



## Supply agreement template

concluded in Ożarów Mazowiecki on the day of signature by the last of parties between:

(1) VIGO Photonics S.A. with its registered seat in Ożarów Mazowiecki, Poland, a company incorporated under the laws of Poland, 129/133 Poznańska Street, 05-850 Ożarów Mazowiecki, Poland, entered into the Register of Entrepreneurs of the National Court Register maintained by the District Court for the Capital City of Warsaw in Warsaw, XIV Commercial Division of the National Court Register, under KRS no. 0000113394, having NIP no. 5270207340, REGON no. 010265179, with share capital of PLN 874 799,00 (fully paid) (hereinafter referred to as: **"VIGO or Contracting Party/ Purchaser"**), represented by:

- Marcin Szrom - Member of the Management Board;

and

(2) \_\_\_\_\_ (hereinafter referred to as: **"Supplier"** or **"Contractor"**), represented by:

- \_\_\_\_\_.

VIGO and Supplier shall be individually referred to as **"Party"** and jointly as **"Parties"**.

Considering that the Contractor has won the bid tender procedure conducted by VIGO on a competitive basis, i.e. submitted the best offer in response to the request for proposals of 05.12.2025 no. FSOC-1\_25 (hereinafter referred to as: **"Offer"** and **"Request for Proposals"**), and the offer was chosen by VIGO.

Parties concluded the following agreement:

### 1 Subject of the agreement

1.1. Under this agreement the Supplier shall supply to the headquarters of the Purchaser, within the scope of its business activity, within a period referred to in point 2.1,

No	Product name	Qty
1	optical fiber	6 pcs
2	fiber adapter plate	3 pcs
3	plate for fiber optic holder	3 pcs.
4	3-axis microblock	3 pcs.



No	Product name	Qty
5	3" parabolic mirror	1 pc.
6	3" parabolic mirror mount	1 pc.
7	breadboard 150x450	2 pcs.
8	2" parabolic mirror	1 pc.
9	2" parabolic mirror mount	1 pc.
10	breadboard 150x300	1 pc.
11	rail carriage	2 pcs.
12	rotary table	1 pc.
13	motion controller	1 pc.
14	4" mirror	1 pc.
15	gimbal breadboard	1 pc.
16	gimbal tripod	1 pc.
17	4" parabolic mirror	1 pc.
18	4" parabolic mirror mount	3 pcs.
19	red pigtail laser	1 pc.
20	green pigtail laser	1 pc.
21	shear plate	1 pc.
22	breadboard 50x75	2 pcs.
23	breadboard 75x100	2 pcs.
24	differential adjuster	1 pc.
25	bearing balls	100 pcs.
26	M6 to M4 adapter	6 pcs.
27	16 to 30 mm cage plate adapter	2 pcs.
28	SM1 and SM2-threaded round cage plate	2 pcs.

(hereinafter referred to as "Product"), by name and quantity and in accordance with the specification and requirements resulting from the Inquiry and attachments to the Inquiry (Request for Proposals with attachments and the Offer with attachments constitute Appendix No. 1 to this contract), and VIGO undertakes to collect the Product and pay remuneration to the Contractor.

1.2. Supplier shall be obliged to provide all permits, attestations or certificates required by law to use the Products - if it is necessary for use.

## 2 Delivery of Products

2.1 Supplier shall deliver the subject of the contract referred to in point 1.1 **within 5 weeks from the date of signing the contract.**



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2.2 **The term indicated in point 2.1 above refers to handing over the goods to the Purchaser at the headquarters of VIGO.**

2.3 The Contractor shall attach to the Products their documentation or certificates and other documents required by law - if they are necessary and required to use the Products.

2.4 The delivered equipment must be brand new (category I - unused), meet the technical and quality requirements specified by the manufacturer of the product and be placed on the market in accordance with the regulations in force in the Republic of Poland.

2.5 The delivery date specified in point 2.1 is reserved for the benefit of the Contractor. This means that the Contractor may - after prior consent of the Ordering Party - deliver the Products also before the expiry of this period.

2.6 Before collecting the Products, a person authorized by VIGO will check and verify them. In the absence of objections, the receipt of the Products will be confirmed by a delivery and acceptance protocol signed by the Employer, which will also be the basis for issuing an invoice and payment of remuneration, in accordance with the provisions of point 3 below (hereinafter referred to as: "Delivery and Acceptance Protocol"), the template of which is Annex No. 2 to this Agreement.

2.7 In the event of VIGO's reservations or comments to the Products, VIGO shall present them to the Contractor who will be obliged, within the time limit set by the Ordering Party, to remove any non-compliance or defects of the delivered product. In such a situation, instead of the Delivery and Acceptance Protocol, Employer will sign a preliminary protocol in which VIGO's objections or comments to the Products will be specified (hereinafter referred to as: "Initial Protocol"). The Handover and Acceptance Protocol will be signed by the Parties only after the Contractor has removed any non-conformities or defects, in accordance with VIGO's reservations or comments.

