



Warsaw, April 26, 2024

Institute of Meteorology and Water Management
National Research Institute
61 Podlesna Street, 01-673 Warsaw

Request for Proposal

Scope of the order: The calibration of one UV radiometers Solar Light model 501 and two pyranometers, Kipp&Zonen CMP21.

Order completion date: July - September 2024

Offer evaluation criteria: Net price (weight 100%)

The Purchaser will award a contract for the services described in this request for quotation to the Contractor who offers the lowest total price for the services and whose tender has been determined to meet the requirements set out in this request for quotation.

Other essential terms of the contract:

The scope of the service includes in particular:

Calibration of the UV radiometers, Solar Light model 501

- Spectral Response Measurement
- Angular Response Measurement
- Absolute outdoor calibration traceable to the QASUME reference spectroradiometer
- Calibration Certificate

Calibration of the pyranometers Kipp&Zonen CMP21:

- Calibration Pyranometer ISO/IEC 17025
- Calibration Certificate

Requirements for the Contractor:

- 1) Having the appropriate technical potential and people capable of performing the contract.
- 3) The contract will be awarded to an entity conducting business activity.
- 4) The Contractor running a business on the basis of an entry in the business register should attach to the offer a signed information clause along with consent to the processing of personal data (RODO clause).
- 5) The contractor is obliged to attach a declaration to the offer with the content as in Attachment 2.
- 6) The Purchaser does not allow subcontractors to perform the works covered by the order.
- 7) The Contractor may submit only one offer.
- 8) The Contractor may introduce changes or withdraw the submitted offer before the deadline for submitting offers.





Description of the method of preparing the offer: the offer must be presented in writing.

Description of the method of calculating the price:

The price of the offer should include all costs of the contract. The Contractor is obliged to provide the net price of the service being the subject of the contract, increased by the applicable VAT.

The price given by the Contractor for the service provided is valid for the entire term of the Agreement and will not be subject to indexation.

Payment for the service will be made within 30 days from the date of the correctly issued invoice, in the form of a bank transfer.

Place and deadline for submitting the offer: the offer must be submitted in electronic form by 8/05/2024, by 12:00 to the e-mail address julita.biszczyk@imgw.pl;

The contact person with the Contractor is Julita Biszczyk-Jakubowska, tel. 518 012 398.

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*[signature of the ordering manager
or a person authorized by him]*

Annexes:

Annex No 1 – RODO clause

Annex No 2 – Contractor declaration

