



QUOTATION REQUEST NOTICE

for

the delivery of an Acoustic Doppler Current Profiler

proceedings of a net value not exceeding 130,000 PLN

Name and address of the Contracting Authority

The Institute of Oceanology of the Polish Academy of Sciences
(Instytut Oceanologii Polskiej Akademii Nauk)
ul. Powstancow Warszawy 55
81-712 Sopot, Poland
Fax (48 58) 551 21 30
Email: office@iopan.pl

I. The legal basis

The procedure is conducted as a Quotation Request Notice. The contract with net value not exceeding 130 000 PN is awarded under art. 2(1)(1) of the Act of 11 September 2019 on Public Procurement Law (the consolidated text in the Journal of Laws from 2023, Item 1605, as amended).

II. Description of the subject of the contract

1. The subject of the procedure is **the delivery of an Acoustic Doppler Current Profiler** for the Contracting Authority – the Institute of Oceanology of the Polish Academy of Sciences.
2. CPV code: 38400000-9 - instruments for checking physical characteristics.
3. Description of requirements and technical specification:
 - Acoustic Doppler Current Profiler with frequency 1MHz, for concurrent measurements of mean currents and turbulence,
 - Equipped with 5-beam head with High Resolution option (HR),
 - Average current profiles, 4 beams,
 - Burst current profiles, 5 beams,
 - Sampling rate 16 Hz for mean currents and 8 Hz for HR,
 - Profiling range 25 m (average mode) and 8 m (HR measurements),
 - Cell size 0.2 – 2 m, max cells 256,
 - Velocity accuracy 0.3% of measured value $\pm 0.3\text{cm/s}$, velocity resolution 0.1 cm/s,
 - Attitude Heading Reference System (AHRS) , thermistor embedded in head,
 - Heading accuracy/resolution $\pm 3^\circ$ (dynamic) $\pm 2^\circ$ (static) for tilt $< 20^\circ/0.01^\circ$,
 - Accelerometer dynamic range $\pm 2\text{ g}$,
 - Gyro dynamic range $\pm 250^\circ/\text{s}$,
 - Magnetometer dynamic range $\pm 1.3\text{ Gauss}$,
 - Pitch and roll range/resolution $\pm 90^\circ$ (pitch) $\pm 180^\circ$ (roll) / 0.01° ,
 - Pitch and roll accuracy $\pm 2^\circ$ (dynamic), $\pm 0.5^\circ$ (static),
 - Equipped with pressure sensor (range 0-50 m, accuracy 0.1% FS),
 - 16 GB SD card data logger,
 - Standard instrument housing, without room for battery, max. 20 cm instrument height,
 - 6p+2p MCBH, Ethernet + power,
 - 20m Ethernet cable with MCBH6MP, Power/RJ45 at dry end,
 - 20m 8pin serial cable AD2CP MCIL8M w/RS485 trigger,
 - Software for deployment planning, data retrieval and data conversion.
4. The Contracting Authority hereby states that only the minimum requirements were set out in the description of requirements and technical specification. The Contractors may offer the devices with the same or better specification in their bids. Shall the description of the subject of the contract contain any trademarks, patents or other proprietary or exclusive rights, or if the origin of the subject of the contract

or part thereof or if the origin of the subject of the contract, source or a particular process which characterises the products or services provided by a specific economic operator was determined - it must be assumed that the Contracting Authority, due to the nature of the subject of the contract, provided such description with an indication of the type of the subject of the contract and allows bids equivalent in terms of their visual appearance, functionality, functional and performance parameters not worse than those given in the description of the subject of the contract.

5. The Contracting Authority informs that it has indicated only the elements of the equipment which it considered essential, however, failure to mention some of the elements included in such equipment means that the Contractor is obliged to offer devices that form a functional whole with the elements indicated by the Contracting Authority. The Contracting Authority indicates that irrespective of the number of essential elements of the equipment mentioned, the Contractor is to offer fully equipped equipment capable of working without additional investment or outlays.
6. The offered equipment should have minimum 12 months warranty counted from the date of signing the acceptance protocol by the Contracting Authority without reservations.
7. The subject of the contract must be new, free from defects or damage, not used, free of third-party rights. The Contracting Authority does not allow the equipment from the exhibition to be offered.
8. The offered equipment must be a solution available on the market and be currently in use.
9. The Contracting Authority requires the Contractor to deliver the subject of contract to the Contracting Authority's register office within the declared bid price (net value).
10. The Contractor shall provide the Contracting Authority with documentation and operating manual in Polish and/or in English.

III. Place and date of execution of the contract

1. Deadline of the execution of the contract: no later than within **10 weeks** from the date of signing the contract.
2. Place of execution of the contract: the Contracting Authority's register office – **ul. Powstancow Warszawy 55, 81-712 Sopot, Poland.**

IV. Conditions for participation in the procedure

1. The Contractors who would like to participate in the contract award procedure must comply with the requirements set out below:
 - a) ability to perform business transactions - *The Contracting Authority does not specify this condition;*
 - b) authorisations required to carry out specific economic or professional activity, if required under separate regulations - *The Contracting Authority does not specify this condition;*
 - c) economic or financial standing - *ensuring the execution of the contract;*
 - d) technical and professional capability - within the scope of expertise and experience: *in the form of at least two properly completed or ongoing (in case of recurring or permanent contracts) deliveries corresponding to the subject of the contract, i.e. the **deliveries of an Acoustic Doppler Current Profiler, with a gross value of at least PLN 50,000 each**, which took place within the last 3 years before the end of the deadline for the submission of bids or, if the period of a Contractor's activity is shorter – within that period.*

Notice!

If the payment for the delivery was made in currency other than PLN, to determinate value of the delivery, the Contractor should convert it into PLN at an average FX rate of the currency announced by the National Bank of Poland as of the date of the expiry of the time limit for the submission of bids (April 24th, 2024).

