



INQUIRY PROCEDURE
for
delivery of mooring hardware for the Contracting Authority – the Institute of Oceanology, Polish Academy of Sciences in Sopot

proceeding of a net value not exceeding the equivalent of 30 000 euro

Name and address of the Contracting Authority
Institute of Oceanology Polish Academy of Science
ul. Powstancow Warszawy 55
81-712 Sopot, Poland
Fax (48 58) 551 21 30
Email: office@iopan.gda.pl

I. Description of the subject of contract

1. **The subject of the procedure is the delivery of mooring hardware** to be acquired for the H2020 project INTAROS for the Contracting Authority – the Institute of Oceanology, Polish Academy of Sciences in Sopot, i.e.:
 - 1) **46" syntactic ADCP ellipsoid buoy EB-46-300m - 1 item:**
 - 46" syntactic ADCP ellipsoid buoy model EB-46-300m
 - Depth rated 300m
 - Syntactic foam for deep water, unobstructed beams for Doppler profilers
 - Buoyancy 285kg
 - 2) **frame for 46" ADCP ellipsoid buoy - 1 item:**
 - Frame for 46" ADCP ellipsoid buoy, model FB-46-Sig250
 - Designed to fit Signature 250 and SBE37 (3/4" roundbar)
 - Unobstructed beams for Doppler profilers
 - Type 316 Stainless Steel Frame Construction
 - 3) **47" syntactic ADCP spherical buoy SB-47-300m - 1 item**
 - Depth rated 300m
 - Syntactic foam for deep water, unobstructed beams for Doppler profilers
 - Buoyancy 525kg
 - 4) **Frame for 47" ADCP ellipsoid buoy for dual ADCP (Sig250/Sig55) - 1 item**
 - Frame for 47" ADCP spherical buoy, model FB-46-DualSig
 - Designed to fit two ADCPs: Signature250 (upward) and Signature55 (downward)
 - Unobstructed beams for Doppler profilers
 - Type 316 Stainless Steel Frame Construction
2. The Contracting Authority hereby states that only the minimum requirements were set out in the detailed technical specification of individual elements. The Contractors may offer the devices with the same or better specification in their bids. Shall the description of the subject of contract contain any trademarks, patents or other proprietary or exclusive rights, or if the origin of the subject of contract or part thereof was determined - it must be assumed that the Contracting Authority, due to the nature of the subject of contract, provided such description with an indication of the type of the subject of contract and allows bids equivalent in terms their visual appearance, functionality, functional and performance parameters not worse than those given in the description of the subject of contract.
3. Subject of contract must be new, free from defects or damage, not used, free of third-party rights.
4. **Within the declared bid price (net value) the Contractor will provide the equipment to: Longyearbyen, Svalbard, Norway.** delivery 1st week of September 2017 to Longyearbyen, Svalbard

5. The Contractor shall provide the Contracting Authority documentation and operating manual in Polish and/or in English.
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 Contracting Authority allows the bids to be submitted and settled in the following currencies: PLN, EURO or USD.
8. The price (net value) quoted in the bid shall include all costs associated with the execution of the contract, including cost of the object of the contract (including documentation and software), cost of packaging and transport to the place of destination, cost of insurance during delivery to the place of destination as well as cost of warranty and warranty service.
9. The proceeding of a net value not exceeding the equivalent of 30 000 euro is conducted through the inquiry procedure.

II. Deadline of the implementation of the contract and place of delivery of the subject of contract:

1. Delivery deadline: **no later than to September 7, 2017.**
2. Place of delivery of the subject of contract: **Longyearbyen, Svalbard, Norway.**

III. Terms and procedure of payment:

1. The contract is funded from designated subsidy from Horizon 2020 project INTAROS - Integrated Arctic Observation System, awarded under EU call for Blue Growth.
2. The cost of duty and VAT (the tax on goods and services) will be settled and paid by the Contracting Authority, provided that and if it is required pursuant to the relevant custom and tax provisions.
3. **In case the Contractor is an entity with its registered office outside the territory of the Republic of Poland the Contractor shall quote only the net value.** In order to evaluate such an bid offer, the Contracting Authority shall increase the bid price by adding the tax on goods and services (VAT).
4. The Parties agreed that the payment for the delivered object of the agreement will take place on the basis of the invoice delivered to the Institute of Oceanology, Polish Academy of Sciences in Sopot, following the signing the acceptance protocol by the Contracting Authority without reservations.
5. The Contractor shall put the name of the delivered object of the agreement in accordance with the Contract awarding notice on the invoice.
6. Payment will be transferred from the account of the Contracting Authority to the Contractor's account within 30 days from the date of acceptance of the object of the agreement without reservations and after receipt of the invoice properly issued by the Contractor.

IV. Criteria for evaluation of bids

Price – 100%

V. Place and 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 not later than on July 3, 2017, 10:00 am:**
 - 1) in person (by post, courier) to the registered office of the Contracting Authority – room 107,
 - 2) by fax : (48 58) 551 21 30
 - 3) by email – azariczna@iopan.gda.pl- entitled „The Bid for the **delivery of mooring hardware for the Contracting Authority – the Institute of Oceanology, Polish Academy of Sciences in Sopot - IO/ZO/9/2017**”.
2. The Contractor shall prepared offer accordingly to the Appendix no 1 to the notice – Bid form.
3. **The Contractor should also submit with the bid offer the Technical Specifications of offered devices confirming that the offered devices meet the requirements described in Chapter II point 3 of the notice.**
4. The Contracting Authority allows submission of bids and other documents in Polish or English.
5. The Contracting Authority does not allow partial bids.
6. The bid must be complete and must include all the elements and take into account all the conditions listed in Chapter I of the notice. The bids which would not include even one element shall be rejected as the bid which failed to comply with the requirements set in the notice.

7. The offers submitted after the deadline set in point 1 will not be taken into consideration.
8. The Contractor shall bear all costs associated with the preparation of the bid.
9. The Contracting Authority may modify the content of this notice any time prior to the deadline for submitting bids. Any modification to the notice shall be promptly placed on the website, if the notice was provided on the website. Each modification of the inquiry becomes its integral part and its binding for the Contractor.
10. A person duly authorized to directly contact the Contractors: Aleksandra Zariczna: azariczna@iopan.gda.pl
11. The bid validity period is 30 days, which begins with the deadline for submission of bids.
12. In the case of bids submitted in currencies other than PLN, as well as in case of the necessity to compare the bids in various currencies, the Contracting Authority shall convert the offer price into PLN at the average exchange rate of the currency announced by the National Bank of Poland as of the final day of submitting of the bids.
13. Promptly after the selection of the best offer the Contracting Authority shall inform the Contractors who submitted offer about of the results of this procedure.
14. **The Contracting Authority reserves the right to cancel the procedure without the selection of the best offer.**
15. The Contracting Authority shall sign the Contract with the Contractor, whose offer was selected as the best offer, according to the agreement draft set out in Appendix no 2.
16. Before signing the Contract The Contracting Authority may asked the Contractor to submit the relevant abstract from the register or other documents accordingly to which the person signing the Contract is authorized to act in the Contractor's name.

Appendices:

1. Bid form – Appendix no. 1.
2. Agreement draft – Appendix no. 2.

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

Z-ca DYREKTORA
ds. administracyjno-ekonomicznych

mgr Danuta Szkutnik