



Sękocin Stary, April 5, 2016

Request For Quotation ZP 2016/04/05

In connection with the implementation of the project “LIFE+ ForBioSensing PL Comprehensive monitoring of stand dynamics in Białowieża Forest supported with remote sensing techniques”, the Forest Research Institute kindly invites to send price offer for delivery of the tree-ring measurement station for measuring the width of annual tree rings of the individual dendrochronological samples.

I. The contracting authority

Forest Research Institute

Braci Leśnej 3, 05-090 Raszyn

NIP 525-00-09-200, REGON 000115832, KRS 00000039417

II. Description of the object of contract

1. The contract is for the supply of equipment capable of measuring the width of annual tree rings of the individual dendrochronological samples (directly on the wood), and recording these data, creating a master chronology for the various tree species and subsequent dendrochronological analyses. We expect to get provided with equipment which meets at least the same functions as a set LINTAB 6 High Resolution Pack (including TSAP-Win Scientific software).
2. Equipment parameters:
 - 2.1. Measurements:
 - measurement of width of annual tree rings both on cores and on cookies (cross section, disc, stem disc, transverse section),
 - measurement of earlywood and latewood width,
 - complete measuring station (table) with sample manipulation possibility,
 - length of measurement more than 50 cm (560 mm),
 - internal measurement control,

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- resolution: 10 μm , 0,01 mm, max 0,001 mm,
- manual operation using hand crank (with angular gear on request),
- sample weight up to 50 kg.

2.2. Analyses:

- analysis of the width of annual tree rings at all stages, from measurement to incremental sequence evaluation,
- use of different data formats, including TUCSON, CATRAS, Hemmenhofen,
- graphical and statistical synchronization on the screen,
- ability to save comments and markings directly in the file containing the measured values of the annual tree ring widths,
- ability to link connection with SQL databases,
- measurement control on the screen,
- choice between a linear or logarithmic Y axis,
- graphical presentation of both: a single and multiple incremental sequences/tree ring width series,
- presentation of data label along with the incremental sequence/tree ring width series,
- ability to check the cross dating accuracy by the segment method,
- possibility of standardisation and indexation of incremental sequence/tree ring width series,
- basic mathematical analysis: correlation, regression, etc.

2.3. Other parameters:

- a tool to measure at an angle of 90°,
- hand crank (handwheel) for measuring 100 mm in diameter,
- foot switch,
- a stereo microscope, directly attached to the table, compatible with the whole measuring set, with LED lighting on flexible “goose neck”,
- software for recording the measured annual tree ring width values, graphical presentation and analyses of measured incremental sequences/tree ring width series, compatible with the whole set, offering functions described above in “Analyses” (meeting at least the same functions as the TSAP-Win Scientific software).

3. Service, warranty, montage and delivery:



- Device contractor must ensure a training course for at least 2 of contracting authorities employees, in the delivery site (Forest Research Institute, Department of Natural Forests, ul. Park Dyrekcyjny 6, 17-230 Białowieża, Poland), to ensure acquiring all the necessary competences for service, conservation and exploitation of the delivered equipment and software.
- Device contractor must ensure educational materials for every trained person, describing in detail all the tasks and procedures necessary to correct service, conservation and exploitation of the delivered equipment and software. Educational materials must be in Polish or English, in print and electronic version (pdf, doc).
- Device contractor must ensure the manual describing in detail all the tasks and procedures necessary to correct service, conservation and exploitation of the delivered equipment and software. Manual must be in Polish or English, in print and electronic version (pdf, doc), in 2 copies (in print).
- Device contractor must ensure warranty service during 1 year since acceptance protocol signing. The minimum warranty service must include:
 - repair time no longer than 14 work days since provide a device for repair day. If repair time will exceed 14 days, contractor will deliver device for replacement
 - shipping device for repair is at the expense of the Contractor
 - current software actualization to the latest version
- The Contractor must deliver the order to the address: Forest Research Institute, Department of Natural Forests, ul. Park Dyrekcyjny 6, 17-230 Białowieża, Poland. Delivery includes also installing/montage of the equipment in the place shown by the Contracting Authority.
- The Contracting Authority sends a query and pattern of contract in Polish and translation of these documents in English. Contracting Authority informs, that the agreement must be signed in Polish language. Any doubts will be settled on the basis of the documents in the Polish language.

III. Term of the contract

Time of order realization: **8 weeks since the day of signing the Contract**

IV. Offer preparation



Offer must be made in the Polish language in writing, on computer or sent to the Forest Research Institute, with the attached offer form. Offer should be signed by a person authorized to represent the Tenderer.

The tenderer guarantees the stability of prices during contract execution

V. Place and date for submission of offers:

1. The offer should be sent via: e-mail to the following address: D.Raczkowska-Paluch@ibles.waw.pl, by fax: +48 85 6812 203 or delivered by mail or courier to the following address:
Zakład Lasów Naturalnych, Park Dyrekcyjny 6, 17-230 Białowieża, until **8-th April 2016**, until the hour 12:00.
2. Evaluation of offers will be made on April 8, 2016, at. 13:00.
3. The Contracting Authority reserves the right to reject the bid submitted after the deadline.
4. The tenderer may, before the deadline for submission of tenders, change or withdraw his offer.
5. The Purchaser reserves the right to demand explanations concerning the content of submitted offers.