2. To confirm compliance with conditions specified in point 1 the Contractor should submit Statement of compliance with the conditions of participation in the procedure – according to the specimen form being Appendix no. 2 to the Notice.
3. Assessment of compliance with conditions specified in point 1 will take place in accordance with the method: meets conditions/ doesn't meet conditions.
4. In case of not meeting conditions of participation in the procedure the Contractor's offer will be rejected.

V. Terms and procedure of payment, essential terms and requirements of the contract

1. The contract is funded from the project „Sea ice, waves and turbulence – from laboratory scale to improved large-scale modelling” (ICEWAVE; programme Opus-24, contract number 2022/47/B/ST10/01129), funded by the Polish National Science Centre.
2. The payment for the delivered object of the contract will take place on the basis of an invoice delivered to the Institute of Oceanology of the Polish Academy of Sciences, following the signing the acceptance protocol by the Contracting Authority without reservations.
3. Payment will be transferred from the account of the Contracting Authority to the Contractor's account specified on the invoice within 21 days counted from the date of acceptance of the object of the agreement without reservations and after receipt of the invoice properly issued by the Contractor.
4. The costs of VAT and customs shall be accounted for and covered by the Contracting Authority, if the Contracting Authority has this obligation according to applicable rules of law (laws on value added tax). If the Contracting Authority is obliged to fulfil this tax liability under applicable rules of law on value added tax, the Contractor shall be entitled only to the net value of the goods for which the Contracting Authority has a tax liability.
5. The advance payment, no higher than 20% of remuneration, can be made on Contractor's request. The advance payment will be made based on an advance invoice. The advance payment will be transferred from the account of the Contracting Authority to the Contractor's account within 14 days from the date of receipt of the advance invoice properly issued by the Contractor.
6. The payment for the performance of the contract shall be made in accordance to Contractor's bid, in one of the following currencies: PLN or EURO.
7. All essential terms and requirements can be found in the draft of the contract (Appendix no 3 to the Notice).

VI. Criteria of evaluation

1. The selection of the most favourable quotation will be made in accordance with the following criteria:

A bid price (Gross price) – 100 %.

2. Points in the "bid price" criterion shall be calculated according to the following formula:

$$\text{number of points} = \frac{\text{the lowest bid price}}{\text{the examined bid price}} \times 100 \text{ points}$$

3. The bid price (net value) quoted in the bid shall include all costs related to the performance of the contract, including but not limited to cost of the object of the contract (with documentation, software and firmware), cost of packaging, transport to the place of destination and insurance during delivery to the place of destination, cost of warranty and warranty service, as well as cost of granting a license for software and firmware.
4. If a bid has been submitted the selection of which would result in a tax obligation on the Contracting Authority under the provisions on tax on goods and services, the Contracting Authority will, in order to evaluate such a tender, add the value added tax (VAT) payable under these provisions to the tender price. The Contractor, when submitting a bid, shall notify the Contracting Authority that the selection of the bid will lead to a tax obligation on the Contracting Authority, indicating the name (type) of goods or services, delivery of which will lead to a tax obligation indicating their value without the tax amount and tax rate that, according to the Contractors knowledge, the Contracting Authority will be obligated to pay.
5. If a bid has been submitted by a Contractor having his registered office and location of the business activity outside of the Republic of Poland, the Contractor shall indicate only the net value. In order to evaluate such a bid offer, the Contracting Authority will increase the bid price by adding the tax on goods and services (VAT).
6. Shall the Contractor offer a discount, the discount should be included in the bid price.
7. The Contractor can offer only one price for the performance of the contract. Price variants are not allowed.
8. The Contracting Authority allows the bids to be submitted in the following currencies: PLN or EURO.
9. Calculations of the points will be made with the accuracy to two decimal places.
10. The bid with the highest number of points will be considered the most favourable bid submitted in the procedure. The result will be treated as the point value of the bid.

11. The Contracting Authority shall select the most favourable bid on the basis of the bid evaluation criteria specified in the Quotation Request Notice. The most favourable bid is the one that presents the best value for money.

VII. Place, date and form of submission of bids, information regarding the procedure

1. **The bid signed by a person authorized to act in the Contractor's name should be submitted** by mail no later than on **April 24th, 2024, 10:00 am** (Central European Summer Time - CEST) to email address – **bgorecka@iopan.pl**

