

Kęty, 02.11.2009

**Re: Inquiry for specialised fixing system for 3D measuring machine Zeiss Contura G2 aktiv 1000x2100x600 suitable for fixing of aluminium profiles as part of project of Creating of Research and Development Centre in Company Grupa Kęty S.A., co-financed with European Union with funds of The Regional Development Fund within The Operational Programme “Innovative Economy” (IE OP 2007-2013).**

We kindly ask to send us your detailed offer for **specialised fixing system for 3D measuring machine Zeiss Contura G2 aktiv 1000x2100x600 suitable for fixing of aluminium profiles**, according to below mentioned conditions:

**I. Main technical characteristics of the equipment:**

1. Subject of the offer (exact same wording necessary): **specialised fixing system for 3D measuring machine Zeiss Contura G2 aktiv 1000x2100x600 suitable for fixing of aluminium profiles**
2. System should be based on mechanical fixing (no suction or magnetic systems are allowed) and should be equipped with big variety of items (elements).
3. System should have possibility of easy and quick assembling on the measuring machine and disassembling from it, due to big variety of shapes of aluminium profiles to be measured.
4. System should have possibility to fix oval profiles and profiles which are combination of perpendicular planes as well as sloped planes. Profiles to be measured have big variety of shapes on the cross section. Some of the profiles are measured as extruded, with the same cross section along the whole length and some profiles are measured after various complicated cutting and CNC machining processes.
5. So far, the smallest profiles to be measured, are profiles within circumscribing circle of 20 mm, but it is possible, that in the future, it may be necessary to measure smaller ones. Therefore, in the offer you should assume the system for fixing of minimum profile of circumscribing circle of 20 mm, to be offered, with possibility to extend the system in the future, if necessary, to fix smaller profiles.
6. So far, the biggest profiles to be measured, are profiles within a rectangle of 300 mm height and 450 mm width, but it is possible, that in the future, it may be necessary to measure bigger ones. The upper limit of the cross section of measured item is a rectangle of 500 mm height and 900 mm width – due to the physical limits of the machine itself. Therefore, in the offer you should assume the system for fixing of maximum profile within a rectangle of 300 mm height and 450 mm width, to be offered, with possibility to extend the system in the future, if necessary, to fix bigger profiles.

7. We produce and need to measure variety of several thousand of different shapes on the cross section.
8. In the attached file, we send you sample drawings, showing typical complicated shapes, that need to be fixed with the system, in order to help you to present quotation for the system which, with your experience, will be most suitable to our product line, to be measured.
9. We ask to present the offer in 2 versions:
  - 9.1. The offer with version for complete set of items (elements), that comprise a system, which you recommend as a package
  - 9.2. The offer with version for each individual item (element) separately quoted with separate unit price of each item of the system
10. After analysis of your offer, it may be possible, that we will be interested not in package with quantity of items (elements) as you will propose, but we might be interested in certain individual items (elements) in higher quantity than in a package and we may not be interested in certain items (elements), which we would consider not suitable for our particular needs.

## **II Conditions of the presentation of the offer**

**We kindly ask to deliver to us the offer only in written form with signature, within 12.11.2009. - 2.00 p.m. in closed, not transparent envelope marked:  
“The offer for specialised fixing system for 3D measuring machine Zeiss Contura G2 aktiv 1000x2100x600 suitable for fixing of aluminium profiles”.**

**We kindly ask not to send the offer by e-mail or fax.**

**We ask to send it enough time in advance (preferably by courier service) to be sure it reaches us before 12.11.2009. - 2.00 p.m**

The offer should be addressed to

**GRUPA KĘTY S.A.**

Ul. Kościuszki 111

PL 32-650 Kęty

Poland

To the attention of Mr Adam Miarka

**The offer should be presented in English language and be structured according to the below presented pattern:**

1. Subject of the offer: **specialised fixing system for 3D measuring machine Zeiss Contura G2 aktiv 1000x2100x600 suitable for fixing of aluminium profiles**
2. Price in EUR, including delivery DDU Kęty and supervision to commissioning
3. Warranty period defined from Acceptance Test, completed with positive result:

Warranty period: ..... (min. 18 months)

4. Time schedule of delivery and commissioning

**Delivery date DDU Kęty: (in anyway not later than 10.12.2009)**

Acceptance Test, in order to check correctness of delivery with the specification to be carried out within 3 working days from delivery DDU Kęty

**5. Payment conditions**

If payment conditions assume the advance payment installments, the payment will be covered by bank or insurance payment guarantee in the amount of each payment and valid till the end of delivery.

**6. Validity of the offer (in any case not shorter than till 15.12.2010)**

**7. Appendix no. 1 – Technical specification to the offer, presenting technical side of the equipment.**

We ask to present in the offer in details the following issues:

Detailed description of the equipment and its individual items / units / subunits / elements, illustrated with pictures. Please include as much as possible some drawings, sketches, pictures - for better explanation

**8. Appendix no. 2 – Other conditions of the offer (for instance detailed commercial conditions)**

**9. Appendix no. 3 - Up to date reference list for the proposed system**

**10. Appendix no. 4 - List of patented solutions to be used in the equipment, if any. Please attach copies of respective documents, which would confirm obtaining the patent or declare, that no patented solutions will be used.**

**12. Appendix no. 5 - Declaration, confirming that you meet formal conditions to present the offer and you are able to be chosen as the supplier, due to procedures related with cofinancing by European Union with funds of The Regional Development Fund within The Operational Programme “Innovative Economy” (IE OP 2007-2013). Pattern of the declaration to be filled in is attached to this inquiry.**

The evaluation of the complying with the formal conditions will be done accordance with the formula: comply or not comply. If the Bidder does not comply with any of the formal criteria, his offer will be excluded from evaluation and excluded from possibility of attaining the order.

