



Invitation for Bid - EUV Light Source for Magnetic Spectroscopy and Nanoscopy Bid# 2021-03-003

Instructions to Bidders

1. General Information

Rice University is issuing this Invitation for Bid (IFB) for the procurement of goods and/or trade services as described hereinafter. Interested Bidders shall submit one (or more as instructed in the IFB) signed proposal(s) pursuant to the submittal instructions by the *Closing Date and Time in paragraph 7 herein*. Please Note: **Bidders who do not sign their submitted response or fail to submit a response to Rice University by the Closing Date and Time will have their proposal declared non-responsive and will not be considered for award.**

Bids and all associated materials accompanying the proposals submitted in response to this IFB become the property of Rice University and will be retained by Rice University for period of time no longer than the length of the resulting contract. If a response contains any information that is considered a "trade secret", mark each page containing such information with the following legend: "TRADE SECRET". An entire response to this IFB marked as "trade secret" is unacceptable and will be disqualified without consideration.

2. Timetable

Item	Date / Deadline
Bid issue	3/25/2021
Email with intent to participate	3/26/2021 to hz67@rice.edu , et27@rice.edu , cam3@rice.edu
Question submission deadline	3/29/2021 – 5:00pm
Question Responses	3/30/2021 by 1:00pm
Bid submission deadline	3/31/2021 5:00pm
Bid Review and award (email notification)	No later than 4/6/2021



3. General Instructions for Submission of Bids

Bids must be drafted and submitted in accordance with following instructions:

Please note – the term “bid” and “proposal” are used interchangeably hereinafter and refer to the submission by the bidder in response to this solicitation. Bids must be drafted and submitted in accordance with following instructions:

- A. All Bids shall be submitted in original format (signed).
- B. Bids must include enough technical details to assess the performance, stability, operational and maintenance procedure of the equipment
- C. Bidders will include all lead time information, and whether part of the components can be delivered, installed and/or tested on-site early.
- D. Bidders will include all transport and installation services, and specify the requirement of unloading equipment, space, environmental and supplies to achieve the specification and keep optimal performance. FOB Destination Freight Prepaid and Allowed, which means all transportation charges from vendor to University are prepaid and borne by the Bidder. If Bidder does not quote FOB Destination Freight Prepaid and Allowed, all transportation and handling charges must be indicated separately and will be considered in the award.
- E. Bidders will include, in a separate section, all warranty information, service and technical support information, projected performance over ten (10) years of usage, and cost of service after warranty expires.
- F. Bidders will include references of not less than two (2) clients with contact information for whom similar projects have been completed by the Bidder. These clients will be contacted by Rice University for an evaluation and assessment of Bidder and product

4. Receipt of IFB by the Bidder

It is the sole responsibility of the Bidder to check the proposal package to ensure that all documents listed in the Table of Contents have been received; and contact Charlita Marrs, via email – cam3@rice.edu, in the event that the proposal package is missing any listed document.

5. Examination of Site and Contract Documents

Before submitting a proposal, the bidder is required to carefully examine the contract documents and make necessary inquiries about the experimental conditions. Rice University is not responsible for any costs Bidders incurred in connection with submitting or presenting a proposal. All Bidders who respond to solicitations do solely at their own expense. By submitting a proposal, the bidder agrees that he will not make any claim for damages or additional compensation because of lack of information, or because of any misunderstanding, or because of any misinterpretation of the requirements of the contract.



5. Conditions of Work

The contract for this project will be with Rice University. The contract manager and project manager will be announced only to awarded bidder(s) at the time of award of the bid.

6. Submission of Proposals

Bidders must submit proposal one (1) electronic copy to both parties -

Dr. Hanyu Zhu
Assistant Professor of Physics and Astronomy
Rice University
6100 Main Street
Houston, Texas 77005
hz67@rice.edu

Edith Torrez
Research Administrator
Rice University
6100 Main Street
Houston, Texas 77005
et27@rice.edu

Charlita Marrs
Procurement Manager
Rice University
6100 Main Street
Houston, Texas 77005
cam3@rice.edu

7. Closing Date and Time

Bids should be delivered no later than 5:00 PM CST, March 31, 2021



8. Explanation to Bidders

- A. All questions concerning the proposal documents, scope of work, etc. shall be directed via e-mail to: Dr. Hanyu Zhu (hz67@rice.edu), Edith Torrez (et27@rice.edu) and Charlita Marrs (cam3@rice.edu)
- B. Where appropriate, interpretations will be confirmed by Addendum to all Bidders. Direction received from other parties and not confirmed via Addendum shall not be considered.
- C. Such Addendum, issued during the proposal period, shall be acknowledged on the Proposal Form and shall be included in the final contract at the time of award.
- D. This IFB will be posted on the Rice University Procurement website at: <https://buy.rice.edu/2021-03-003>. Any Addenda including, without limitations, extensions of the Closing Date and Time will be posted to the Procurement website. Bidders are responsible for monitoring the Procurement website on a periodic basis for any modifications to the IFB. Rice University is not required to issue individual notifications.

9. Specifications

See attachments:

Attachment 1 – Instructions to Bidders

Attachment 2 – Technical Specifications

Attachment 3 – Lab Environment

Attachment 4 – Rice University's Purchasing Terms & Conditions

10. Acceptance or Rejection of Bids

- A. Bids will be open privately by Rice University.
- B. Rice University reserves the right to waive the formality in any bid, to accept any bid, or to reject any and all bids.
- C. Rice University reserves the right to award the contract to the bidder considered best qualified for the work. Rice University may make such investigations as they deem necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish all such information and data for this purpose.
- D. Rice University reserves the right to accept or reject Bids on each line separately, or as a whole, to reject any or all offers, to waive any informalities or irregularities, to award items separately or in aggregate, to split awards for any of the items and to contract in the best interest of Rice University.
- E. Rice University reserves the right, at its option, to cancel this IFB.



11. Evaluation Criteria.

- A. Relevant experience, qualifications and success in providing goods and services outlined in this IFB in a timely manner;
- B. Financial proposal including but not limited to discounts, service charges and other charges;
- C. The quality of the proposal, specifically, responsiveness to requirements and adequacy of information provided;
- D. The contractual terms which would govern the relationship between Rice University and the Selected Bidder.

12. Final Determination.

After considering and assessing all factors it deems relevant, Rice University plans to award this project to the firm(s) or individual(s) who best meets the overall selection criteria detailed in this IFB. Rice University reserves the right to make this final decision based upon the solution that best meets Rice University's needs.

13. Award Notice.

The apparent successful Bidder(s) will be notified via e-mail of its status and a contract will be provided to the apparent successful Bidder(s), which will include terms and conditions substantially as set forth in Rice University contract. All proposers will be notified in Procurements "Open Solicitation" webpage that the apparent winning bid has been selected. Rice University anticipates that the Award Notice will be released on or about April 6, 2021 ("Anticipated Award Notice Date").

14. Representations, Certifications and Acknowledgments.

For consideration, you must submit your proposal with a completed and signed Representations, Certifications and Acknowledgments by the Closing Date and Time.