- entitled „**The bid for the delivery of an Acoustic Doppler Current Profiler - IO/ZO/2/2024**”.
2. The Contracting Authority accepts submitting the bid with the required documents and statements in the form of a scan of signed documents or in the form of an electronic document signed with a qualified electronic signature, a trusted signature or a personal signature.
3. The Contractor shall prepare the bid offer accordingly to the Appendix no 1 to the Notice – Bid form and enclose filled Appendix no. 2 to the Notice - Statement of compliance with the conditions of participation in the procedure and **Technical Specifications of offered devices (catalogs, brochures, catalog cards, etc.)** confirming that the offered devices meet the requirements described in Chapter II of the Notice (Description of the subject of the contract).
4. The Contractor shall state manufacturer, type, model and catalog number of offered devices in the bid form.
5. The offers submitted after the deadline set in point 1 will not be taken into consideration.
6. Information, which is regarded as a business secret, within the meaning of the provisions concerning the combating of unfair competition, should be labeled as such by the Contractor. The Contractor shall enclose factual and judicial justification. Failure to correctly label the business secret or enclose factual and judicial justification may result in disclosure of the information. The Contractor may not stipulate that the name (company name) and address of the Contractor or information regarding the price, time limit for the completion of the contract, period of guarantee and terms of payment should not be disclosed.
7. The Contracting Authority does not allow partial bids. The bid must be complete and must include all the elements and take into account all the conditions listed in Chapter II of the Notice. The bids which would not include even one element shall be rejected as a bid which failed to comply with the requirements set in the Notice.
8. The Contracting Authority may, when it is necessary, modify, before the deadline for submitting bids, the content of the Quotation Request Notice. Any modification to the Notice shall be promptly placed on the Contracting Authority's website, thus becoming automatically an integral part of the Quotation Request Notice. Any and all modifications introduced by the Contracting Authority shall be binding for the Contractor.
9. **The Contracting Authority shall authorise the following persons to contact the Contractors directly:**
 - 1) **Ms. Barbara Gorecka, e-mail: bgorecka@iopan.pl,**
 - 2) as a substitute Ms. Malgorzata Masnicka, e-mail: mmasnicka@iopan.pl.
10. The Contractor is bound by the bid for a period of 30 days, which begins with the deadline for submission of bids, i.e. until **May 23rd 2024**.
11. The Contractor shall bear all costs associated with the preparation of the bid.
12. The Contractor may submit only one bid (either alone or jointly with another Contractor). If the Contractor submits or participates in more than one bid, all bids with the participation of the Contractor shall be rejected.
13. A bid shall be prepared in Polish and/or English. The Contracting Authority allows the communication and submitting a bid in Polish and/or English.
14. All documents and declarations/statements prepared in foreign languages (other than documents and declarations/statements prepared in English) shall be submitted with a translation into Polish and/or English certified by the Contractor.
15. The content of the bid shall correspond to the content of the Notice. The Contracting Authority will reject offer not corresponding to the content of the Notice, subject to section 24.
16. The Contractor shall submit a bid in accordance with the requirements set forth in the Notice. No proposals of alternative (variant) solutions shall be taken into account. The Contracting Authority shall not allow any variant bids.

17. Contractors may apply for the award of the contract jointly. In this event such Contractors shall be jointly and severally liable for the performance of the contract.
18. In the event of a joint application for the award of the contract, the Contractors shall authorise an attorney to represent them in the procurement proceedings or to represent them in the proceedings and the conclusion of a public procurement contract.
19. The bid shall indicate the part of the contract which the Contractor intends to subcontract and provide company name of the subcontractor (if are known). Entrusting a part of the contract to subcontractors shall not release the Contractor from liability for due performance of the contract.
20. The Contractor may introduce changes or withdraw a submitted bid before the deadline for submitting bids. A notice of making changes or withdrawing a bid shall be signed by the Contractor or his authorised representative. No bid may be changed after the deadline for submitting bids.
21. In the event of a bid submitted in a currency other than PLN (i.e. in EURO), as well as if it is necessary to compare bids submitted in different currencies, the Contracting Authority shall convert a bid price into PLN at an average FX rate of the currency announced by the National Bank of Poland as of the date of the expiry of the time limit for the submission of bids (April 24th, 2024).
22. If it is impossible to select the best offer as bids with the same price have been submitted, the Contracting Authority shall call upon the Contractors who have submitted such bids to submit additional bids with revised price within the time limit specified by the Contracting Authority. Contractors shall not offer higher prices than the prices offered in the bids submitted previously.
23. If any doubts arise as to the content of a bid or if there is missing information or document/statement, the Contracting Authority reserves the right to ask questions about the content of the bid or require any missing information or document/statement to be supplemented. No negotiations concerning a submitted bid between the Contracting Authority and the Contractor shall be allowed.
24. The Contracting Authority may correct in the text of the bid:
 - a) obvious misprints,
 - b) obvious computational errors considering the calculation consequences of the conducted modifications,
 - c) other errors which result in inconsistency with the Quotation Request Notice but do not cause essential modifications of the bid– and shall forthwith inform the Contractor whose bid has been corrected. The Contracting Authority will reject offer if the Contractor, in a set date, rejects correction in text of the bid specified in letter c) above. Failure to reply within the set date shall be deemed consent to the correction of the error.
25. The Contracting Authority will exclude from the procedure the Contractor in case of circumstances set in article 7(1) of the Act of 13 April 2022 on special solutions in terms of counteracting support of aggression against Ukraine and in terms of protection of national security (the consolidated text in the Journal of Laws from 2024, Item 507). The Contracting Authority will reject an offer submitted by an excluded Contractor.
26. The Contracting Authority will reject a bid if:
 - a) it has been submitted after the deadline for submission of bids;
 - b) it has been submitted by a Contractor who:
 - is subject to exclusion from the procedure or who does not meet the conditions for participation in the procedure,
 - has not submitted missing statements or documents specified in the Quotation Request Notice within a given time limit;
 - c) it is inconsistent with generally applicable law;
 - d) it is invalid under separate regulations;
 - e) its content is inconsistent with the contents of the Notice, subject to paragraph 24;
 - f) it has not been prepared or submitted in a manner consistent with Chapter VII, paragraph 1 or 2 of the Notice;
 - g) it has been submitted under conditions of an act of unfair competition within the meaning of the Act of 16 April 1993 on combating unfair competition;
 - h) it contains an abnormally low price in relation to the subject matter of the contract;
 - i) it contains errors in price calculation;
 - j) the Contractor, within the prescribed period, challenged the correction of the error referred to in Chapter VII, paragraph 24(c) of the Notice.
27. The Contracting Authority shall notify Contractors who have submitted their bids of selecting the most favourable quotation within these proceedings. The Contracting Authority shall also place the Information about the results of this procedure on its website.