VI. Selection criterion

Purchaser will evaluate the offers based in 100% on price criterion.

VII. Information about choosing the most advantageous tender

About the selection of most advantageous tender contracting authority will notify bidders via e-mail

VIII. Additional information

For further information please contact: Dorota Raczkowska-Paluch, e-mail address D.Raczkowska-Paluch@ibles.waw.pl, tel. +48 85 6812 396, fax +48 85 6812 203

IX. Attachments:

Offer form pattern

Contracts pattern

Acceptance protocol pattern



OFFER FORM

Forest Research Institute
Sekocin Stary, ul. Braci Leśnej 3
05-090 Raszyn

In response to the request for quotation of, 2015 concerning delivery of the tree-ring measurement station for measuring the width of annual rings in the individual dendrochronological samples

I / we the undersigned:

- 1.
2.

acting on behalf of:

.....

NIP:
Tel.

REGON:
Email:

hereby we offer the realization of the contract within the range specified by the Forest Research Institute. We declare, that we have read the description of the object of the contract contained in the inquiry, which we received on, 2015 and we recognize the related rules of conduct laid down there and gained information needed to prepare the tender

Furthermore we declare, that:

- 1. we have the appropriate permissions to perform specific activities or actions, if are required by laws
2. we have the necessary knowledge and experience to perform the contract
3. we have the technical and human capacity necessary to perform the contract
4. we are in the economic and financial capacity to perform the contract
5. we accept the conditions included in the contract template
6. we offer realization of the whole object of the contract for an inclusive price:

nett in words
gross in words
VAT in words

Attachments:

- 1.
2.

..... day.....

.....
Signature of the person / persons authorized to represent the Contractor



The contract pattern

concluded on in Sękocin Stary, between
the **Forest Research Institute** in Sękocin Stary, Braci Leśnej 3, 05-090 Raszyn, entered into the register of
entrepreneurs kept by the District Court for the Capital City of Warsaw, XIV Commercial Division of the
National Court Register, under NIP 525-00-09-200, REGON 000115832, KRS 00000039417, represented
by:

dr. hab. Janusz Czerepko, prof. nadzw., Director of Forest Research Institute

hereafter referred to as the “**Contracting Authority**”

and

.....

in

entered into the register of entrepreneurs

.....

represented by:

.....

hereafter referred to as the “**Contractor**”, and together referred to as the “**Parties of the contract**”,

in relation to the implementation by the IBL of the project "*Comprehensive monitoring of the dynamics of
stands of Białowieża Forest with the use of remote sensing data*", LIFE13 ENV / PL / 000048, co-financed
from the funds of the European Commission's Life + and the National Fund (hereinafter referred to as the
"Project"), an agreement of the following content was concluded:

§ 1

The contract is concluded in accordance with art. 4 § 8 of the Act of 29 January 2004 The Public
Procurement Law (Dz. U. of 2013. No. 907, as amended)

§ 2

Subject of the contract

The subject of this contract is delivery made by the Contractor on order of the Purchaser a device that can
measure the width of the annual rings for the individual dendrochronological samples, with detailed



specification in accordance with the Contractor's tender of r., which is an Annex 1 to this Agreement, which forms an integral part of it.

§ 3

The terms of the contract

1. The implementation of this contract will be within the period of **7 days** from the date of contract conclusion.
2. The delivery will be considered to be made, and the danger of loss or damage of agreements subject will pass to the Purchaser at the time when the subject of the contract will be delivered to the seat of the Contracting Authority in ul. Park Dyrekcyjny 6, 17-230 Białowieża, Poland, and accepted without reservations by the Contracting Authority.

§ 4

Transport

1. Subject of the contract as defined in § 2 will be supplied at the expense of the Contractor to the place indicated by the Contracting Authority.
2. The delivery of the contracts subject to the place indicated by the Contracting Authority include: the purchase and delivery of the contracts subject along with manufacturer's warranty, manuals, documentation, etc.

§ 5

Reception

1. Quantitative and technical acceptance of the contracts object from the Contracting Authorities site will make an authorized representative.
2. If during reception the defects suitable for removal will be found, the Purchaser will refuse to accept delivery until the defects removal by the Contractor.

§ 6

The value of the contract and the terms of payment

1. Payment for realization of the contracts subject is established in the amount:
 - 1) value excluding the amount of VAT:



in words:

2) VAT at the rate of 23%, ie .:

in words:

3) the value with the amount of VAT:

in words:

according to the price specified in the offer.

2. Payment includes a performance of the whole contracts subject.

3. In order to settle the contracts subject, the Contractor will issue an invoice after the completion and acceptance of deliveries, on the basis of the signed acceptance protocol without reservations, which will be annexed to the invoice.

