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# REQUEST FOR PROPOSAL

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## No. 1/2018/B+R

In relation to execution of the Research and Development Project titled **“Development, execution and research of an innovative photovoltaic panel for operation in “on grid” systems”**, Project no. POIR.01.01.01-00-0050/17, within Measure 1.1 of the Operational Programme Intelligent Development “R&D projects of the enterprises”, Sub-measure 1.1.1 “Industrial research and development works implemented by enterprises”, within the bidding contest no 1/1.1.1/2017, XDiSC SA invites to

present offers of delivery of CIGS photovoltaics cells

CPV code: Photovoltaic cells (31712331-9)

## Description of the subject of the order

### Delivery of CIGS photovoltaics cells

1. Thinfilm solar cells made of Copper Indium Gallium and Selenide.
2. Solar cells in two standard dimensions for the photovoltaic market: 6' cells and 5' cells
3. Total thickness of solar cells less than 160 µm.(for both cell sizes)
4. Cell technology allows the use of traditional Tabber&Stringer machines (Ecoprogetti ET5MW) for series soldering of solar strings (cells with 3 busbars and dimensions according to p. 2 of specification)
5. Design of photovoltaic cells allows vacuum lamination providing their mechanical flexibility.
6. Efficiency of offered solar cells should not be lower than 3.2 Wp for 6' cell and 2.2 Wp for 5' cell.
7. Quantity:
  - a) 6' CIGS cells: 1700 pcs
  - b) 5' CIGS cells: 1700 pcs

## Terms of participation in the procedure and a description of the method of evaluating whether these terms are met:

Bids may be placed by Contractors who:

1. **Have the knowledge and experience:**

Description of the method of evaluating the fulfillment of this condition: The contracting authority considers that the Contractor fulfills the above condition if the Contractor submits a statement that it has the appropriate knowledge and experience to perform the contract.

2. **Have the right technical potential:**

Description of the method of evaluating the fulfillment of this condition: The contracting authority considers that the Contractor fulfills the above condition if the Contractor submits a statement that it has the appropriate technical potential.

3. **Employ personnel capable of performing the order:**

Description of the method of evaluating the fulfillment of this condition: The contracting authority considers that the Contractor fulfills the above condition if the Contractor submits a statement that it employs the appropriate personnel to perform the contract.

4. **They are in the economic and financial situation ensuring the performance of the order:**

Description of the method of evaluating the fulfillment of this condition: The contracting authority considers that the Contractor fulfills the above condition if the Contractor submits a statement that its economic and financial situation ensured the execution of the contract.

The Contracting Authority shall assess the fulfillment of the conditions for participation in the proceedings on the basis of the statements attached to the offer, using the limit method - fulfills/does not fulfill

## Offer evaluation criteria

The Contracting Authority shall evaluate and compare only those offers which:

1. Are submitted by Contractors not excluded from the present proceedings by the Contracting Authority
2. Are not rejected by the Contracting Authority
3. Are submitted within the deadline set by the Contracting Authority

Offers will be evaluated and compared on the basis of the following criteria: net price, warranty period and delivery date

## Weights assigned to individual each criteria

1. Net price 90%
2. Delivery time 10%

## Description of awarding points for fulfilling a given evaluation criterion

CRITERION NAME	POINTS	WEIGHT	METHOD OF EVALUATION AND POINTS ALLOCATION
Net price	Max. 100	0.9	$Kx = (Cmin \div Cx) \times 90 \text{ points}$ where: Kx – the number of points awarded to the evaluated within the criterion of the net price for the execution of the whole contract, Cmin – the lowest net price offered in submitted offers for the execution of the contract, Cx – net price of the evaluated offer of the execution of the contract.
Delivery time	Max. 100	0.1	Delivery date 14 days 0 points Earlier delivery - points awarded proportionally (delivery counted in days) x 0.1

## Deadline for submission of offers

Offers will be accepted until **5/03/2018**. All offers received after the specified date will not be considered and will not be returned to the bidders.

## The method of preparing the offer

The offer has to be prepared in Polish or English, in accordance with the form attached hereto.

The offer should be signed by the person/persons authorized to enter into legally binding commitments on behalf of the Contractor.

