

Wroclaw, April 24, 2017

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# Request for quotation

## Subject of inquiry:

Design and delivery of Hydraulic Flow Test Rig with control system and  
service

This document is translated from Polish language. In the event of any inconsistency or discrepancy between the English and Polish version, the Polish version shall prevail.

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## **1. QUOTATION INFORMATION**

### **1.1. Purpose of the RFQ**

Purpose of this RFQ is to find potential suppliers for the Hydraulic Flow Test Rig with control system and service. A detailed specification of the Test Rig and/or additional technical drawings, including sensitive data, will be provided to Tenderer only after receiving signed NDA from the Tenderer. The NDA agreement must be signed by authorized person and sent to the Ordering Party. The contract will be signed with the Tenderer that will provide most attractive offer, only if HS Wrocław will submit the application to the Regional Operational Programme, planned on 29.05.2017, this date might change.

### **1.2. Time of the offer submission**

- a. The offers shall be submitted from 24<sup>th</sup> April 2017 to 29<sup>th</sup> May 2017, 14:00PM at the latest. The offers submitted after this time will not be considered.
- b. The NDA agreement with Tenderers must be signed until 5<sup>th</sup> May 2017.
- c. The specification of the Test Rig will be sent to Tenderers, that signed the NDA agreement, from 24<sup>th</sup> April 2017.
- d. The Tenderers can submit technical questions regarding the subject of the order or the tendering process until 12<sup>th</sup> May 2017.
- e. The Ordering Party will answer the questions from Tenderers, that signed the NDA agreement, until 17<sup>th</sup> May 2017.

### **1.3. Ordering Party**

**HS Wrocław Sp. z o.o.,**

Bierutowska 65-67,

51-317 Wrocław

phone: + 48 71 714 8009

fax: + 48 71 714 8014

Tax : 701- 00- 46- 036 REGON: 14075644200000

#### **1.4. Submission of the offers**

- a. The offers shall be submitted via e-mail to [maciej.korzeniowski@utas.utc.com](mailto:maciej.korzeniowski@utas.utc.com) or sent by post to the address of the Ordering Party or submitted personally in HS Wroclaw. Correspondence should be addressed to Maciej Korzeniowski (Procurement Dept., phone: +48 783 944 918, [maciej.korzeniowski@utas.utc.com](mailto:maciej.korzeniowski@utas.utc.com)).
- b. All correspondence regarding the tendering process will be carried out via e-mail to [maciej.korzeniowski@utas.utc.com](mailto:maciej.korzeniowski@utas.utc.com).
- c. This RFQ is available at website: [www.utc.com.pl](http://www.utc.com.pl).
- d. All technical questions regarding the subject of the order shall be delivered to Maciej Korzeniowski via email to: [maciej.korzeniowski@utas.utc.com](mailto:maciej.korzeniowski@utas.utc.com). Answer will be provided by the Ordering Party to Tenderers, that signed NDA agreement.
- e. Offers submitted in the tendering process will be considered as confidential business information.

#### **1.5. Short description of the subject of the order**

Subject of the order is design and delivery of Hydraulic Flow Test Rig with control system and service ensuring that the Test Rig is functioning failure-free.

#### **1.6. Place of delivery**

Tenderer is obliged to install the subject of the order at HS Wroclaw site, in place designated by the Ordering Party.

## **2. DESCRIPTION OF THE SUBJECT OF THE ORDER**

### **2.1. Purpose of the order**

The purpose of the order is design and delivery of Hydraulic Flow Test Rig with control system and service. Test Rig will be used to carry out research on laboratory and technical scale. Service includes periodic inspections of the delivered Test Rig with equipment, periodic calibration and other maintenance actions that assure long-lasting, continuous and failure-free operation.

This tendering process is conducted in accordance with the competition rules described in the guidelines on the eligibility of expenditure under the European Regional Development Fund, the European Social Fund and Cohesion Fund 2014-2020. Offers shall fulfill internal HS

Wrocław requirements concerning equipment and machinery (EMS100), machinery designing and purchasing and work safety regulations EHS, that are attached to this request for quotation.

## **2.2. Subject of the order**

Subject of the order is design, delivery and service of the Hydraulic Flow Test Rig for testing of different aircraft components.