4. The invoice will be paid by bank transfer to the account indicated on the invoice within 14 days of its receipt by the Contracting Authority, under condition of attaching the proper acceptance protocol by the Contractor.

5. The date of payment is a date of debiting the account of the Contracting Authority.

6. The Contractor shall not, without the consent of the Contracting Authority expressed in writing, transfer all or part of claim arising from the contract to the third parties.

§ 7

Warranty and complaints

1. The Contractor shall ensure the quality and suitability of the delivered offers subject, in accordance with the applicable standards, in relation to the given assortment.

2. The Contractor shall provide to the Contracting Authority the 12 months warranty for the delivered contracts subject, starting from its delivery date.

3. Purchaser is obliged to notify the Contractor about noticing the defects of the contracts subject within 7 days from the date of their disclosure.

4. The Contractor is obligated to consider and settling the complaint within 7 days from the date of notification. Settlement of the complaint may involve the removal of faults / defects or delivery of the contract free of defects.

5. Method of settling the complaint belongs to the Contracting Authority.

6. The costs of complaints borne by the Contractor.



7. In the case of defects of the contracts subject, Contractor undertakes to their unpaid exchange or delete at a date agreed by the Parties of the Contract, but no more than 14 calendar days. In the case of rejection the Purchaser claims arising from the guarantee, the Contracting Authority may order the removal of defects to another entity at the expense of the Contractor.

8. The Parties shall neither exclude nor limit warranty for defects of contracts subject. The Contracting Party decide whether the claims will be headed of the warranty or of statutory warranty.

§ 8

The contractual penalties

1. In the event of non-performance or improper performance of the contract, the parties agree for the following penalties:

a) The Contracting Authority will charge the Contractor a contractual penalty in the amount 0.2% of the gross order for each day of delay in its implementation.

b) The Purchaser will charge the Contractor a contractual penalty in the amount 10% of the gross value of the contract in the event of withdrawal from the contract from reasons for which the Contractor is responsible.

2. The Purchaser may claim for compensation exceeding contractual penalties on general principles.

3. The Purchaser is entitled to deduct the accrued contractual penalties from salary payable to the Contractor.

§ 9

Withdrawal from the contract

1. Apart from the causes resulting from valid regulations, the Purchaser is entitled to withdraw from the contract if:

a) will be a significant deterioration in the financial situation of the Contractor, particularly in the event of becoming aware of the initiation of enforcement proceedings against the property of the Contractor,

b) The Contractor shall perform the Contract contrary from its terms, in particular, does not retain the right quality,

c) there are the circumstances causing the performance of the contract is not in the public interest; in this case, the Contractor is entitled to be paid for the made part of the contract.



2. In the cases specified in paragraph 1 of this article, derogate may be made within 30 days of becoming aware of the circumstances constituting the grounds of withdrawal.

§ 10

Final Provisions

1. Any changes or additions to the contract may be made with the consent of the Parties of the Contract in writing, as an annex to the contract to be valid.
2. The Contracting Authority reserves the right to make changes to the provisions of the contract in relation to the content of the offer, under which the Contractor was chosen, when a change of generally applicable laws in the range affecting the implementation of the greement occurs.
3. The Contracting Authority reserves the right to make changes to provisions of the agreement in relation to the content of the offer, based on which the selection of the offer was made. The change may involve a situation where the type of the goods specified in the offer and then in the contract is no longer manufactured and is not available, which will be confirmed by an appropriate document. In this case, the Contractor may propose a different type of product, which must meet the conditions specified in the Terms of Reference for the price specified in the tender and contract.
4. In matters not regulated by the contract shall be governed by the Civil Code and other regulations appropriate to the subject matter of the contract.
5. Disputes arising in connection with this Agreement shall be considered by the Court of competent jurisdiction to the Purchaser.
6. If there are circumstances independent of the Contractor, the Contractor could not prevent despite the exercising due diligence, the delivery date may be extended, if The Contracting Authority agrees as provided for in paragraph. 1 within an additional delivery time. Further time may not in any case lead to an increase in the price specified in § 6. 1.
7. This Agreement is made in three counterparts, two copies to the Contracting Authority and one for Contractor, for both Parties of the Contract.

Attachments:

1. Contractor's offer of

Contracting Authority:

Contractor:

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ACCENTANCE PROTOKOL PATTERN

Numer umowy	
Contractor	
Contracting Authority	
Miejsce i data	

MEMBERS OF THE COMMISSION

Contractor	Contracting Authority

Rozdzielnik :

.....
Instytut Badawczy Leśnictwa

1. Subject of reception:
2. Subjects of reception form:
3. Subject of reception:
 - received without faults and / or defects *
 - received with the following fault and / or disadvantages of *
 - do not received at the same time reporting the following faults and / or disadvantages *
4. Protocol is drawn up in two identical copies, one for each of the Parties.

Contractor	Contracting Authority