The Proposal Form shall be accompanied by supporting documents confirming the fulfillment of specifications, as well as declarations

## The form for submission of offers

Offers may be delivered:

1. **By traditional mail (courier company) - to the address:**  
XDISC S.A., ul. Jagiellońska 301, 03-301 Warsaw  
with a note: No. 2/2017/B+R offer of delivery of a electroluminescence tester for photovoltaics cells.
2. **Personally to the authorized contact person**  
Authorized contact person:  
Jan Tarowski, e-mail: [jan.tarowski@x-disc.pl](mailto:jan.tarowski@x-disc.pl), phone: +48 885 020 776
3. **By e-mail in the form of a pdf file**, to the address [ProjektyBR@x-disc.pl](mailto:ProjektyBR@x-disc.pl), the e-mail should be titled: No. 2/2017/B+R offers of delivery of a electroluminescence tester for photovoltaics cells.

## Term of contract performance

Term of the order performance has been set on 05/04/2018.(the latest)

## Personal or capital relationships

The order can not be assigned to entities that are affiliated with XDISC S.A. personally or in capital. For the purposes of this request for proposal, capital or personal relationships shall also be meant as the relationships between XDISC S.A. or persons authorized to enter into legally binding commitments on behalf of XDISC S.A or persons performing, on behalf of XDISC S.A., activities related to the preparation and execution of the contractor selection procedure and the contractor, consisting in particular of:

1. owning at least 10% of shares,
2. acting as a member of a supervisory or management body, a proxy or plenipotentiary,
3. being married or in cohabitation, relative by blood or affinity in a straight line, second degree relative by blood or second degree affinity in the collateral line, or are related by adoption, guardianship or custody.

The contracting authority considers that the Contractor fulfills the above condition if the Contractor submits a statement that the Contractor is not affiliated with XDISC S.A. personally or in capital.

## Terms of material changes in the contract concluded as a result of conducted proceedings

The draft contract is attached hereto.

Amendments to this Agreement may be made with the consent of both Parties, expressed in writing by an annex to this Agreement, without prejudice to the principles of competitiveness. It is not permissible, however, under pain of nullity to change the relevant provisions of the concluded agreement in relation to the content of the offer, on the basis of which the Contractor was selected, unless the Contracting Authority foresaw the possibility of making such a change in the request for proposal and determined the conditions of such change.

Acceptable amendments to the contract and specification of the conditions for change:

In the following cases:

1. **Change of the term of contract performance:**

- 1) If the change is due to the prolonged procedure of the selection of the best bid,
- 2) if the change is necessary due to random causes preventing the execution of the order within the assumed deadline,
- 3) if the changes are the result of action of judicial or administrative bodies, in particular relating to: exceeded by the deadlines for issuing decisions by authorities, permits, etc.,

In the event of any of the aforementioned circumstances mentioned above, the deadline for performance of the contract may be appropriately prolonged, but not longer than the duration of such circumstances, with the consent of the Contracting Authority.

2. **Changes of payment deadlines and conditions:**

- 1) that are the result of changes to the contract made by the parties,
- 2) that are the result of the solutions (beneficial for the Contracting Authority) proposed by the Contractor,
- 3) the need to change the contract settlement method or method of payment to the Contractor due to unforeseen circumstances or other changes resulting from changes in co-financing agreement and guidelines for the performance of the contract or a credit agreement or other documents defining sources of contract financing.

3. **Other changes:**

- 1) change of the statutory VAT rate. In such a case, it is possible to reduce or increase of the remuneration in the amount corresponding to the change of the tax,
- 2) changes relating to the name and registered office of the Contractor, its organizational and legal form, bank account numbers and other identification data during the term of the contract or a legal succession,
- 3) changes that are aimed at correcting obvious misprints and accounting mistakes in the contract,
- 4) change of personnel with whom the Contractor carries out the subject matter of the contract to other persons with at least equivalent authorisations.

## Partial offers

The Contracting Authority does not allow submission of partial offers

## Supplementary orders

The Contracting Authority does not anticipate supplementary orders

## Additional information

The Contracting Authority does not reimburse the costs of participation in the procedure.

The Contracting Authority reserves the right to change, in justified cases, the terms and conditions of the request for proposal, as well as to cancel and terminate the procedure without selecting offers, especially if the value of the bids exceeds the amount of funds allocated by the Contracting Authority to finance the order.

The time of the bid – 90 days

Offers prices specified in a currency other than Polish zloty will be converted at the average exchange rate of the National Bank of Poland of the day of the announcement of the request for proposal.

## Appendices

1. The proposal form
2. Draft contract