

Invitation LU CFI 2015/2

Contracting Authority: Institute of Solid State Physics University of Latvia (hereinafter - the ISSP); VAT Reg. No. LV90002124925; Address: Kengaraga street 8, Riga, LV-1063, Latvia; Telephone: +371 67187816, Fax: +371 67132778, e-mail: ISSP@cfi.lu.lv, Internet address: www.cfi.lu.lv. Procurement is organised by the Procurement Commission (hereinafter - the Commission) of the ISSP, established by the Director of ISSP Order No. 5-v dd. 01.09.2014.

Procurement will be performed in accordance with the Section 8² of Law “On Public Procurement” of Republic of Latvia.

Subject of the procurement	Estimated contract price (VAT excluded), EUR	Date of publishing invitation	Deadline for submitting offers	Number of submitted offers	Contractor	Date of decision of Procurement Commission	Contract validity term	Contract price (VAT excluded)
Research grade interchangeable triple – grading Czerny-Turner Spectrograph. Time of delivery as of the day entering into the Contract: 3 (three) months. CPV code: 38400000-9	Between 4 000 and 41 999.99 EUR	09.02. 2015.	20.02. 2015. 10:00					

Contact person: Jānis Pinnis, telephone: +371 67260545, +371 29680881, fax: +371 67132778, e-mail: Janis.Pinnis@cfi.lu.lv

SUBMITTING AND EVALUATION OF THE OFFERS

1. Submitting the Offer:

1.1. The Applicant shall submit the Offer for a whole amount.

1.2. The Offer documentation shall contain:

1) The Technical offer (to be filled in on the form enclosed as Annex 2 to the present Invitation).

2) The Application for participation – Financial offer (to be filled in on the form enclosed as Annex 3 to the present Invitation).

1.3. The Offer shall be submitted to the Secretariat of the ISSP, Room 204, 2nd floor, Kengaraga street 8, Riga, LV-1063. The Offer shall be submitted on business days from 8:30 to 17:00. The Offer may be sent in a registered letter, by courier service or delivered in person. The Offer may be also submitted by e-mail or Fax. In such a case the original shall be submitted later.

2. Evaluation of the Offers and entering into the Contract:

2.1. The submitted Offers that conform to the requested technical specification (Annex 2) shall be evaluated according to the sole criterion – the lowest price.

2.2. The Contracting Authority shall take a decision to exclude the Applicant from participation in the procurement procedure, if the conditions referred to in Section 8² Paragraph Five Clause 1 or Clause 2 of the Public Procurement Law (PPL) (Items 2.2.1. or 2.2.2. herein) apply to the Applicant:

2.2.1. insolvency proceedings of the Applicant have been announced (except the case where a bailout or similar set of measures is applied within insolvency proceedings oriented towards prevention of possible bankruptcy and restoration of solvency of the debtor), economic activity of the Applicant has been suspended or discontinued, proceedings regarding bankruptcy of the Applicant have been initiated or it is being liquidated;

2.2.2. Applicant has tax debts in Latvia or in a country where it is registered or permanently residing, including debts of State social insurance contributions, in total exceeding 150 EUR in one of the countries.

2.3. Prior to the passing of the decision regarding the tender results, in order to assess the Applicant according to Section 8² Paragraph Five of the Public Procurement Law the Commission shall act as provided for by Section 8² Paragraph Seven Clauses 1 and 2 of the PPL:

2.3.1. with regard to the Applicant (regardless of the country of registration or permanent residence) through the information system and by procedure, which are determined by the Cabinet of Ministers, obtain information: a) on the facts referred to in paragraph 2.2.1. - from the Register of Enterprises, b) on the facts referred to in paragraph 2.2.2. - from the State Revenue Service and the Latvian municipalities. Commission such information from the State Revenue Service and the Latvian municipalities is entitled to get without the consent of the Applicant;

2.3.2. as regards the foreign registered or permanently residing Applicant, the Commission requires him to submit the certificate issued by the competent authority of the relevant

foreign attesting that it is not subject to facts referred to in paragraph 2.2. Deadline for submission of the certificate shall be determined not less than 10 working days after the date of issue or dispatch of the request.

2.4. Should the Procurement Commission establish that the Applicant who is eligible to enter into the contract has debts of taxes administered by the State Revenue Service, including state mandatory social insurance contributions that exceed a total of EUR 150 in Latvia or in a country where it is registered or permanently residing, it shall act pursuant to Section 8² Paragraph Eight Clause 2 of the PPL.

