



Istituto Nazionale di Astrofisica
OSSERVATORIO ASTRONOMIC
DI BRERA



Prot. N. 576/2013
Titolo III Classe 02
Merate, 12 luglio 2013

From:

Dr Filippo Zerbi
INAF-Osservatorio Astronomico di Brera
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Italy

TO:

Zeeko Ltd
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Subject: Invitation letter to present an offer for a polishing machine relevant to the EELT project - Procedura negoziata senza previa pubblicazione di bando di gara (as per DL 163/2006 ex art. 57, comma 2 lett. b and its subsequent modifications and supplements.)
CIG: 5236770F4C

Dear Company,

With the present letter I invite you to submit your best offer to the request for the supply of a polishing Jet Bonnet machine, needed mainly for EELT project's activities.

The National Institute of Astrophysics (INAF) is currently in the process of upgrading its facilities to be prepared for the great infrastructural and instrumental challenges of the next decade such as E-ELT, SKA, CTA, and others.

In the current fiscal year the Ministry supervising INAF (Ministero della Istruzione, Università e Ricerca - MIUR) awarded INAF with a specific fund for this upgrading.

In the National upgrade plan Osservatorio Astronomico di Brera (OABr) has been selected as the location of a Laboratory for fabrication and metrology of large complex optical surfaces. OABr is in the process of renewal of its infrastructures to accommodate the Laboratory and of acquisition of new machines to equip it.



This process includes the purchase of a ZEEKO IRP1200 jet/Bonnet polishing machine with the characteristics specified in this document.

In the following we describe the technical, financial and procedural framework for the present request.

Technical Specifications

OABr intends to acquire a Bonnet/Jet Polishing Machine of the Series IRP1200 with the following detailed characteristics:

- Numerical Control Machine with 7 axis for the realization of deterministic polishing on glass, ceramics, metals and semiconductors.
- Machine integrating the two complementary technologies denominated Bonnet Polishing and Fluid Jet Polishing.
- Generation and Correction of the optical surface form with sub-micrometric accuracy. Polishing with sub-nanometric accuracy for
 - Normal incidence optics
 - Grazing incidence optics for EUV-X spectral region
 - Satisfying the specification for mandrels and mirrors for X-ray applications by integrating super-polishing processes.
 - Capability of operation on the internal surface of cylindrical shell optics with a diameter of 500 mm.
- Capability to operate on symmetrical surfaces up to 1200 mm of diameter and on non-symmetrical surfaces (free-form) with dimensions up to 1200mm x 1200 mm.
 - Flat surfaces of various shape (circular, rectangular, hexagonal, elliptical)
 - Concave and Convex surfaces of various aperture and shape (spherical, cylindrical, aspherical on axis, aspherical off-axis and full free-form)
- Possibility to commute between raster and rotational procedures.
- Possibility to modify the Bonnet polishing selecting tailored interfaces (pads) to the different polishing processes.
- Possibility to specialize the Bonnet to preliminary finishing selecting highly aggressive pads.
- Scalability of the contact area on the surface by means of Bonnet pads of different sizes.
- Versatility in the abrasives selection
 - Close circuit integrated in the machine structure
 - Compact control unit
 - Possibility to select between different abrasive fluids
- Anti-vibration structure
- Thermal stability
- Software for the design of finishing processes
- Software for the handling of metrological data.

Time Schedule guideline (DELIVERY MILESTONES AND PAYMENTS)

INAF intends to apply a “payment-at-milestone” scheme for this purchase. The time-to-delivery, the number and distribution of the milestones and the percentage of payment in each of them, is expected to be indicated by ZEEKO Ltd. in its quotation together with a justification.



The milestones scheme and payments will be subject of negotiation before contract awarding.

Maximum tender amount :

The maximum value fixed by INAF governing board (delibera CdA n. 39/2013 18th June 2013) for the present request to supply is firm fixed to Euro 1.000.000,00 (one-million,00) no subject to VAT (cross UE board).

