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|  | Warsaw, 26 November 2019 |

REQUEST FOR PROPOSAL NO. PAIH/001/MN/11/2019

1. **Name and address of the Procurer**

Fluence sp. z o.o. with headquarters in Warsaw (01-224) at ul. Kasprzaka 44/52, VAT No.: 5272776154

1. **Subject of the order**

The Subject of the order comprises consulting services regarding introduction of femtosecond lasers manufactured by the Procurer **to the Japanese market**. Current laser offer of the Procurer may be viewed at: <https://www.fluence.pl>. The offered services should cover the following:

- consulting service on designing catalogues and technical descriptions for products intended for the Japanese market,

- consulting service on the technical verification of documents intended for the Japanese market,

- consulting service on the preparation of the Procurer's products for certification required in Japan.

The above services will be provided by the bidder to the Procurer to the extent and quantity indicated by the Bidder with remuneration based on the hourly rate offered within these proceedings.

Code of the service according to the Common Procurement Vocabulary (CPV): 79400000-8 -Business and management consultancy and related services.

1. **Contract execution deadline**

The services should be provided by 30 June 2020

1. **Description of conditions for participation in the procedure:**

Bidders who meet the following conditions may participate in the proceedings:

* have at least 2 years of experience in sales of lasers, photonic or related devices on the Japanese market, which means: have documented sales of such products within the last 2 years on the Japanese market, OR within the last 3 years have advised other companies in the scope of introducing laser, photonic or related products to the Japanese market,
* are not affiliated with capital or personally to the Procurer. Capital or personal affiliations are understood as relations between the bidder and the Procurer consisting in:
	+ 1. participating in a company as a partner in a civil law partnership or in a partnership,
		2. owning shares or at least 10% of stock;
		3. holding the position of a member of the supervisory or management board, a proxy, an attorney;
		4. being in such a legal or factual relationship which may raise reasonable doubts as to impartiality in the selection of the contractor, in particular being married, in a direct relationship of kinship or affinity, secondary relationship or affinity to the second degree, or in adoption , guardianship or custody.
1. **Place and date of submitting the offer**

Offers must be submitted by **4 December 2019 at 17:00 CET** by email to the following address: **oferty@fluence.pl**.

1. **Selection criteria and description of how they are calculated**

The maximum number of points is 100.

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| **No.** | **Type offer evaluation criterion** | **Scoring** | **Evaluation method** |
| 1. | Price for 1 hour of advice | From 0 to 100 | The ratio of the lowest offer price to the price of the examined offer multiplied by 100 |

The offer with the highest number of points and meeting the conditions specified in point 4 will be considered the best offer.

1. **Other information**
* The order is realized as part of a grant agreement under the Operational Program Intelligent Development 2014-2020 priority axis III Support for innovation in enterprises, Actions 3.3 Support for the promotion and internationalisation of innovative enterprises, Sub-measure 3.3.1 Polish Technological Bridges, agreement number G‐PMT/0213/2N/2018-JPN.
* Contact person who will answer any additional questions: Michał Nejbauer PhD, e-mail: nejbauer@fluence.pl
* The Procurer reserves the right to change the conditions set out in this RFP, which will be notified via appropriate websites and internet portals. In the event of such changes being made, the Procurer may set a different date for submission of offers.
* The Procurer also reserves the right to cancel or close the proceedings at any stage without giving a reason.