2.5. The Commission shall recognise an Applicant as the winner in the procurement which has been selected in compliance with requirements and criteria referred to in Item 2.1. and has not been excluded in accordance with Item 2.2. In addition all rejected Applicants and the reasons for rejection thereof, the contract prices tendered by all Applicants and the comparative advantages of the Applicant determined as the winner shall be indicated in the decision by which the winner is determined.

2.6. After the decision about the winner is made, all Applicants shall be informed about the decision of the Commission and the decision shall be published on the Contracting Authority's website in three weekday's time. The Contracting Authority shall, within a period of three weekdays from the receipt of the Applicant's request, issue or send the above-mentioned decision to the Applicant.

2.7. The Contracting Authority shall enter into a procurement contract with the Applicant selected by the Commission. The Contracting Authority is entitled to discontinue the procurement and not to enter into a contract if such action has an objective justification.

2.8. Not later than five working days after entering into the contract, the Contracting Authority shall publish an informative notice regarding the entered into contract on the Internet home page of the Procurement Monitoring Bureau.

2.9. Not later than on the day of entering into the contract, the Contracting Authority shall publish the contract on the Contracting Authority's Internet home page. The contract shall be published in accordance with the laws and regulations of compliance with trade secret protection. Contract and its amendments shall be available on the Contracting Authority's Internet home page at least throughout the contract period, but not less than 36 months after the date of entering into the contract.

2.10. Amendments to the procurement contract, where necessary, shall be introduced in line with the provisions of Section 67¹ of the PPL.

SHALL BE FILLED IN BY THE APPLICANT

ANNEX 2
to Invitation LUCFI 2015/2
„Research grade interchangeable triple – grading Czerny-Turner Spectrograph”

THE TECHNICAL SPECIFICATION / THE TECHNICAL OFFER

	Contracting Authority's requirements	Applicant's technical offer (The Tenderer shall provide a detailed description of the offered equipment herein)
The subject of the procurement	Research grade interchangeable triple – grading Czerny-Turner Spectrograph	Model: Manufacturer:
Undefined requirements	Where any technical requirement referring to the present Contract is not defined in the Technical Specifications, it shall comply with the minimum generally accepted requirements or standards.	
Technical condition of equipment to be delivered	The Spectrograph to be delivered shall not be previously used, the used or the renovated parts shall not be built therein.	
Ports	One input and two output ports: <ul style="list-style-type: none"> • input port supplied with SMA905 fiber connector (with X-Y adjustment), electromechanical shutter and motorized slit; • two output ports with CCD camera connection; • possibilities to improve the output port with motorized slit. 	
Spectral range (mirrors)	At least 200 – 2000 nm	
Gratings	No.1: 300 lines/mm with 500 nm blaze No.2: 1200 lines/mm with 300 nm blaze No.3: 1200 lines/mm with 500 nm blaze	
Aperture	At least f/4	
Focal length	At least 300 mm	
Wavelength accuracy center	< 0.05 nm	

Wavelength repeatability	< 5 pm	
Stray light	< 5 10 ⁻⁵	
Control	Fully computer controlled, connection to PC over USB interface	
Compatibility	Spectrograph should be compatible with currently used software “Solis Spectroscopy”, Andor Technology CCD camera DU401 – BV and others Andor Technology CCD cameras	
Warranty	12 (twelve) months	
Delivery time	3 months	

The signature of the Applicant’s authorised person:

_____ /Name, surname/ _____ /Position/ _____ /Signature/
 _____ , _____ 2015
 (place) (date)

SHALL BE FILLED IN BY THE APPLICANT

ANNEX 3
to Invitation LUCFI 2015/2
„Research grade interchangeable triple – grading Czerny-Turner Spectrograph”

Name of the Applicant: _____

Registration No. _____ VAT payer's No. _____

Registered address _____

Actual address _____

Telephone/Fax/e-mail _____ / _____ / _____

Account number /Bank/Code _____ / _____ / _____

Application

We would like to participate in the procurement LU CFI 2015/2 „Research grade interchangeable triple – grading Czerny-Turner Spectrograph” and hereby certify that all information provided in the offer shall be correct.

Financial Offer

Offered equipment	Price* in letters and figures
The Research grade interchangeable triple – grading Czerny-Turner Spectrograph, which comply with the technical requirements Model: Manufacturer:	

* The price of the Financial Offer shall be stated with all the discounts and all the taxes imposed on the order, the VAT excluded.

The signature of the Applicant's authorised person:

/Name, surname/ /Position/ /Signature/

_____, _____ 2015
(place) (date)

CONTRACT (draft)

Riga, _____ 2015.