2.8 Filing the complaint regarding Product, and in particular signing by VIGO only Preliminary Protocol, does not create any VIGO's responsibility for Supplier's failure to meet lead time specified in point 2.1 above – keeping lead time – is Supplier's sole responsibility. If Supplier does not meet the lead time, he shall be obliged to pay contractual penalty

### **3 Remuneration and payments**

3.1 Under this agreement VIGO shall pay Supplier a remuneration in a total net amount of \_\_\_\_\_(in words: \_\_\_\_\_00/100) (hereinafter referred to as "**Remuneration**"). Remuneration is a lump sum for a full execution of this agreement. Supplier is not allowed to claim for increase of Remuneration.



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3.2 **The remuneration shall be paid within 30 days from the day of invoice properly delivered to the VIGO's by bank transfer to the bank account indicated by the Contractor on the invoice. The invoice must be delivered on the following address: [invoices@vigo.com.pl](mailto:invoices@vigo.com.pl).**

3.3. Remuneration due to the Supplier under this agreement, in cases when it results from an applicable provisions of law, shall be increased by VAT tax, in an amount applicable at the day of invoice's issuance.

3.4. In the case of entities registered in the territory of the Republic of Poland, the Contractor's bank account must appear on the list of entities registered as VAT taxpayers available on the website: <https://www.podatki.gov.pl/wykaz-podatnikow-vat-wyszukiwarka> under the pain of refusal to pay to until this provision is settled.

#### **4 Supplier's responsibility and VIGO's withdrawal right**

4.1 Polish Civil Code, and in particular provisions regarding statutory warranty for Products, applies to Supplier's responsibility for Products.

4.2 In the case of delivery of goods after the date specified in point 2.1. The Ordering Party, instead of the provisions provided for in the above point, may charge the Contractor, on written request, a contractual penalty in the amount of 0,5% of the net Remuneration for each commenced day of delay - not more than 5%.

4.3 In the event of a delay in payment caused by the Employer, he shall pay the Contractor on written request a contractual penalty of 0.1% of the net order value for each day of delay - no more than 5%.

4.4 In the event of improper or untimely performance of the contract by the Contractor, the Ordering Party may withdraw from the contract instead of the activities provided for in point 4.2. The withdrawal will only take place for reasons attributable to the Contractor, excluding reasons for which he is not responsible, force majeure and random events. The right of withdrawal is exercised by a declaration submitted to the Contractor in writing or in a documentary form (to the e-mail address indicated in point 6 below), within 30 days from the date of the expiry of the deadline for the proper performance of the contract not met by the Contractor. Before submitting the declaration of withdrawal from the contract, the Ordering Party will request in writing or in the form of a scanned letter sent to the e-mail address indicated in point 6 for the proper performance of the contract, setting an appropriate deadline referred to in point 2.6. As a result of submitting a declaration of withdrawal, this contract is treated as not concluded and the Contractor will pay the Ordering Party a contractual penalty of 5% of the net Remuneration.



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4.5 The Contractor agrees to deduct the contractual penalty thus calculated from the due remuneration.

4.6 The payment of the contractual penalties referred to in point 4 does not preclude VIGO from seeking damages on general terms in excess of the contractual penalty.

## **5 Permissible reasons for changing the contract**

### **5.1 The Employer provides for the possibility of changing the concluded contract in relation to the content of the offer, on the basis of which the Contractor was selected, in the following cases:**

5.1.1. The changes are not significant within the meaning of the Guidelines on the eligibility of expenditure under the European Fund for a Modern Economy 2021-2027 (FENG)

5.1.2. There will be a change in generally applicable laws to the extent that affects the performance of the Order, unless such change was known at the time the offer was made;

5.1.3. It is necessary to change the way of fulfilling the obligation, if such a change is necessary for the proper performance of the contract;

5.1.4. In the course of performance of the contract, there will be an objective need to prepare the product or perform the service, the performance of which will be agreed between the Parties, necessary (necessary) for the proper performance of the Order, which the Parties did not provide in the Description of the subject of the Order;

5.1.5. It is necessary to change the date or scope of the contract in the event of circumstances or events preventing the performance of the contract within the prescribed period, which were beyond the control of both parties;

5.1.6 it is possible to use newer and more favorable technological or technical solutions for the Employer than those existing at the time of signing the contract. Solutions that meet the Employer's requirements to a greater extent from the point of view of maintenance costs, functionality, quality or utility should be regarded as more favorable for the Employer;

5.1.7. the change does not change the nature of the contract and the following conditions have been met cumulatively:

(i) the need to amend the contract is caused by circumstances that the Employer, acting with due diligence, could not foresee,

(ii) the value of the change does not exceed 50% of the value of the Order originally specified in the contract,



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5.1.8. The contractor to whom the contracting authority awarded the contract is to be replaced by a new contractor:

- (i) based on the contractual provisions referred to in Contract;
- (ii) As a result of a merger, division, transformation, bankruptcy, restructuring or acquisition of the current Contractor or his enterprise, provided that the new contractor meets the conditions for participation in the procedure, there are no grounds for exclusion and this does not entail other significant changes to the contract,
- (iii) As a result of the Purchaser's assumption of the Contractor's obligations towards its subcontractors,

5.1.9. the change does not change the nature of the contract and the total value of the changes is lower than the EU thresholds within the meaning of Art. 3 Public Procurement Law (Journal of Laws of 2019, item 2019 and Journal of Laws of 2020, item 288, as amended), and at the same time less than 10% of the order value originally specified in the contract.

