - **1 pkg. conductive carbon cement 25g±5g,**
  - **1 pcs. cooper conductive tape, double sided adhesive length:33m width:6mm±0.5mm,**

*Projekt nr WND-POWR.03.02.00-00-IO43/16*

*Międzynarodowe interdyscyplinarne studia doktoranckie z zakresu nauk o materiałach z wykładowym językiem angielskim*



- **1 pcs. carbon conductive tape, double sided adhesive length: 20m width:8mm±0.5mm,**
  - **SEM mounts of dimensions:**
    - **100 pcs. table diameter: 12.5±0.5mm, pin diameter: 3,2mm, pin length: 6mm,**
    - **1 pcs. 38±0.5mm, pin standard,**
    - **1 pcs. 50±0.5mm, pin standard.**
3. For the implementation of the order, the Orderer will provide the Contractor with **as above**.
  4. The Orderer does not allow the possibility of placing partial offers.
  5. The Orderer does not allow the possibility of subcontracting a part or the whole of the order.

### III. ORDER IMPLEMENTATION DEADLINE

The deadline for the implementation of the order: **up to 30 days since the order data.**

### IV. DESCRIPTION OF THE MANNER OF ORDER PREPARATION

The offer should:

1. include the Date Prepared;
2. contain the address or residence information of the offerer, the e-mail address, the telephone number, the Tax Identification Number;
3. provide the total gross price of the merchandise/service, together with the transportation costs, possible additional costs, customs charges and other costs directly related to the subject of the enquiry for quotation.

### V. LOCATION AND DATE OF PLACING OFFERS

1. The offer should be submitted via: electronic mail to: **i.kwiecien@imim.pl**, fax to no.: **+48 12 2952804**, postal or courier services, or through personal delivery to the address of the Orderer, by **31 January 2018 to 12:00 noon (Polish local time)**.
2. The evaluation of the offers will take place on **31 January 2018**, and the result and selection of the best offer will be announced on **01.02.2018 at 2 pm. (Polish local time)** at the registered office of the Orderer.
3. Offers submitted after the deadline will not be considered.



4. The Offerer, before the deadline for the placement of the offers, can change or remove his/her offer.
5. In the course of the offer examination and evaluation, the Orderer can demand that the Offerers provide explanations concerning the contents of the submitted offers.
6. The enquiry for quotation has been placed at: [www.imim.pl](http://www.imim.pl) as well as on the notice board at the registered office of the Orderer.

## **VI. OFFER EVALUATION**

The Orderer will perform an evaluation of the valid offers on the basis of the following

criteria:

Price – 100%

## **VII. INFORMATION ON THE SELECTION OF THE BEST OFFER**

The Orderer will inform the Offerer about the selection of the best offer via electronic mail, to the address provided in the submitted offer.

## **VIII. ADDITIONAL INFORMATION**

Any additional information is provided by **Izabella Kwiecień** at the telephone number: **+48 509 216 334** and e-mail address: **[i.kwiecien@imim.pl](mailto:i.kwiecien@imim.pl)**.