

INSTRUCTIONS FOR TENDERERS

1. GENERAL INFORMATION

1.1. Procurement identification number: CBL-2026-2.

1.2. **Contracting Authority: Limited Liability Company “Cellboxlab”**, Reg. No. 42103111196, address: Ataru ceļš 42, Atari, Ādaži parish, Ādaži municipality, LV-2164.

1.3. The procurement **“Precision motorized movement stages with built-in controllers and motor encoders”** is carried out according to Cabinet Regulation No.104 within the EU-funded projects.

1.4. **Tenderer** – supplier submitting a tender.

1.5. **Tender** – the tender submitted within procurement CBL-2026-2.

1.6. **Supplier** – natural/legal person or an association thereof offering services.

1.7. **Subject:** “Precision motorized movement stages with built-in controllers and motor encoders” (the Delivery).

1.7.1. The delivery timelines shall be agreed in accordance with the Client’s request, but in any case no later than 30 April, 2027.

1.7.2. The maximum contract amount (excluding VAT) is EUR 148 000,00, however the Client reserves the right to order only part of the offered goods in accordance with the offered unit price.

1.7.3. A Tenderer may submit one tender, covering the entire scope (Annex 1). Evaluation is based on unit price (excluding VAT).

1.8. Place to receive the Instructions, provision of additional information, and other conditions:

1.8.1. The Client’s contact person, who is authorized to provide organisational information regarding the Instructions during the procurement process: Ieva Jokste, e-mail: ieva.jokste@cellboxlabs.com.

1.9. Time, place and procedure of the Offers submission and opening:

1.9.1. The Tenderer shall submit the Offer by **February 11, 2026 at 13:00 (CET)**, by sending it electronically to the e-mail address: ieva.jokste@cellboxlabs.com.

1.9.2. The Tenderer may supplement or amend the submitted Offer only until the expiry of the Offer submission deadline.

1.9.3. The evaluation of the Offer’s compliance with formal requirements, verification of the Tenderer’s qualifications (Technical specification), and assessment of the financial Offer shall be carried out by the procurement committee in closed sessions.

2. PREPARATION OF THE TENDER

2.1. Requirements:

2.1.1. Financial offer, Technical specifications of the proposed product and Registration certificate must be submitted electronically.

- 2.1.2. The Tenderer may submit the documents, provided that they are duly signed.
- 2.1.3. The financial offer and Technical specification must be submitted in Latvian or in English only.
- 2.1.4. Submission of the Tender confirms acceptance of all requirements.
- 2.2. Documents to be submitted:
 - 2.2.1. Financial offer (Annex 2);
 - 2.2.2. Technical specifications of the proposed product (Annex 1);
 - 2.2.3. Registration certificate (except in cases where such information is available in a public database).

3. EXCLUSION RULES

- 3.1. Exclusion per Cabinet Regulation No.104 Article 12.
- 3.2. Exclusion under International and National Sanctions Law Paragraph one and two of Article 11.¹.

4. VERIFICATION OF OFFERS FORMATTING, VERIFICATION OF FINANCIAL OFFER AND SELECTION OF APPLICANTS

- 4.1. The commission verifies the formatting of offers and makes selection of Applicants in the closed meeting, during which the Commission checks the compliance of offers to the requirements stated in the Instruction and verifies the compliance of Applicants to the requirements stated in Section 3 of the Instruction.
- 4.2. The offer of Applicant is declined and is not subjected to the further verification, if the commission states that:
 - 4.2.1. The offer of Applicant had discrepancy to the requirements stated in Section 2 of the Instruction, a complete set of the offer is not submitted that does not allow to identify the Applicant and content of the offer.
 - 4.2.2. The Applicant does not comply or has not indicated the compliance to any of the requirements stated in Section 3 of the Instruction.
- 4.3. Commission performs the verification of the Financial offer.
- 4.4. Contractor executes negotiations with the Applicant, who has submitted the lowest total contract price and whose offer complies with the requirements stated in Section 4.1 and 4.2 of the Instruction in order to ascertain the Applicant's comprehension on delivery of the goods.
- 4.5. If the Applicant during the negotiations expresses certainty on its ability to ensure the delivery of the goods, it is decided to conclude the Contract with the Applicant. If the Applicant during the negotiations the Applicant is not able to ascertain the Commission on the ability to ensure the delivery or the Parties do not agree on the Contract conclusion due to

other reasons, the Applicant, who has provided the next lowest total contract price, is invited to the negotiations.

5. AWARD OF THE CONTRACT RIGHTS, CONTRACT CONCLUSION

5.1. The Commission considers as winner the Applicant, who is chosen according to the requirements and criteria stated in the Instruction and is not excludable from participation in the Tender according to the Sections 3.1. and 3.2. of the Instruction.