- a. It is Supplier responsibility to deliver/realize:
  - Design of the Test Rig,
  - Construction of the Test Rig in accordance with the specification provided by the Ordering Party,
  - Schedule for the task realization,
  - Equipment calibration certificates,
  - CE certificate,
  - Risk Assessment,
  - Design and documentation of the safety circuits,
  - Implementation of the control system with documentation and programming code,
  - Design and documentation of the electrical schematics,
  - DAQ,
  - Instruction for unloading and installation,
  - Manual instruction,
  - EH&S statement,
  - Training for the employees designated by the Ordering Party,
  - Warranty conditions,
  - Noise limits proof,
  - Materials safety data sheets.
- b. Test Rig will consist of two hydraulic circuits:
  - One hydraulic circuit operating with Skydrol® LD-4,
  - One hydraulic circuits operating with oil MIL-PRF-5606.
- c. CPV code: 38970000-5.
- d. CPV code name: Research, testing and scientific technical simulator.
- e. All elements of the Test Rig must be brand new.

- f. It is required to train the Ordering Party's personnel to operate and maintain the equipment and its components in accordance with its specifications and operating conditions.
- g. At least 24 months warranty is required for the Test Rig from the date of commissioning.

### 2.3. Service

- a. It is required to provide maintenance services including periodic inspections of the delivered equipment and its components, periodic calibration and other maintenance actions necessary to ensure correct, continuous and failure-free operation in the period of warranty.
- b. In the offer the Supplier shall indicate the service hour cost, as well as the cost of visit of technician / team of technicians to the place of installation of the Test Rig for the provision of maintenance services after the period of warranty.

### 2.4. Contractual penalties

- a. The failure to meet the offered delivery date of the subject of the order to the Ordering Party, due to reasons attributable to the Supplier, will lead to a contractual penalty paid by the Supplier to the Ordering Party in the amount as indicated in the following table:

No. of working days	Contractual penalties for each subsequent working day of delay
1-15 days	0% net value of the order
16-30 days	0.1% net value of the order
31 days and more	0.5% net value of the order

- b. During the warranty period, in case the cumulated delay time for the fault diagnosis start date (calculated starting from the next working day after the notification date by the Ordering Party) and the delay time to meet the deadline for repair or delivery and installation of replacement equipment, will in total exceed 15 days, the Supplier will pay a contractual penalty of 2000 PLN Polish Zloty to the Ordering Party for each subsequent working day of delay.

## **2.5. Order delivery date**

Immediately upon completion of this request for quotation procedure and signature of the contract. Maintenance services are to be provided within the warranty period.

## **2.6. Attachments**

Following attachments to this request for quotation will be sent to the Tenderers by Mr. Maciej Korzeniowski ([maciej.korzeniowski@utas.utc.com](mailto:maciej.korzeniowski@utas.utc.com)) at the request of the Tenderer:

Appendix No. 1. Template of Non-Disclosure Agreement.

Appendix No. 2. Equipment and machinery general requirements EMS 100 - HS Wrocław.

Appendix No.3. General requirements of the Operations Maintenance Department related to the design and procurement of machines at HS Wrocław.

Appendix No. 4. UTC general EHS requirements.

Appendix No. 5. Statement of the absence of interconnections between the entities cooperating.

Attachment no 6 Contractors and Suppliers Selection Policy by HSW

## **2.7. Additional conditions to participate in the tendering process**

- a. It is not permitted to submit a partial offer, meaning it is necessary to submit a complete offer.
- b. No variant offer is allowed.
- c. Offer binding period shall be minimum 90 days.
- d. The offers can be submitted only by Tenderers who:

- Are authorized to carry out particular activities that are part of the order, if such authorization is required by the law.

The Ordering Party will recognize the above condition as fulfilled if the Tenderer submits the offer with a declaration of fulfillment of this condition. Depending on the submitted statement, the above condition will be recognized as - fulfilled/ not-fulfilled.

- Are carrying out activities similar to the subject of the order for the time of at least 3 years before the deadline for submitting of the offer.

The Ordering Party will recognize the above condition as fulfilled if the Tenderer submits the offer with a declaration of fulfillment of this condition. Depending on



the submitted statement, the above condition will be recognized as - fulfilled/ not-fulfilled.

- Possess and agree to maintain for the entire period of validity the offer, commercial liability insurance - not less than 3,000,000.00 PLN Polish Zloty.

The Ordering Party will recognize the above condition as fulfilled if the Tenderer submits the offer with a copy of the insurance policy.

- Possess ISO 9001 certification and experience in construction of at least one hydraulic test rig operating with Skydrol®.

The Ordering Party will recognize the above condition as fulfilled if the Tenderer submits the offer with a portfolio presenting the experience of the Tenderer and a copy of ISO 9001 certificate. Depending on the submitted documents, the above condition will be recognized as - fulfilled/ not-fulfilled.