Institute of Solid State Physics University of Latvia
Contract registration No. 2015/2
Procurement No. **LU CFI 2015/2**

Contract registration No. _____

Institute of Solid State Physics University of Latvia (hereinafter – the ISSP), hereinafter – the Purchaser, in the person of Mr. Andris Sternbergs, its Director, on the one side,

and _____, hereinafter – the Seller, in the person of _____, its _____, on the other side,

on the basis of the Seller’s offer and decision by the Procurement Commission of the Purchaser on the procurement “Research grade interchangeable triple – grading Czerny-Turner Spectrograph” (LU CFI 2015/2)

shall conclude the following contract, hereinafter – the Contract:

1. Subject of the Contract

1.1. The **Seller** shall sell and the **Purchaser** shall buy the Research grade interchangeable triple – grading Czerny-Turner Spectrograph, the technical specification of which has been indicated in Annex 1 herein (hereinafter - the **Goods**).

1.2. The **Contract** price is _____ (_____), including all the expenses, taxes and duties related to the performance with the **Contract**, VAT not included.

2. Conditions of the Delivery and the Procedure of Payment

2.1. The **Seller** shall deliver the **Goods** to the **Purchaser** at the address: Kengaraga street 8, Riga, Latvia, the premises of the ISSP.

2.2. Pursuant to the **Contract**, the **Goods** to be delivered are deemed to be delivered to the **Purchaser** on the day of the mutual signing of the Deed of Transfer, no later than on _____ 2015.

2.3. Payment terms – in advance, in 10 week days’ time after the invoice date by Bank Wire Transfer.

3. Other Conditions

3.1. For the failure to comply with the payment term or for the delay of the delivery of the **Goods** the guilty Party, upon the first request by the second Party, shall pay the contractual penalty to the second Party in the amount of 0.5% (five-tenths of one percent) from the sum of the **Contract** price for each delayed day, but no more than 10% of the **Contract** price. The payment of the contractual penalty shall not free from the compliance with the **Contract** obligations.

3.2. Amendments to the **Contract**, where necessary, shall be introduced in line with the provisions of Section 67¹ of the Public Procurement Law.

3.3. The **Purchaser** authorises to perform the activities related to the compliance with the present **Contract** (to contact with the other Party, to sign the invoices of the **Goods**, to accept the **Goods**) the following person: _____, telephone _____, e-mail _____.

3.4. The **Seller** authorises to perform the activities related to the compliance with the present **Contract** the following person: _____, telephone _____, e-mail _____.

3.5. The present **Contract** has been drawn up on 2 (two) pages in two authentic copies, one copy of which shall remain with the **Purchaser** and the other with the **Seller**. Annex 1 “The Technical Specification” and Annex 2 “Acceptance Certificate” to the **Contract** are an integral part of the **Contract**.

4. The legal addresses and other data of the Contracting Parties

The Purchaser:	The Seller:
Institute of Solid State Physics of the University of Latvia	
Legal address: Kengaraga street 8, Riga, LV-1063, Latvia	Legal address:
	Actual address:
VAT code LV90002124925	VAT code:
Account number: LV45TREL9154361000000 The Treasury of the Republic of Latvia	Account number:
Code: UNLALV2X002	Code:

PURCHASER:

SELLER:

Signature Seal

Signature Seal

The Technical Specification

(The table of the Seller’s Technical offer (drawn up on the form given in Annex 2 to the Invitation) will be inserted here)

PURCHASER:

SELLER:

Signature Seal

Signature Seal

ANNEX 2
to the Contract No.2015/2
„Research grade interchangeable triple – grading Czerny-Turner Spectrograph”

Acceptance Certificate

Riga, _____ 2015

Institute of Solid State Physics University of Latvia
Contract registration No. 2015/2
Procurement No. **LU CFI 2015/2**

Contract registration No. _____

Institute of Solid State Physics University of Latvia (hereinafter – the ISSP), hereinafter – the **Purchaser**, in the person of Mr. Andris Sternbergs, its Director, on the one side,
and _____, hereinafter – the **Seller**, in the person of _____, its _____, on the other side,

hereby certify, that:

in the frame of Contract No.2015/2 „Research grade interchangeable triple – grading Czerny-Turner Spectrograph” concluded on _____ 2015, the **Seller** has fulfilled his obligations in whole amount and in good quality:

all the Goods, according to the Contract No. 2015/2 „Research grade interchangeable triple – grading Czerny-Turner Spectrograph” are delivered to the ISSP;

specifications and quality of the Goods meets those stipulated by the Contract No. 2015/2 „Research grade interchangeable triple – grading Czerny-Turner Spectrograph”.

PURCHASER:

SELLER:

Signature Seal

Signature Seal