

LETTER OF INQUIRY No. VI

dated 10.06.2021

Notice of order for the project "Power electronic energy management system in the processes of fast charging of energy storage" co financed by the National Centre of Research and Development Resources selected in the "Ścieżka dla Mazowsza" competition.

1. Commissioning party

MARKEL Sp. z o.o., NIP 1231286445, REGON 147243421, entered in the Register of Entrepreneurs of the National Court Register kept by the District Court for M. St. Warsaw in Warsaw, XIV Commercial Division of the National Court Register, under the number KRS 0000519103

2. Contract awarding procedure

- a) The procedure is conducted as a request for quotation, based on the principles of fair competition and equal treatment of contractors, openness, economy, impartiality and objectivity.
- b) The Commissioning Party does not allow submitting variant bids.
- c) The Commissioning Party does not allow partial bids.
- d) The Commissioning Party reserves the right to cancel the proceedings without giving any reason.
- e) The Commissioning Party reserves the right to negotiate with the Contractor whose tender was considered the most advantageous (obtained the highest number of points) in the case where the price proposed by the Contractor exceeds the amount allocated by the Commissioning Party for financing the contract (the amounts specified in the detailed budget of the project).
- f) The Commissioning Party reserves the right to amend the terms of the contract award or cancel the proceedings.

3. Order Description:

The subject of the order is the supply 8 silicon carbide MOSFET modules with the following parameters:

- average value of the drain current I_d 800A
- drain-source voltage V_{dds} 3300V
- insulation voltage 6000Vac, 50Hz for 60s
- typical gate voltage V_{gs} -10V / 15V
- maximum stray inductance between main terminals 10nH
- 127mm x 86mm housing mounting holes spacing.

4. Offer Evaluation Criteria

a) Description of the criteria and method of evaluation of tenders

Each criterion shall be weighted with a percentage. The Commissioning Party shall evaluate the elements of the offer corresponding to the above criteria, whereby each criterion shall be subject to a scoring system based on the rules for awarding points given below.

The overall evaluation of the offer shall be the sum of points obtained for individual criteria according to the formula.

$$S \text{ (total)} = C + T$$

1. price (C) - criterion weighting 60,00%

Scoring will be calculated as follows:

$C = \text{price of the cheapest offer} / \text{price of the evaluated offer} \times 60 \text{ points.}$

The offer price is a price within the meaning of Article 3, paragraph 1, item. 1 and paragraph 2 of the Act of 9 May 2014 on the information on prices of goods and services (i.e. Journal of Laws 2019 item 178 as amended) The price should be given to two decimal places in PLN. The offer price will not be subject to change during the execution of the contract.

The price shall include all costs resulting from the requirements specified in this request for quotation.

2. Delivery time (T) - criterion weighting 40,00%

Scoring will be calculated as follows:

$T = 40 \text{ pkt.} \times \frac{\text{the lowest number of days for delivery from among the submitted offers}}{\text{the number of days for delivery from the evaluated offer}}$,

The offer that corresponded to the requirements contained in the request for quotation and at the same time presented the most favourable conditions for the execution of the order itself, thus obtaining the highest score based on the criteria presented above, will be deemed the most advantageous offer.

5. Form and date of performance of the contract

a) Delivery time: till 15.06.2022

b) The Commissioning Party agrees that settlement for the delivery will be based on a signed contract/order and invoice.

6. Method and form of submitting a tender

a) An economic operator may submit only one tender.

b) Tenders should be prepared on the form enclosed as Annex 1 to the enquiry,

c) A tender must be signed by the person(s) authorised to represent the contractor and to bind the contractor.

b) The tender will be valid for 30 days from the date of submission.

c) All costs related to the preparation of the tender shall be borne by the Economic Operator submitting the tender.

d) The offer can be:

- submitted in written form in the office of MARKEL Sp. z o.o. Gen. Leopold Okulickiego 7 lok. 9, 05-500 Piaseczno or
- sent by e-mail as signed scans in PDF format to: markel@markel.pl przesłać za pośrednictwem poczty elektronicznej w formie podpisanych skanów w formacie PDF na adres: markel@markel.pl

e) The deadline for submission of tenders is **17.06.2021 at 16.00.**

f) Tenders submitted after the deadline indicated above will not be considered.

- g) In the course of tender evaluation, the Commissioning Party may ask the economic operator to provide additional explanations concerning the form and content of the submitted tender.
- h) The appointed Contractor is required to contact the Commissioning Party within 3 days of being notified of the selection of their tender in order to be informed of the date set for the signing of the contract/commission.
- i) The Commissioning Party may withdraw from signing a contract/order if the price of the selected tender exceeds the amount that the Commissioning Party intended to allocate to financing the contract (the amount specified in the detailed budget of the project).
- j) In matters not covered by this announcement, the relevant provisions of the Civil Code shall apply.

7. Method of informing economic operators about the procedure being conducted

- a) Complete information on the conduct of the proceedings contained in this notice is available to the public via:
 - the company website: www.markel.pl
- b) The Commissioning Party reserves the right to send this enquiry to potential contractors of its choice with a request to consider taking part and submitting a tender in the proceedings.

8. Contact methods between the Commissioning Party and contractors in the procedure

The award procedure shall be conducted **in writing**.

The Commissioning Party authorises the following to contact directly potential Economic Operators in matters related to the conducted tender procedure:

Name & surname : Radosław Sobieski

Phone number: 788 145 778

e-mail: markel@markel.pl

9. CLOSING REMARKS

- a) Entities which are connected with the Commissioning Party, persons authorised to incur liabilities on behalf of the Commissioning Party or persons carrying out activities related to preparation and conducting the contractor selection procedure on behalf of the

Commissioning Party, either personally or by capital, are excluded from the possibility of performing a contract.

The party considered to be related to the Commissioning Party is:

- related or being a subsidiary, co-dependent or parent company in relation to the Beneficiary within the meaning of the Accounting Act of 29 September 1994;
- being an entity remaining with the Beneficiary or members of their bodies in such a de facto or de jure relationship that may raise justified doubts about its impartiality in the selection of a supplier of goods or services, in particular being in a marital relationship, relation by blood or affinity up to the second degree inclusive, relation by adoption, custody or guardianship, also by becoming a member of the bodies of a supplier of goods or services;
- being a related entity or a partner entity to the Beneficiary within the meaning of Regulation No. 651/2014;
- being an entity personally related to the Beneficiary within the meaning of Article 32 (2) of the Tax on Goods and Services Act of 11 March 2004.

b) Submitting by the Contractor of documents which are false, stating untruth or unreliable statements of material importance for the Commissioning Party may result in excluding the Economic Operator from further proceedings.

c) The Contractor agrees to the processing of personal data for related purposes with these proceedings to the extent that it is necessary for its proper implementation.

d) This notice is not a notice under the Public Procurement Law.

Annex No. 1 to the Inquiry No. VI dated 10.06.2021.

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(Place, date)

OFFER FORM

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identification of the economic operator/name, registered office and address, if necessary
legible stamp

In response to Inquiry No. VI dated 10.06.2021 (hereinafter referred to as Request for Quotation) we, the undersigned, hereby declare that we have read and fully accept its content without any reservations.

We declare that we meet all conditions necessary to submit an offer in response to the Request.

We offer to perform the subject matter of the contract in accordance with the requirements contained in this Inquiry:

1. within the deadline (number of days) from the signing of the contract/commission,
2. at the following price:

No	Name	Symbol of the proposed item	Quantity	Gross price	Gross value
1					
2					
TOTAL					

The offer is valid for 30 days.

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Signature of the person submitting the offer