- e. Each Tenderer may submit only one offer.
- f. The offer must be signed by persons who have the authority to act on behalf of the Tenderer. It means, that in case the documents stating the legal status of the Tenderer or the power of attorney provided indicate that the Tenderer is legally represented by several persons, the offer shall be signed by all of them.
- g. The authorization of the persons signing the offer must arise explicitly from the documents attached to the offer. If such authorization does not arise explicitly from the document stating the legal status of the Tenderer (a copy of the relevant register or a certificate of entry in the business register), the offer must be accompanied with the original or certified copy of the relevant power of attorney issued by persons authorized to do so.
- h. The templates of documents attached to this request for quotation must be completed and attached to the offer by the Tenderer.
- i. The cost of preparation and delivery of the offer is covered by the Tenderer.

### **2.8. Offer form**

- a. The complete offer should be submitted in a form that prevents from being accidentally disassembled.
- b. It is desirable to number all pages of the offer and it is required to sign them all separately by the authorized person(s) signing the offer. Pages containing information





## **UTC Aerospace Systems**

not required by the Ordering Party (e.g. brochures about the company, its activities, etc.) do neither require the numeration nor the signature.

- c. All deletions and changes made by the Tenderer to the pre-typed text must be initialed by the person(s) signing the offer; date shall be included.
- d. Documents may be presented in the form of originals or certified by the Tenderer as a true copy of the original. Statements submitted using attachments to this RFQ should be submitted in the original form. Certification to be a true copy of all recorded pages of copies of documents included in the offer must be confirmed by the authorized person(s) signing the offer.
- e. The Ordering Party may request presentation of the original or a notarized certified copy of the document only if the copy of the document delivered by the Tenderer is illegible or the Ordering Party has reasonable doubts regarding its authenticity, or cannot verify its authenticity otherwise.

### **2.9. Processing of the offers**

- a. The Ordering Party Tender Committee investigates whether the offers meet formal requirements. Offers that do not meet formal requirements will be rejected and will not be evaluated.
- b. The Ordering Party Tender Committee evaluates offers that were not rejected for formal reasons. Offers will be reviewed by the Ordering Party and the supplier selection protocol will be prepared.
- c. The Ordering Party, in order to determine whether the offer contains abnormally low price in relation to the subject of the order, reserves the right to ask the Tenderer to provide explanations regarding the elements of the offer influencing the price, within a time limit. The Ordering Party rejects the offer of the Tenderer, that has not provided required explanations, or if the assessment of the explanation confirms that the offer contains an abnormally low price in relation to the subject of the order.

### **2.10. List of documents/statements required from the Tenderer**

- a. Letter of authority to represent the Tenderer and/or to conclude the contract on behalf of the Tenderer should be attached to the offer in case the documents are signed by the Tenderer's Representative other than mentioned in Tenderer's registration form. Original letter of authority should be delivered. It is allowed to deliver certified copy of letter of

authority, as long as it is signed by the authorized Representative of Tenderer, also in case the offer is sent electronically.

- b. Completed attachment no. 1 (Non-Disclosure Agreement) until the date defined in point 1.2 b.
- c. With the offer the Tenderer must provide completed and signed attachment no. 2 (Equipment and machinery general requirements EMS 100 - HS Wrocław).
- d. With the offer the Tenderer must provide completed and signed attachment no. 5 (Statement of the absence of interconnections between the entities cooperating).
- e. With the offer the Tenderer must certify agreement with attachment no. 3 (General requirements of the Operations Maintenance Department related to the design and procurement of machines at HS Wrocław).
- f. With the offer the Tenderer must certify agreement with attachment no. 4 (UTC general EHS requirements).
- g. With the offer the Tenderer must certify agreement with attachment no. 6 (Contractors and Suppliers Selection Policy by HSW).

### **3. EVALUATION OF THE OFFERS**

#### **3.1. Criteria for evaluation of bids and description of the method of awarding points**

Formal assessment will be made based on a review of attachments, documents and statements provided by the Tenderer and based on the fulfillment of the conditions of participation in this tendering process that are specified in this RFQ and the Test Rig specification. Tenders that do not meet at least one of the described conditions will be excluded from the proceeding.

The Ordering Party will evaluate the offers which are not excluded, are submitted by Tenderers who are not subject to exclusion from the procedure, according to the following criteria:

- a. Criterion – **Offer price** - weight **6**

The number of points for the *offer price* criterion will be calculated using formula presented below (up to two decimal places). For the calculation apply gross offer prices in PLN Polish Zloty. In case a price is given in foreign currency it will be conversed to PLN Polish Zloty using the exchange rate from the currency table provided by NBP ([www.nbp.pl](http://www.nbp.pl)) from the day of the offer submission.

$$\text{points} = \frac{\text{the lowest offer price offered}}{\text{offer price in investigated offer}} \times 6 \text{ points}$$

b. Criterion – **Delivery time** – weight **4**

The number of points for the *delivery time* criterion will be calculated using formula presented below (up to two decimal places). For the calculation applies the delivery time expressed in calendar days.