**13. Appendix no. 6 – Declaration, confirming that you meet environmental criteria, if any such criteria are applicable. Pattern of the declaration to be filled in is attached to this inquiry. Please attach of copies of respective documents, which would confirm complying the environmental criteria.**

The evaluation of the complying with the formal conditions will be done accordance with the formula: comply or not comply. If the Bidder does not comply with any of the formal criteria, his offer will be excluded from evaluation and excluded from possibility of attaining the order.

**14. Appendix no. 7 – List of deviations of detailed parameters between the offer and inquiry.**

In case in your quotation, you are not able to offer equipment with certain detailed specifications (parameters) as indicated in the inquiry or from your experience you would advise as better or more workable other specific data or parameters, than included in our inquiry, please prepare list of deviations of detailed parameters between the offer and inquiry.

Any corrections of the original inquiry, that we would possibly send to you before you present the offer, will be considered as integral part of our inquiry and are not to be treated as deviations from original inquiry.

Please include some comments why you change certain parameters in your offer, from the parameters in the inquiry.

In case no deviation from the inquiry is included in the offer, please state in this appendix, that there are no deviations from the inquiry.

**III. Addition information regarding how the offer will be processed:**

Due to the formal reasons, connected with co-financing of this project by European Union with funds of The Regional Development Fund within The Operational Programme “Innovative Economy” (IE OP 2007-2013), we need to follow certain rules in the processing the offers and choosing of the supplier for this project.

We would like to inform you therefore how the offer, presented by, you according to above mentioned conditions, will be evaluated and on what basis the decision regarding the final choice of the supplier will be made.

Each presented offer will be evaluated with the use of assigned points, against bellowed mentioned criteria. Each criterion will be evaluated independently.

The points for each individual criterion will be assigned to each bidder, depending on the rank of his offer after comparison with all the other presented offers. Ranking of sum of all individual points will be decisive for the choice of the supplier.

**Criteria for evaluation of the offers:**

1. **The criterion „the Price of the Offer”** will be calculated according to the following formula:

$$W_{\text{PRICE}} = (\text{PRICE}_{\text{min}} / \text{PRICE}_{\text{bidder}}) * \text{the coefficient of the importance} * 100 \text{ points}$$

where:

$W_{\text{PRICE}}$  – means the quantity of points obtained in the category

$\text{PRICE}_{\text{min}}$  – means the minimum-amount offered among estimated offers

$\text{PRICE}_{\text{bidder}}$  – means the amount offered by the bidder

- the coefficient of the importance fixed in the category and expressed in percentage
- For this criterion we can give maximum **51 points**

2. **The Criterion the technical „Value of the offer ”** will be calculated according to the following formula:

$$W_{\text{TECH}} = (W_{\text{tech bidder}} / W_{\text{tech max}}) * \text{the coefficient of the importance} * 100 \text{ points}$$

where:

$W_{TECH}$  – means the quantity of points obtained in technical evaluation in the category  
 $W_{tech\ max}$  – means the maximum points in technical evaluation among estimated offers gave in the category.

$W_{tech\ bidder}$  – means the quantity of points gave to the bidder offer.

- the coefficient of the importance fixed in the category and expressed in percentage
- for this criterion we can give maximum **35 points**

3. **The criterion „Time schedule of the contract ”** - will be calculated according to the following formula:

$$W_{PERIOD} = (W_{min\ period} / W_{bidder\ period}) * \text{the coefficient of the importance} * 100 \text{ points}$$

where:

$W_{PERIOD}$  – means the quantity of points obtained in the category

$W_{min\ period}$  – means the shorter time of the final acceptance test offered among estimated offers

$W_{bidder\ period}$  – means the time of the final acceptance test offered by the bidder

- the coefficient of the importance fixed in the category and expressed in percentage
- the time of final acceptance test will be expressed in whole months starting from the date of order.
- For this criterion we can assigned maximum **4 points**

4. **The Criterion „Warranty period” ”** will be calculated according to the following formula:

$$W_{Warranty} = (W_{Warranty\ bidder} / W_{warranty\ max}) * \text{the coefficient of the importance} * 100 \text{ points}$$

where:

$W_{warranty}$  – means the quantity of points obtained in the category

$W_{warranty\ max}$  – means the maximum period of given warranty offered in the category

$W_{warranty\ bidder}$  – means the period of given warranty offered by the bidder

- the coefficient of the importance fixed in the category and expressed in percentage
- the period of the offered warranty will be expressed in whole months starting from the positive final acceptance protocol
- for this criterion we can assigned maximum **4 points**

5. **The Criterion „Payment condition” ”** will be evaluated as following:

- During estimation of this criterion we can assigned from **0 to 6 points**. The better terms of the payment will receive properly biggest quantity of points.
- for this criterion we can assigned maximum **6 points**

6. The maximum quantity of points to the obtainment: **100**.

7. The Offers will be estimated according to the following formula:

$$W = W_{PRICE} + W_{TECH} + W_{PERIOD} + W_{Warranty}$$

8. The coefficient of the importance:

Serial	Condition	The coefficient of the importance	The condition of given points	Maximum points to be assigned
1	Price of the Offer	51%	According to rules described in point 1	51
2	Value of the offer	35 %	According to rules described in point 2	35

3	Time schedule of the Contract	4%	According to rules described in point 3	4
4	Warranty period	4%	According to rules described in point 4	4
5	Payment conditions	6%	According to rules described in point 5	6

9. The offer which obtained biggest quantity of points will be chosen. Remaining offers will be classified in accordance with a quantity of obtained points.
10. After process of evaluation of the offers is completed, each bidder will be informed about the status of his offer.

GRUPA KĘTY S.A.  
Ul. Kościuszki 111, 32-650 Kęty