28. The Contracting Authority reserves the option to cancel the proceedings without selecting a quotation in justified cases, especially if:
 - a) no bid has been submitted in the proceedings or all submitted bids have been rejected,
 - b) a price of the most favourable bid exceeds the amount which the Contracting Authority intends to allocate to finance the contract, unless the Contracting Authority can increase this amount to the price of the most favourable bid,
 - c) in the instance mentioned in section 22 above, additional bids have been submitted with the same price,
 - d) a major change of circumstances has occurred which causes the conduct of the proceedings or the execution of the contract to be no longer in the public interest, which could not have been foreseen before, or
 - e) the proceedings are encumbered with irreparable defect which prevents the conclusion of the contract.
29. The Contracting Authority shall notify the Contractors who have submitted their bids of cancelling the proceedings with the justification thereof.
30. The Contracting Authority shall sign the contract with the Contractor whose bid has been selected as the best offer, according to the contract template set out in Appendix no 3.
31. If a bid selected in the proceedings is submitted by two or more Contractors applying jointly in the public procurement proceedings, the Contracting Authority may require an agreement that governs the collaboration between such entities before executing the contract in the public procurement proceedings. A term of the agreement between the Contractors shall not be shorter than the term set forth for the performance of the contract.
32. If the Contractor whose bid has been selected as the most favourable one refuses to conclude the contract, the Contracting Authority may select the most favourable bid out of other bids, without their repeated examination or assessment.
33. Before signing the contract the Contracting Authority may ask the Contractor to submit a relevant abstract from a register or other documents accordingly to which the person signing the contract is authorized to act in the Contractor's name.

VIII. Personal Data Processing Provisions

1. The Contracting Authority - the Institute of Oceanology of the Polish Academy of Sciences - announces that within the scope in which it collects personal data, due to conducting these public procurement proceedings, awarded under art. 2(1)(1) of the Act of 11 September 2019 on Public Procurement Law, including due to the execution of the public procurement contract, it is a personal data controller for the purpose of the provisions of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, hereinafter referred to as the "Regulation").
2. Contact details of the personal data controller: registered office at Powstancow Warszawy 55 str., 81-712 Sopot, Poland, (+48 58) 73 11 600; fax: (+48 58) 551 21 30; e-mail: office@iopan.pl.
3. For matters relating to data processing, please contact the Data Protection Officer, e-mail: iodo@iopan.pl.
4. The Contracting Authority shall collect and process personal data within the framework of these public procurement proceedings for the following purposes:
 - 1) in order to conduct the public procurement proceedings - Article 6(1)(c) of the Regulation,
 - 2) for the purpose of performing a public procurement contract - pursuant to Article 6(1)(b) of the Regulation,
 - 3) for the purpose of fulfilling legal obligations incumbent on the controller - pursuant to Article 6(1)(c) of the Regulation,
 - 4) for the purpose of pursuing or defending against claims - pursuant to Article 6(1)(f) of the Regulation (legitimate interests pursued by the controller).
5. Recipients of personal data shall only be the persons and entities entitled, to whom the documentation of proceedings will be made available, including tax administration authorities, public administration authorities, financing entities, controlling authorities or entities, third parties.
6. Personal data will be processed on behalf of the data controller by authorized employees with written authorization to process the personal data.

7. Personal data shall be stored by the data controller for the period of 4 years from the date of completing the proceedings, unless the fulfilment of the objectives referred to in point 4 requires a longer period of storing.
8. The obligation to provide personal data is necessary for the conducting the proceedings and concluding or executing the contract. The failure to give personal data may prevent the conducting the procedure and concluding or executing the contract in these proceedings.
9. The person whose data are processed shall have the following rights:
 - 1) to gain access to one's personal data, pursuant to Article 15 of the Regulation,
 - 2) to rectify and to complete personal data, pursuant to Article 16 of the Regulation,
 - 3) to demand that the processing of personal data be restricted, pursuant to Article 18 of the Regulation, subject to the cases referred to in Article 18(2) of the Regulation,
 - 4) to object to processing personal data - pursuant to Article 21 of the Regulation,
 - 5) to lodge a complaint to the President of the Office for the Protection of Personal Data if the person finds the processing of one's personal data by the controller to violate the Regulation.
10. If the performance by the Contracting Authority the obligation to provide the data pursuant to Article 15 (1) to (3) of the Regulation would involve a disproportionate effort, the Contracting Authority may demand from the person whose data are processed to provide an additional information to specify the request, in particular the name or date of the ongoing or completed public procurement proceedings.
11. The performance by the person whose data are processed the right to rectify or complete its personal data pursuant to Article 16 of the Regulation shall not result in a change of the outcome of the public procurement procedure, or the provisions of the contract within the scope in which it is inconsistent with the provisions of law, and shall not violate the integrity of proceedings documentation, in particular the offer.
12. The fact that person whose data are processed perform the right to restrict the processing of personal data, pursuant to Article 18 of the Regulation, does not limit the processing of personal data until the end of the public procurement proceedings.
13. From the date of the end of the procurement proceedings, if submitting a request for restriction of personal data processing, pursuant to Article 18(1) of the Regulation, causes limitation of processing of personal data contained in the proceedings documentation, the controller shall not make such data available, unless there are exemptions as referred in Article 18(2) of the Regulation.
14. The person whose data are processed shall have not the following rights:
 - 1) to obtain from the controller the erasure of personal data - pursuant to Article 17 of the Regulation,
 - 2) to transfer personal data - pursuant to Article 20 of the Regulation.
15. With respect to personal data processed in these proceedings, including personal data processed for the purpose of executing the public procurement proceedings, decisions shall not be taken in automated manner, pursuant to Article 22 of the Regulation.
16. The Contracting Authority shall process personal data collected during the public procurement proceedings in a manner that guarantees protection against unauthorized dissemination.
17. Personal data collected and processed during the public procurement proceedings shall be disclosed, except for special categories of personal data, referred to in Article 9 of the Regulation. The limitations of the access to information referred to in Article 18, paragraphs 3-6 of the Public Procurement Law shall apply to such data accordingly.

IX. Appendices:

1. Bid form,
2. Statement of compliance with the conditions of participation in the procedure,
3. Contract template.

NOTICE: The English version of the Quotation Request Notice is only for informational use. In case of discrepancy between the Polish and the English version of the Quotation Request Notice, the Polish version shall prevail.