5.1.10. In other cases permitted by the Guidelines on the eligibility of expenditure under the European Funds for a Modern Economy 2021-2027.

## 6 Communication

6.1 Parties hereby declare that communication between them connected with the execution of this agreement shall be made in written and/or electronic form, to the following addresses:

6.1.1 for VIGO: Agata Ratajczyk-Wrzeszczyńska, e-mail [arwrzeszczynska@vigo.com.pl](mailto:arwrzeszczynska@vigo.com.pl)

written form: 129/133 Poznańska Street, 05-850 Ożarów Mazowiecki, Poland;

6.1.2 for Supplier: \_\_\_\_\_ email: \_\_\_\_\_

written form: \_\_\_\_\_.

## 7 Force Majeure

7.1. The parties agree that they will not bear the consequences of partial or total non-performance of their obligations under the Agreement, caused by force majeure. Force majeure shall be all events that cannot be foreseen or prevented at the time of the conclusion



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of the Agreement and which neither Party will have influence on, in particular: flood, fire, earthquake and other natural disasters.

7.2. The party for which there was an inability to perform the obligations caused by force majeure is obliged to: notify the other Party in writing about the occurrence of force majeure within 3 (three) working days from the moment of its occurrence, present a document confirming the occurrence of force majeure, issued by a competent authority, 30 (thirty) days from the moment of its occurrence (if the issue of such a document is possible).

7.3. Failure to notify or notify in a timely manner about the occurrence of force majeure, or failure to provide appropriate documents confirming the occurrence of force majeure, deprives the Party of the right to rely on it.

7.4. If the force majeure lasts for a period of at least 60 days, then regardless of the fact that the deadline for implementation will be extended, the Parties may proceed with the renegotiation of the Agreement in order to adapt it to the circumstances.

7.5. If the talks undertaken by the Parties do not lead to the establishment of a common position and negotiation of appropriate contractual terms within 1 month, each Party will have the right to withdraw from the Agreement. The declaration of withdrawal should be submitted within 30 (thirty) days from the date of the expiry of the period referred to in the previous sentence.

7.6. If the Agreement is terminated in accordance with the provisions of this paragraph, the Contractor shall receive the payment for the work actually performed. The parties do not cover losses resulting from the termination of the Agreement in accordance with this point. due to force majeure.

## **8 Final provisions**

8.1 Transferring Supplier's rights and/or duties resulting from this agreement to any other person or entity requires for its effectiveness prior written VIGO's consent. Unless the consent in question is made in writing, the transfer shall be null and void.

8.2 Attachment number 1 – Request for Proposals and its attachments as well as the Offer and its attachments, constitutes an integral part of this agreement.

8.3 This contract has been prepared in accordance with Polish law and is governed by Polish law, without taking into account the regulations concerning the conflict of laws. Any disputes related to the conclusion or performance of this contract shall be submitted to the



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exclusive jurisdiction of Polish courts. s. Parties hereby exclude application of UN Convention on Contracts for the International Sale of Goods prepared in Vienna on 11 th April 1980.

8.4 Any disputes resulting from a conclusion or execution of this agreement shall be resolved amicably. If the dispute in question cannot be resolved amicably, it shall be submitted to the court applicable for VIGO.

8.5 If this agreement has been concluded in Polish and English language version, and if there is any discrepancy between these language versions, Parties hereby declare that the Polish version shall prevail.

8.6 This agreement has been prepared in two identical copies, one for each Party.

For VIGO:

For Supplier:

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Marcin Szrom, Member of the  
Management Board





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Annex 2

## Protocol of Delivery and Acceptance

To the contract of ..... 2025

drawn up on .....

### THE CONTRACTING PARTY:

.....

.....

Name and surname of the representative:  
representative:

Name and surname of the

1. ....

1. ....

2. ....

2. ....

3. ....

3. ....

This protocol confirms that the Contractor has delivered to the registered office of the Ordering Party in Ożarów Mazowiecki:

.....

The transferred Subject of the Agreement is complete / incomplete in accordance with the provisions of the Agreement.

1. Delivery of goods on time

YES / NO

2. Goods without defects and faults

YES / NO

Comments: .....

This protocol confirms that the Contractor has complied with the obligations specified in the contract.

**FOR THE CONTRACTING PARTY**



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