

Wrocław, 08.10.2015

Dear Sir/Madam

We are pleased to announce that the investment project entitled “Research and Development in the Field of Mechanical and Electromechanical Valves” being implemented by HS Wrocław Sp. z o.o. has been recommended for the co-financing by means of the European Regional Development Fund under the Operational Program Innovative Economy, Operation 1.4 “Support for Special Project”, priority axis 1: “Research and Development of New Technology”.

Considering the above statement, please feel invited to submit your bids for conducting environmental and functional tests for the coil of electro-hydraulic control valve.

1. ORDERING PARTY

HS Wrocław Sp. z o.o.
ul. Bierutowska 65-67
51 – 317 Wrocław
POLAND

1.1 Subject of Quotation

The Vendor shall conduct tests according to the given Design Verification Test Procedure, measure and collect data of the characteristics of the element of electro-hydraulic control valve specified in given Test Procedure: DVT_03000213P1_1990H_02 Coil Temperature Tests. The Vendor shall provide:

- Preliminary documentation concerning the tests (for verification and validation)
- Detailed schedule of testing
- Characteristics of the test instrumentation
- Calibration certificates for the test instrumentation
- Test Report provided in English or Polish language
- Quotation for each test separately in one offer
- Weekly updates on the test progress (via email and/or teleconference)
- A measurement reproducibility and repeatability certificate (MSA) for test stands
- Pneumatic, hydraulic and electrical schemes for test stands

The Supplier shall be fully responsible for the compliance of the equipment to the requirements mentioned in given specification. HS Wrocław approval of drawings or documents does not exempt the Supplier of this responsibility.

Except for cases with explicit written authorization transmitting, forwarding, reproducing or using this specification for other purposes than those specified is forbidden, so is the communication of its content to any third parties.

2. METHODOLOGY AND DEADLINE FOR BID SUBMISSION

It is expected to submit non-disclosure agreement between Vendor and HS Wrocław within 15.10.2015. Design Verification Test Procedure and other data necessary for Vendor to quotation will be send after signing of non-disclosure agreement between Vendor and HS Wrocław. Bids shall be submitted in an electronic format to the email addresses of the Ordering Party’s employees as specified below or by a registered mail, via a courier company or personally at the Company’s facility in the Main Secretariat within 22.10.2015.



If you are not interested in submitting a quotation, please confirm this fact.

3. QUOTATION SELECTION CRITERIA

The bids will be subject to an assessment related to the selection criteria delivered together with the technical data. For each criterion a final score will be granted on the basis of a written quotation submitted by the bidder. The criteria are as follows:

- Price (0 – 30 p.)
- Payment terms and conditions (0 – 10 p.)
- Compliance with the requirements of the request for quotation (0 – 40 p.)
- Experience with similar orders (on the basis of references attached to the quotation) (0 – 20 p.)

4. QUOTATION PREPARATION METHODOLOGY

The submitted Quotation shall include (minimum):

- a) Name and address of the bidder,
- b) Quotation written on the company's headed letter or with the affixed company stamp,
- c) Date of compilation,
- d) Signature of the bidders representative authorized to contract obligations on the behalf of the bidder.

The quotation shall be valid for at least for 6 months (it has to be valid on the day of the order submission).

5. LEAD TIME

The lead time is expected by 20-11-2015 at the latest.

6. REMUNERATION FORM AND PAYMENT TERMS

The remuneration for the delivery of the equipment will be settled in a form of a bank transfer to the account as specified by the Bidder. The suggested payment time is within 60 days after issuing of an invoice.

Explanations related to the request for quotation will be provided by:

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