Temporary deposit

The payment of temporary deposit is requested in order to guarantee the seriousness of the offer. The amount of the deposit corresponds to the 2% of the maximum tender amount, as required by "DL 163/2006 art. 75" and following updates. Hence, the deposit is fixed in Euro 30.000,00 (thirty-thousands,00).

The deposit can be either:

- government bonds to be done through a department of provincial treasury or through an authorized credit institution;
- bank guarantee or insurance certificate.

The deposit shall be transferred to:

INAF-Osservatorio Astronomico di Brera

The purpose of the payment shall be: "OAB Cauzione offerta polishing machine"

Procedures and deadline for offer submission

Each one of the following statements shall be strictly followed, penalty of exclusion from the offer evaluation processes.

The full set of documents composing the offer shall be contained into a single envelope, from now on called "main envelope".

The main envelope shall report the words "Offerta polishing machine" well visible on one side.

The main envelope shall be sent by registered express mail.

The deadline for submission is **Sunday 28 July 2013, at 24:00 o'clock**

The deadline is fixed and will not be extended.

If the sending date and time shown on the main envelope is later than the deadline, the Company will be disqualified from the evaluation procedures.

The main envelope shall contain 3 (three) envelopes.

The three envelopes shall be labeled "Documentazione amministrativa", "Proposta tecnica" and "Offerta economica" clearly visible on one side. Each of these envelopes will contain a particular set of documents as detailed in the following.

Only the hard copies will be used for the offer evaluation.

Each page of each document presented in hard-copy shall be signed and the last page of each document shall have a full signature.

All the envelopes (including the main envelope) shall be sealed with glue and/or adhesive tape.

All the sealing flaps shall be properly signed.

The content of each envelope shall be:

Envelope "Documentazione amministrativa"

All the documents needed to verify the financial, technical and administrative requirements of the Company as per "DL 163/2006 art. 38, 39, 41 and 42" and following updates. In particular:



absence of the exclusion reasons as per DL 163/2006 art. 38 and updates;
enrollment in one of the professional or trade registers;
the overall turnover of the Company and the amount for the services or supplies of the previous three fiscal years, in the field of concern of the present request for supplies;
a list of the principal services/supplies provided in the previous three fiscal years, indicating the amounts, dates and recipients of the services/supplies; indication of the educational and professional qualifications of the team involved in the present request for supplies.

The documents can be self-certified as per D.P.R. 445/00 art. 46 et seq.

Copy of the document certifying the payment of the temporary deposit.

Envelope "Proposta tecnica"

The technical proposal answering the "Technical Specifications"

Copy of the payment's receipt to AVCP (Autorità per la Vigilanza sui Contratti Pubblici) for the tender CIG: 5236770F4C.

NOTE: you need to register at the AVCP web site at the link:

<http://www.autoritalavoripubblici.it/portal/public/classic/english>

You will find all information clicking on the FAQ button and in specific for the Contribution fee payment at the link

http://www.autoritalavoripubblici.it/portal/public/classic/_english/contributionFee

Envelope "Offerta economica"

The financial proposal supporting the technical proposal. The financial proposal shall present also the payment schedule proposed by the Company. To this end, please note that INAF cannot proceed with advance payments by law number 140 dated 28th May 1997.

All the additional documents necessary to support the financial proposal, as needed by the Company.

The main envelope shall be sent to INAF at:

Prof. Giovanni Pareschi

INAF-Osservatorio Astronomico di Brera

Via Brera, 28

20121 Milano (MI)- Italy

Dr. Zerbi has been appointed as Head of the procedure as per DL 163/2006 art. 10 and updates. Any question regarding the content of the procedure shall be sent to the Head of the procedure:

Dr. Filippo Zerbi

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Via E. Bianchi, 46 - 23807 MERATE - Telefono 39 395971100 - Fax 39 39 5971001



The starting of the evaluation proposal will start at the buyer earliest convenience upon reception, in the defined limits, of the offer.

Best regards

Dr. Filippo Zerbi
R.U.P./ Head of the procedure
INAF-Osservatorio Astronomico di Brera