.....
stamp of the Contractor

.....
place and date

BID FORM

In response to the Quotation Request Notice in the procedure for **the delivery of an Acoustic Doppler Current Profiler** for the Institute of Oceanology of the Polish Academy of Sciences (procedure No. IO/ZO/2/2024) the bid offer is submitted by:

.....
.....
(name and address of the Contractor/s)

1. We submit the bid offer:

- on our own behalf¹
- as a leader of the consortium comprising¹
(name contractors who belong to the consortium)
- as a partner in a civil-law partnership (under Polish Civil Law), whose partners are¹:
(name partners in a civil-law partnership)

2. We offer the performance of the contract for:

Gross price PLN / EURO²
(say:),

including VAT PLN / EURO²,

Net value PLN / EURO²
(say:).

NOTE:

- 1) A bid price (a net value) should contain all costs related to the performance of the contract, including but not limited to cost of the object of the contract (with documentation, software and firmware), cost of packaging, transport to the place of destination and insurance during delivery to the place of destination, cost of warranty and warranty service, as well as cost of granting a license for software and firmware.
- 2) If a bid has been submitted the selection of which would result in a tax obligation on the Contracting Authority under the provisions on tax on goods and services, the Contracting Authority will, in order to evaluate such a tender, add the value added tax (VAT) payable under these provisions to the tender price. The Contractor, when submitting a bid, shall notify the Contracting Authority that the selection of the bid will lead to a tax obligation on the Contracting Authority, indicating the name (type) of goods or services delivery of which will lead to a tax obligation, indicating their value without the tax amount and tax rate that, according to the Contactor's knowledge, the Contracting Authority will be obligated to pay.
- 3) If a bid has been submitted by Contractor having his registered office and location of the business activity outside of the Republic of Poland, the Contractor shall indicate only net values. In order to evaluate such a bid offer, the Contracting Authority will increase the bid price by adding the tax on goods and services (VAT).

3. We offer the delivery of an Acoustic Doppler Current Profiler (1 item):

.....
.....

(please state manufacturer, type, model, catalog number of offered devices)

¹ Delete as appropriate

² Delete as appropriate

NOTE:

The Contractor should also submit Technical Specifications of offered devices (catalogs, brochures, catalog cards, etc.) confirming that the offered devices meet the requirements described in Chapter II of the Notice.

4. **Warranty** for the object of the procedure is months (*no less than 12 months*), counted from the date of the final acceptance of the object of the contract without reservations.
5. We offer the delivery of the object of the contract no later than **within 10 weeks** from the date of signing the contract, to the Contracting Authority's register office, **ul. Powstancow Warszawy 55, 81-712 Sopot, Poland**.
6. We declare that the quoted price includes all the costs that will be incurred by the Contracting Authority if this bid offer is selected.
7. We confirm that we do not participate in any other bids concerning the same proceedings.
8. We declare that we have become acquainted with the content of the Quotation Request Notice and we make no reservations thereto.
9. We declare that the Contractor fulfills all the conditions set forth in the Quotation Request Notice and the offered object of the contract will fulfill requirements laid down by the Contracting Authority.
- 10. We declare that the Contractor does not meet the conditions of the exclusion from the procedure set in article 7 (1) of the Act of 13 April 2022 on special solutions in terms of counteracting support of aggression against Ukraine and in terms of protection of national security (the consolidated text in the Journal of Laws of the Republic of Poland from 2024, Item 507).**
11. We declare that we consider ourselves to be bound by this bid offer for the period of 30 days after the expiration of the deadline for submitting bids, i.e. until the date indicated in Chapter VII section 10 of the Quotation Request Notice.
12. We accept the conditions of the contract, as set out in the template attached as Appendix No. 3 to the Quotation Request Notice. Shall our bid be selected, we commit to enter into the agreement in accordance with the provided template on the date set by the Contracting Authority.
13. **We do not intend / We intend³** to entrust the performance of the following part(s) of the contract to a subcontractor(s):
Subcontractor(s) name(s)⁴:
14. Shall our bid be selected for the execution of abovementioned order, the contract on the part of the Contractor will be signed by
.....
(provide the names and positions / authorization to represent)
15. Contractor's contact info:
Internet site: http://, e-mail address:@.....,
phone:.....,
name and surname of the authorized contact person:
address for correspondence:
- 16. We declare that we have fulfilled the information obligations provided for in art. 13 or art. 14 of GDPR⁵ towards natural persons from whom personal data we have obtained, either directly or indirectly, in order to apply for the award of a public contract in these proceedings, especially we**

³ Delete as appropriate

⁴ Indicate the name of the subcontractor, if known

⁵ Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC ('General Data Protection Regulation' or 'Regulation') (OJ EU L 119 of 4 May 2016, p. 1)

informed those persons, that their personal data will be made available to the Contracting Authority (The Institute of Oceanology of the Polish Academy of Sciences) and we acquainted them with Information Clause provided in Chapter VIII of the Quotation Request Notice.⁶

.....
signature of the Contractor or an authorized person

⁶ If the Contractor does not transfer any personal data other than concerning him directly or the exemption is applicable from the information obligation according to art. 13(4) or art. 14(5) of GDPR, the Contractor does not submit the declaration (removing the content of the declaration, for example by its deletion)

THE CONTRACTOR

.....
place and date

.....
(full name, address, VAT No., name of the Company register
and number)

represented by:
(name, surname, position/ authorisation)

**STATEMENT OF COMPLIANCE WITH THE CONDITIONS OF PARTICIPATION IN THE
PROCEDURE**

As we submit a bid in the procedure for **the delivery of an Acoustic Doppler Current Profiler** for the Institute of Oceanology of the Polish Academy of Sciences (procedure No. IO/ZO/2/2024), I hereby declare that the Contractor I represent meets the conditions of participation in the procedure, i.e.:

1. has ability to perform business transactions - *the Contracting Authority does not specify this condition;*
2. has authorisations required to carry out specific economic or professional activity, if required under separate regulations - *the Contracting Authority does not specify this condition;*
3. has economic or financial standing - *ensuring the execution of the contract;*
4. has technical and professional capability - within the scope of expertise and experience: *in the form of **at least two** properly completed or recurring (in case of periodical or permanent contracts) deliveries corresponding to the subject of the contract, i.e. the **deliveries of an Acoustic Doppler Current Profiler, with a gross value of at least PLN 50,000 each**, which took place within the last 3 years before the end of the deadline for the submission of bids or, if the period of the Contractor's activity is shorter – within that period.*

.....
signature of the Contractor or an authorized person

CONTRACT No. – TEMPLATE

concluded on in Sopot, Poland / concluded on the date of signature by the last party⁷

between:

the Institute of Oceanology of the Polish Academy of Sciences (Instytut Oceanologii Polskiej Akademii Nauk), ul. Powstancow Warszawy 55, 81-712 Sopot, Poland, registered in Rejestr Instytutow Naukowych (Science Institute Register) under No. RIN-VII-14/98, with NIP (VAT No.) PL5851004839, REGON (Polish National Official Business Register) 000632467, hereinafter referred to as the CONTRACTING AUTHORITY, represented by:

.....

and

business entity with its registered office in
 registered in (name of the register and number).....
 NIP [VAT No] REGON [National Official Register of Business Entities]
 hereinafter referred to as the CONTRACTOR represented by:

.....

as follows:

§ 1

1. The contract is awarded based on the selection of the most favourable bid chosen in the Quotation Request Notice procedure No. IO/ZO/2/2024 with net value not exceeding 130,000 PLN, referred to in article 2(1)(1) of the Act of 11 September 2019 on Public Procurement Law (the consolidated text in the Journal of Laws from 2023, Item 1605, as amended).
2. The contract is funded from the project „Sea ice, waves and turbulence – from laboratory scale to improved large-scale modelling” (ICEWAVE; programme Opus-24, contract number 2022/47/B/ST10/01129), funded by the Polish National Science Centre.

§ 2

1. The subject of the contract is **the delivery of an Acoustic Doppler Current Profiler** for the Institute of Oceanology of the Polish Academy of Sciences in accordance with the submitted bid of (date) and the Quotation Request Notice dated with appendices (hereinafter referred to as ‘the Notice’), being an integral part hereof.
2. Under this contract the Contractor is obligated to transfer ownership of the object of the contract and hand over the object of the contract and the Contracting Authority is obligated to collect the object of the contract and to pay the Contractor the price (the remuneration set in § 4 section 1 of the contract).
3. The delivered equipment must meet in particular following technical specification:
 - Acoustic Doppler Current Profiler with frequency 1MHz, for concurrent measurements of mean currents and turbulence,
 - Equipped with 5-beam head with High Resolution option (HR),
 - Average current profiles, 4 beams,
 - Burst current profiles, 5 beams,
 - Sampling rate 16 Hz for mean currents and 8 Hz for HR,
 - Profiling range 25 m (average mode) and 8 m (HR measurements),
 - Cell size 0.2 – 2 m, max cells 256,
 - Velocity accuracy 0.3% of measured value $\pm 0.3\text{cm/s}$, velocity resolution 0.1 cm/s,
 - Attitude Heading Reference System (AHRS) , thermistor embedded in head,
 - Heading accuracy/resolution $\pm 3^\circ$ (dynamic) $\pm 2^\circ$ (static) for tilt $< 20^\circ/0.01^\circ$,
 - Accelerometer dynamic range $\pm 2\text{ g}$,
 - Gyro dynamic range $\pm 250^\circ/\text{s}$,
 - Magnetometer dynamic range $\pm 1.3\text{ Gauss}$,
 - Pitch and roll range/resolution $\pm 90^\circ$ (pitch) $\pm 180^\circ$ (roll) / 0.01° ,
 - Pitch and roll accuracy $\pm 2^\circ$ (dynamic), $\pm 0.5^\circ$ (static),
 - Equipped with pressure sensor (range 0-50 m, accuracy 0.1% FS),
 - 16 GB SD card data logger,

⁷ In case of signing the contract with a qualified electronic signature

- Standard instrument housing, without room for battery, max. 20 cm instrument height,
 - 6p+2p MCBH, Ethernet + power,
 - 20m Ethernet cable with MCBH6MP, Power/RJ45 at dry end,
 - 20m 8pin serial cable AD2CP MCIL8M w/RS485 trigger,
 - Software for deployment planning, data retrieval and data conversion.
4. The Contractor shall provide brand new devices within the specified period of time. The devices shall be from current production, meet all the functional and technical requirements specified by the Contracting Authority, be free from defects or damage, not used, free of third-party rights. The delivered devices cannot be the exhibition equipment (from the exhibition).
 5. Under the contract the Contractor shall deliver the subject of the contract to the Contracting Authority's register office within the declared bid price (net value) referred to in § 4 section 1.
 6. The Contractor shall provide the Contracting Authority with:
 - a) complete documentation of the devices (including at least one copy of the operating manual) in Polish and/or in English,
 - b) all licenses for software and firmware delivered within the execution of the contract, if required for usage,
 - c) warranty or other documents, if required for the exercise of rights by the Contracting Authority,
 - d) the installation version of the software for deployment planning, data retrieval and data conversion, described in section 3 indent 22 above (e.g. on a carrier or a key and a link for self-download).
 7. In the event of concluding the contract with the Contractors jointly applying for the contract, such Contractors are jointly and severally liable for the performance of this contract.
 8. The Contractor represents that he has fulfilled information obligations provided for in art. 13 or art. 14 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC ('General Data Protection Regulation' or 'Regulation') towards natural persons from whom he has obtained personal data, either directly or indirectly, in order to execute and perform this contract. Moreover, the Contractor represents that whenever he transfers any personal data to the Contracting Authority, he shall fulfil the obligation mentioned in the first sentence.
 9. The Contracting Authority and the Contractor shall co-operate during the implementation of the contract, to ensure due performance of the contract.

