

## Invitation to submit a price offer in the procedure 9/GB/2023

The Institute of Human Genetics of the Polish Academy of Sciences announces a request for proposals for the award of a contract, the subject of which will be: **the eCLIP service, which will include the following stages: performing immunoprecipitation, library preparation, sequencing, and report preparation.**

<b>Name and address of the Contracting Authority:</b>	<b>Institute of Human Genetics of the Polish Academy of Sciences</b> , Strzeszyńska 32 Street, 60-479 Poznań, phone: +48 61 65 79 265, email: <a href="mailto:ord-igcz@man.poznan.pl">ord-igcz@man.poznan.pl</a>
<b>Mode of awarding the contract:</b>	The procedure <b>is not subject</b> to the Public Procurement Law of September 11, 2019, in accordance with Article 11, paragraph 5, point 1. The procedure is conducted in the mode of a request for proposals, in accordance with the Director's Order No. 37/2022 of the Institute of Human Genetics of the Polish Academy of Sciences, dated December 15, 2022, concerning the rules for awarding public contracts and the rules of work of the tender commission.
<b>Deadline for submission of proposals:</b>	<ol style="list-style-type: none"> <li>Proposals must be submitted by the non-extendable deadline of May 26, 2023, <b>at 15:00 Polish time.</b></li> <li>The date and time of receipt of the proposal by the Contracting Authority determine the observance of the deadline.</li> <li>Proposals submitted after the deadline will not be considered.</li> </ol>
<b>Method of submitting a proposal:</b>	<ol style="list-style-type: none"> <li>Proposals can be submitted electronically to the following email address: <a href="mailto:ord-igcz@man.poznan.pl">ord-igcz@man.poznan.pl</a></li> <li>The Contracting Authority does not foresee a public opening of proposals. In accordance with the principle of transparency of the procedure, the Contracting Authority, upon the Bidder's request, will provide information on the opening of proposals in the contract award procedure, excluding parts of proposals constituting business secrets within the meaning of the Act of April 16, 1993, on combating unfair competition (Journal of Laws of 2003, No. 153, item 1503, as amended).</li> <li><u>Any questions regarding this request should be submitted by email to:</u> <a href="mailto:ord-igcz@man.poznan.pl">ord-igcz@man.poznan.pl</a></li> <li>No oral or telephone information, explanations, or responses to inquiries directed to the Contracting Authority will be provided.</li> <li>Answers to questions and clarification of the request resulting from the questions of potential Bidders will be published on the Contracting Authority's BIP website.</li> <li>Bidders are obliged to familiarize themselves thoroughly with the information contained in the Request for Proposals (including its annexes) and any explanations and responses published by the Contracting Authority during the procedure and to prepare the Proposal in accordance with the requirements set by the Contracting Authority.</li> </ol>
<b>Description of the subject of the contract:</b>	<ol style="list-style-type: none"> <li>A detailed description of the subject of the contract can be found in Annex 1 to the request for proposals.</li> </ol>
<b>Conditions for participation in the procedure and grounds for exclusion:</b>	<ol style="list-style-type: none"> <li>Contractors are excluded from the contract award procedure if, within the last 3 years preceding the initiation of the request for proposals, they: <ol style="list-style-type: none"> <li>failed to perform the contract awarded by the Contracting Authority or performed it improperly,</li> <li>are in dispute with the Contracting Authority in connection with the awarded contract,</li> <li>indicated a subcontractor in their proposal, for whom circumstances indicated in points 1 or 2 apply.</li> </ol> </li> <li>Entities are excluded from participation in the procedure if there are grounds for exclusion from the procedure specified in Article 7(1) of the Act of April 13, 2022, on special measures to counteract supporting aggression on Ukraine and serving national security protection (Journal of Laws, item 835).</li> <li>The absence of the aforementioned grounds for exclusion is assessed based on a declaration submitted by the Contractor in Annex 1 to the request for proposals.</li> </ol>
<b>Timeframe for execution:</b>	The service delivery time cannot exceed 2 months from the time of conducting quality control of the samples.
<b>Criteria for selecting a proposal and the method of evaluation:</b>	<ol style="list-style-type: none"> <li>In evaluating proposals, the Contracting Authority will be guided by the specified criteria. Criterion: price.</li> <li>Proposals submitted in a currency other than PLN will be converted to PLN at the average exchange rate of the National Bank of Poland on the day of the deadline for submission of proposals - for the purpose of comparing the submitted proposals.</li> </ol>