5.2. The Contractor informs all the Applicants on the decision about the Applicant or the Applicants selected within the Tender within three working days after the decision is made and provides them with the information specified in the decision or sends the mentioned decision to them;

5.3. The Contractor concludes the contract according to the Instruction and the Applicant offer.

6. PERSONAL DATA PROCESSING

6.1. The Contractor will process the personal data submitted in the Tender, will store the Tender documents and will transfer the personal data to the Procurement Monitoring Bureau and/or the Official Journal of the European Union and/or the Central Finance and Contracting Agency and/or other institutions involved in the management of European Union funds and/or the Administrative District Court, in accordance with the requirements stated in the Public Procurement Law, the regulatory enactments governing the management of European Union funds, Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 On the protection of natural persons with regard to the processing of personal data and on the free movement of such data and other applicable regulatory enactments.

7. ANNEXES

7.1. Annex 1 – Technical specification.

7.2. Annex 2 – Financial Offer

ANNEX 1 – Technical specification

Procurement Specification- Miniature, precision motorized linear stages with built-in controllers and motor encoders (1)		
Property (EN)	Requirement (range, with units)	The proposed product
Travel range	45 to 60 mm	
Microstep size (default resolution)	<0.07 μm	
Accuracy (unidirectional)	<25 μm	
Repeatability	< 5 μm	
Backlash	< 16 μm	
Maximum speed	>22 mm/s	
Horizontal runout	<20 μm	
Stiffness in Pitch	>120 N·m/°	
Peak thrust	>45 N	
Maximum centered load	>200 N	
Power supply voltage	20 to 55 VDC	
Operating temperature range	5 to 45 °C or better	

Procurement Specification- Miniature, precision motorized linear stages with built-in controllers and motor encoders (2)		
Property (EN)	Requirement (range, with units)	The proposed product
Travel range	180 to 220 mm	
Microstep size (default resolution)	<0.07 μm	
Accuracy (unidirectional)	<100 μm	
Repeatability	< 5 μm	
Backlash	< 16 μm	
Maximum speed	>22 mm/s	
Horizontal runout	<30 μm	
Stiffness in Pitch	>120 N·m/°	
Peak thrust	>45 N	
Maximum centered load	>200 N	
Power supply voltage	20 to 55 VDC	
Operating temperature range	5 to 45 °C or better	

Procurement Specification- Vertical, precision lift stages with built-in controllers and motor encoders

Property (EN)	Requirement (range, with units)	The proposed product
Travel range	15 to 25 mm	
Microstep size (default resolution)	< 0.12 μm	
Accuracy (unidirectional)	< 65 μm	
Repeatability	< 1.5 μm	
Backlash	< 45 μm	
Maximum speed	> 40 mm/s	
Horizontal runout	<40 μm	
Peak thrust	> 170 N	
Maximum centered load	>80 N	
Power supply voltage	20 to 55 VDC	
Operating temperature range	5 to 45 $^{\circ}\text{C}$ or better	

FINANCIAL OFFER

<i>Tenderer name</i>	
<i>Registration number</i>	
<i>Legal address</i>	
<i>Email</i>	
<i>Contact person</i>	
<i>Phone</i>	
<i>Contact email</i>	
<i>Bank name</i>	
<i>Bank code</i>	
<i>Account number</i>	
<i>Contract signer (name, position)</i>	

<i>Price per unit (excl. VAT) Miniature, precision motorized linear stages with built-in controllers and motor encoders (1)</i>	
<i>VAT</i>	
<i>Total</i>	

<i>Price per unit (excl. VAT) Miniature, precision motorized linear stages with built-in controllers and motor encoders (2)</i>	
<i>VAT</i>	
<i>Total</i>	

<i>Price per unit (excl. VAT) Vertical, precision lift stages with built-in controllers and motor encoders</i>	
<i>VAT</i>	
<i>Total</i>	

By submission of this offer, the Applicant approves that:

- *It applies to participate in the tender process “Precision motorized movement stages with built-in controllers and motor encoders” (No CBL-2026-2);*
- *The submitted Financial offer and the other documents included in the Offer are correct and include all the costs related to the Delivery provision; in no way is interested in any other offer and is not participating in any other offer, as well as has not performed any competition restricting activities in relation to the any other offer submitted within the Tender;*
- *The information and documentation included in its offer are complete and truthful;*
- *It has reviewed all the documents of this Instruction and fully understands the terms and requirements of the Tender procedure;*

- *All the current documents submitted in the offer of the Applicant are an integral part of this offer and are a binding part of this offer to the Applicant;*
- *The Delivery will be provided according to the Annex No. 1– Technical specification;*
- *If the Purchaser will chose this delivery, we undertake to conclude the contract and fulfill all the contract requirements.*

(Tenderer)

(Authorized representative)

(Signature)

(Date)