$$\text{points} = \frac{\text{the shortest delivery time offered}}{\text{delivery time in investigated offer}} \times 4 \text{ points}$$

Delivery time means the time offered by the Tenderer to deliver the subject of the order calculated from the date of the contract signature, until the date of delivery and commissioning of the subject of the order in HS Wroclaw, in place indicated by the Ordering Party.

c. Criterion - **Warranty period** – weight **3**

The number of points for the *warranty period* criterion will be calculated using formula presented below (up to two decimal places). For the calculation applies the warranty period expressed in months, calculated from the date of starting and commissioning of the subject of the order by the Ordering Party.

$$\text{points} = \frac{\text{warranty period in investigated offer}}{\text{the longest warranty period offered}} \times 3 \text{ points}$$

d. Criterion – **Standard troubleshooting time** – weight **4**

The number of points for the *standard troubleshooting time* criterion will be calculated using formula presented below (up to two decimal places). For the calculation applies the troubleshooting time expressed in calendar days from the date of the notification of the standard fault by the Ordering Party, if the fault is related to quick wearing parts, until the date of the defect removal offered by the tender.

$$\text{points} = \frac{\text{the shortest standard troubleshooting time offered}}{\text{standard troubleshooting time in investigated offer}} \times 4 \text{ points}$$

e. Criterion – **Additional parameters** – maximum **4** points

Additional points can be obtained by the Tenderer for presenting solutions applied in the subject of the order, that will be awarded based on the analyze of the following requirements:

- At least 30% more measurement channels than required in the specification (0 or 1 point),
- Configuration of the new test sequence in time below 4 hours (0 or 1 point),
- Calibration of the measurement lines – additional connecting points for calibrators and referenced devices (0 or 1 point),
- Regular employees onboard: Automation Engineer, Hydraulic Engineer (0 or 1 point).

The offer, among all the offers, that meet the conditions set out in the request for quotation and specification, which obtains the highest sum of points, from criteria described above, specified up to 2 decimal places, will be considered as the most advantageous one. HS Wrocław reserves the right to verify the data provided by the Tenderers.

### 3.2. Exclusions

- a. The Ordering Party reserves the right to reject the offer if:
- The content of the offer does not correspond to the content of this request for quotation and specification, is incomplete or misleading, ambiguous, impossible to evaluate,
  - Its submission constitutes an act of unfair competition within the meaning of the provisions of unfair competition,
  - Contains an abnormally low price in relation to the object of the contract, that is defined as a price that is least 30% lower than the arithmetical average of prices of all offers. The Ordering Party rejects the offer of the Tenderer, that has not provided required explanations, or if the assessment of the explanation confirms that the offer contains an abnormally low price in relation to the subject of the order.
  - Was submitted by the Tender excluded from the tendering process.



- b. Tenderers are excluded from the tendering process when they:
- Have submitted untrue information affecting or likely to affect the outcome of the tendering process,
  - Have not demonstrated compliance with the conditions for participation in the tendering process,
    - Are affiliated or are subsidiaries, jointly controlled or dominant in relation to the Ordering Party,
    - Are connected with the Ordering Party in personal way or with capital ties. The connections in personal way or with capital ties are understood as interconnections between the Ordering Party, or persons authorized to make commitments on behalf of the Ordering Party or persons acting on behalf of the Ordering Party that evaluate the tendering process, with the Tenderer specified particularly as:
      - i. Participation in the company as the company partner or in the form of partnership,
      - ii. Possession of at least 10% of shares of the company unless lower level is specified by the law or was defined by the managing authority of the Programme on the eligibility of expenditure under European Regional Development Fund, the European Social Fund and Cohesion Fund 2014-2020,
      - iii. Acting as member of the supervisory or managing body, attorney or representative of the company,
      - iv. Arising from marriage, family relationship or lineal affinity or second-degree relationship or affinity.
- c. The Ordering Party reserves the right to cancel this tendering process if:
- All the offers were rejected,
  - The price of the most attractive offer or the lowest price of the offers exceeds the amount of money that the Ordering Party intends to spend to finance the order,
  - The tendering process is defective in some way what results in the inability to sign the contract in agreement with Regional Operational Programme or internal HS Wrocław requirements.

The Ordering Party shall simultaneously notify the Tenderers that were excluded from tendering process, stating factual reasons. The offer of a Tenderer that was excluded is considered as rejected. In case of cancellation of the tendering process, the Tenderers are not



entitled to receive any reimbursement of the costs of participation in the tendering process, in particular of the costs of the offer preparation.