§ 3

1. The object of the contract referred to in § 2 will be delivered not later than within **10 weeks** from the date of signing the contract.
2. The place of delivery of the object of the contract: under the contract the Contractor shall deliver the object of the contract (pack and insure for delivery of the device to the place of destination) to the Contracting Authority's register office: **ul. Powstancow Warszawy 55, 81-712 Sopot, Poland.**

§ 4

1. According to the submitted bid, the Contractor's remuneration for the performance of the contract amounts to total (gross) of PLN/EURO (say:), including VAT PLN/EURO, net value: PLN/EURO (say:).
2. The costs of VAT and customs shall be accounted for and covered by the Contracting Authority, if the Contracting Authority has this obligation according to applicable rules of law (including laws on value added tax). If the Contracting Authority is obliged to fulfil this tax liability under applicable rules of law on value added tax, the Contractor shall be entitled only to the net value of the goods for which the Contracting Authority has a tax liability.
3. The amount referred to in section 1 includes all costs related to the performance of the contract, including but not limited to cost of the object of the contract (with documentation, software and firmware), cost of packaging, transport to the place of destination and insurance during delivery to the place of destination, cost of warranty and warranty service, as well as cost of granting a license for software and firmware.
4. The Parties agree that the payment for the delivered object of the contract will take place on the basis of the invoice delivered to the Institute of Oceanology of the Polish Academy of Sciences, following the signing the acceptance protocol by the Contracting Authority without reservations.
5. Payment will be transferred from the account of the Contracting Authority to the Contractor's account specified on the invoice within 21 days from the date of acceptance of the object of the contract without reservations and after receipt of the invoice properly issued by the Contractor.
6. The day of debiting of the Contracting Authority's account will be considered as the date of payment.
7. The Contractor is entitled to statutory interest for the delay in payment.

8. The advance payment, no higher than 20% of remuneration referred to in paragraph 1, can be made on Contractor's request. The advance payment will be made based on an advance invoice. The advance payment will be transferred from the account of the Contracting Authority to the Contractor's account specified on the advance invoice within 14 days from the date of receipt of the advance invoice properly issued by the Contractor.
9. The account number specified by the Contractor on the invoice and/or the advance invoice shall be consistent with the account number stated in the Polish list of VAT taxpayers (Wykaz podatników VAT, hereafter referred to as "the white list of VAT taxpayers"), unless accordingly to legal provisions the Contractor's account number is not subject to registration. *(does not apply to foreign entities)*
10. The Contracting Authority is entitled to verify whether the account number specified on the invoice/ advance invoice is registered on the white list of VAT taxpayers. In case of absence of the account number or mismatch, the Contracting Authority is entitled to withhold the payment until clarification of the matter. *(does not apply to foreign entities)*
11. The Contracting Authority has a right to demand a change of the account number specified on the invoice / advance invoice to the number registered on the white list of VAT taxpayers. The Contracting Authority is entitled to withhold the payment until the contractor changes the account number specified on the invoice / advance invoice to the number registered on white list of VAT taxpayers. *(does not apply to foreign entities)*
12. The Contracting Authority can make the payment using the split payment mechanism, regulated in Chapter 1a, Section XI of the Polish Act on Goods and Services Tax.

§ 5

1. Warranty period for the object of this contract is months counted from the date of acceptance of the object of the contract without reservations.
2. The Contractor shall be liable to the Contracting Authority for any physical and legal defects of the delivered equipment (particularly involving any non-compliance with the description of the subject of the Contract), as well as damage suffered during transport.
3. In case of non-compliance of equipment, in particular in case of lack of required and offered technical performance or functionality, and in the case of delivery of damaged equipment, the Contracting Authority may refuse to accept it. In such a situation the Contracting Authority shall inform the Contractor by mail, by fax or by electronic mail, on the observations of the Contracting Authority as to the irregularities, sending a written protocol and call the Contractor to remedy the defects within the specified time or to provide a defect-free equipment.
4. In case of irregularities found in the delivered equipment, in particular lack of required and offered technical performance or functionality after the commencement of individual analysis, the Contracting Authority shall notify the Contractor of the irregularities, in writing, by fax or electronically, within 5 days from the date of disclosure. The notification should be accompanied by: a complaint report including the request detailing the method of the removal of the irregularities and equipment acceptance protocol.
5. Irregularities indicated by the Contracting Authority and referred to in the paragraphs 3 and 4 above shall be removed by the Contractor at his own expense, in the manner specified by the Contracting Authority, within a period no longer than 21 days from the date on which the irregularities were claimed, subject to longer period for removal of defects upon agreement with the Contracting Authority.
6. Shall the Contractor fail to respond to the notice of the irregularities within 7 days of its receipt, it will be tantamount to recognition of the complaint and Contractor's commitment to immediately remove the irregularities.
7. If the revealed irregularities cannot be removed, the Contractor shall deliver a defect-free equipment within 21 days of filing the complaint for the remuneration provided for hereto.

§ 6

1. The subject of the contract shall be performed by the Contractor without / with the assistance of a subcontractor *(delete as appropriate)* with respect to
2. The Contractor may perform the subject of the contract with the assistance of a subcontractor, provided that he concludes a subcontract with a subcontractor in writing under pain of nullity.
3. Execution of part of the contract may be subcontracted by the Contractor to subcontractors not listed in section 1 in the course of performing the subject hereof only by written consent of the Contracting Authority and provided it does not amend the terms and conditions of the Quotation Request Notice.
4. Entrusting a part of the contract to subcontractors shall not release the Contractor from liability for due performance of this part of the contract. The Contractor shall be liable for the actions, omissions, and negligence of subcontractors as for his own actions, omissions, and negligence.

5. The Contractor shall notify the Contracting Authority of every planned change in subcontracting (including the intention to subcontract work to a new subcontractor, a change of the scope of work performed by a subcontractor, a change of a subcontractor, or resigning from a subcontractor) within a time limit that enables the Contracting Authority to exercise its rights resulting from this contract.

§ 7

1. The Contractor shall pay to the Contracting Authority stipulated penalties in the amount of:
 - a) 0.2% of the net value of the contract as is defined in § 4 section 1 of this contract for each day of default in delivery of the object of the contract;
 - b) 0.2% of the net value of the contract as is defined in § 4 section 1 of this contract for each day of default in removal of defects found during or after the acceptance of the object hereof;
 - c) 20% of the net value of the remuneration as is defined in § 4 section 1 of this contract for the withdrawal from the contract by the Contractor for reasons not attributable to the Contracting Authority;
 - d) 20% of the net value of remuneration as is defined in § 4 section 1 of this contract for the withdrawal from the contract by the Contractor for reasons attributable to the Contractor, especially as defined in § 8 section 2 of the contract.
2. The maximal amount of penalties is 20 % of the net value of the contract (set in § 4 section 1 of the contract).
3. The above-mentioned contractual penalties shall be paid by the Contractor within 14 days of the submission of a request for payment by the Contracting Authority to the bank account of the Contracting Authority.
4. The Contracting Authority reserves the right to claim compensation in excess of the above penalties under the general rules of the Polish Civil Code.
5. The Contracting Authority shall be entitled to deduct stipulated penalties from the remuneration payable to the Contractor.

§ 8

1. If a major change of circumstances occurs that causes the performance of the contract to be no longer in the public interest, which could not have been foreseen upon the execution hereof, or if the further performance hereof may threaten the important interest of the state or public security, the Contracting Authority may withdraw from this contract within 30 days of becoming aware of such circumstances. In this event the Contractor may require exclusively the remuneration due to him for the completed part of the contract.
2. The Contracting Authority reserves the right to withdraw from the contract within 15 days of re-delivery of malfunctioning equipment by the Contractor or failing to meet the required and offered technical specification or if the defects are not removed – following a formal notice to the Contractor to fulfil the obligations in accordance with § 5 sections 5 and 7 of the contract and setting an additional term to remove the irregularities.

§ 9

1. Any changes or additions to this contract shall be in writing under pain of nullity.
2. The Contracting Authority anticipates possibility of changes in the contract, especially in occurrence of the following circumstances:
 - a) changes regarding the scope of the contract and remuneration - in case of possibility to perform the subject of the contract in a manner other than that provided for in the Quotation Request Notice, and at the same time beneficial for the Contracting Authority, consistent with the project, which will not go beyond the specification of the subject of the contract contained in the Quotation Request Notice, nor will it increase the Contractor's remuneration;
 - b) changes regarding the subject of the contract, the scope of the contract, remuneration, payment and obligations of the Contractor – in case of circumstances not foreseen during signing of the contract, resulting in a need to reduce the order in a way not stipulated in the contract;
 - c) changes in the deadline for completion of the contract - in case it is impossible for the Contractor to meet the deadline for the execution of the contract for reasons beyond the control of the Contractor;
 - d) changes in the deadline for completion of the contract - in the event of force majeure, such as occurrence of a random event caused by external factors, which could not have been foreseen with certainty, in particular a direct threat to life or health of people or a risk of a significant damage, impacting the implementation of the contract;
 - e) changes to the contract are necessary due to actions taken by the administrative bodies or institutions authorized to issue decisions or other commanding or supervisory acts related to the implementation of the contract – in scope related to those actions;

- f) changes to the contract are necessary due to changes in the relevant legislation – in scope related to those changes;
 - g) change of remuneration – in case of changes in value added tax (VAT) during the performance of the contract, including statutory change in tax rate or occurring a possibility to apply more favourable tax rate;
 - h) change in names or addresses of Parties to this contract, changes related to transformation of the Party – in scope related to those changes;
 - i) change of the subject of the contract - if the offered equipment is not and will not be available on the market or its production has been discontinued (the Contractor may offer more modern replacements with the same or better technical parameters at an unchanged price compared to the offer. The Contractor is obliged to inform the Contracting Authority in writing about the need to replace and providing a confirmation of withdrawing the replaced equipment from the market).
3. The changes described in section 1 above can be introduced on the condition of proper proof of the circumstances set above by the Party interested in introducing changes.
 4. In case of changes resulting in a change of remuneration, the Contractor shall document the impact that the circumstances have had on amount of remuneration.
 5. In case of change described in section 2 letter g) above, the net value shall remain the same, the gross price shall be determined in accordance with the new provisions.

§ 10

1. The Contractor may not assign claims arising from this contract to a third party without a written consent of the Contracting Authority.
2. The Parties agree that this contract shall be governed by and interpreted according to Polish law (**if the contract is made with the Contractor who is a foreign entity*).
3. Any disputes resulting from the performance of this contract shall be resolved in negotiations, and if no agreement can be reached, a dispute shall be resolved by a court competent for the registered office of the Contracting Authority.
4. Regulations of the Polish Civil Code shall apply to any issues not governed herein.
5. This contract has been made in three copies, including two copies for the Contracting Authority and one copy for the Contractor. / This contract has been made in electronic form, signed by the Parties with a qualified electronic signature. (*delete as appropriate*)
6. In case of the preparation and signing of the English version of the contract, the Polish version is the basis for the interpretation of the contract.

THE CONTRACTING AUTHORITY

THE CONTRACTOR

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Appendices to the contract:

Appendix No. 1 – the Bid form(date)