<b>Method of evaluating proposals and announcing results:</b>	<ol style="list-style-type: none"> <li>1. During the examination and evaluation of proposals, the Contracting Authority may request Bidders to provide supplements (if it does not infringe competition) and explanations regarding the content of the submitted proposals. It may also request corrections of obvious errors and calculation mistakes. The deadline for submitting supplements/explanations will be indicated in the message sent to the Bidder (minimum 2 working days). Failure to submit supplements/explanations within the deadline and in the required form set by the Contracting Authority will be grounds for rejecting the Proposal.</li> <li>2. The Contracting Authority reserves the right to verify the credibility of the documents, statements, lists, data, and information presented by the Contractors during the proposal evaluation.</li> <li>3. In case two or more Contractors obtain the same number of points, the Contracting Authority will invite those Contractors to submit an additional proposal. The rules for submitting an additional proposal will be determined in a separate invitation.</li> <li>4. Information on the results of the procedure will be published on the Contracting Authority's BIP website.</li> </ol>
<b>Description of how to prepare a proposal:</b>	<ol style="list-style-type: none"> <li>1. The Contractor may submit one proposal for the subject of the contract. Submitting more than one proposal will result in the rejection of all proposals submitted by the Bidder.</li> <li>2. The proposal should be prepared in Polish or English, and documents prepared in another language should be submitted along with a translation into Polish.</li> <li>3. The proposal, along with its attachments, must be signed by persons authorized to represent the Bidder in accordance with the representation resulting from the relevant register or based on a granted power of attorney.</li> <li>4. If the person(s) signing the proposal (representing the Bidder) is acting based on a power of attorney, this power of attorney must be attached to the proposal.</li> <li>5. The proposal must include: completed Annex 1 to the request for proposals in a non-editable version - PDF. The Bidder only fills in the empty fields of Annex 1. Interference by the Bidder in the content of this document will result in the rejection of the proposal. The document should be signed with a personal signature (date and stamp of the person authorized to represent the Contractor) or a qualified signature.</li> <li>6. The email containing the proposal should be titled "Proposal for the request for proposals No. 9/GB/2023". Before the deadline for submitting proposals, the Contractor may make changes to the submitted proposal or withdraw it. Changes to the proposal or its withdrawal should be delivered to the Contracting Authority in electronic form before the deadline for submission of proposals. Changes to the proposal or its withdrawal are made under the same conditions as its submission, and the subject of the message should contain an additional designation "CHANGE OF PROPOSAL" or "WITHDRAWAL OF PROPOSAL".</li> </ol>
<b>Additional information:</b>	<ol style="list-style-type: none"> <li>1. The Contracting Authority reserves the right to: <ol style="list-style-type: none"> <li>1) not select any of the submitted offers,</li> <li>2) cancel the request for proposals at any time without giving a reason or prior notice to the Bidders,</li> <li>3) change or supplement the documents included in the request for proposals, which will become an integral part of it,</li> <li>4) extend the deadline for submitting offers.</li> </ol> </li> <li>2. In case of introducing changes to the request for proposals, information about this fact will be announced immediately in the same manner as the request for proposals was made public. Information on this matter will also be sent to Bidders who submitted an offer before the change was made.</li> <li>3. If the introduced changes or additions to the content of the request for proposals require changes to the content of the offers, the Contracting Authority will extend the deadline for submitting offers by the time needed to make changes to the offer.</li> <li>4. The Contractor bears all costs associated with the preparation and submission of the offer.</li> <li>5. The Contractor submitting the offer remains bound by it for a period of 30 days from the date of the deadline for submitting the offer.</li> <li>6. GDPR information obligation in connection with the public procurement procedure - In accordance with Article 13(1) and (2) and Article 14(1) and (2) of 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 repealing Directive 95/46/EC (General Data Protection Regulation) (OJ EU L 119, 04.05.2016, p. 1), hereinafter referred to as "GDPR", I hereby inform that: <ol style="list-style-type: none"> <li>1) The Administrator of your personal data is the Institute of Human Genetics of the Polish Academy of Sciences, ul. Strzeszyńska 32, 60-479 Poznań</li> <li>2) For matters related to the protection of personal data, you may contact the Data Protection Officer (DPO). This function is performed by: Rafał Andrzejewski.</li> </ol> </li> </ol>

Contact the DPO by email: [iod.r.andrzejewski@szkoleniaprawnicze.com.pl](mailto:iod.r.andrzejewski@szkoleniaprawnicze.com.pl) or in writing at the Administrator's address.

- 3) Personal data will be processed for the purpose related to this public procurement procedure conducted in the request for proposals / market research mode, i.e., in the procedure for selecting a contractor (for the purpose of entering into a contract) and further in connection with the executed contract - on the basis of Article 6(1)(b) and (c) of the GDPR in conjunction with the Act of 23 April 1964 Civil Code and other legal acts. After the primary purpose has ceased, the data will be processed for archival and control purposes on the basis of Article 6(1)(c) of the GDPR in conjunction with the relevant specific provisions. In case of selecting the offer - the data will also be processed for the purpose of fulfilling legal obligations incumbent on the Administrator related to accounting, taxes, archiving on the basis of Article 6(1)(c) of the GDPR.
- 4) Recipients of the data - data may be entrusted to so-called data processors based on appropriate legal instruments (e.g. hosting company, IT company, personal data protection company) and made available to entities requesting access to the data under the Act on Access to Public Information; public authorities and entities performing public tasks or acting on behalf of public authorities, to the extent and for the purposes arising from generally applicable laws.
- 5) Personal data will be stored for the period required by law. For accounting purposes and for tax reasons, we will process them for as long as we are required to do so by law - currently 5 years counted from the end of the calendar year in which the tax liability arose. In addition, we will store the data for the limitation period of claims, in accordance with the applicable laws and for the period required by our archival regulations.
- 6) With regard to personal data, decisions will not be taken in an automated manner, in accordance with Article 22 of the GDPR.
- 7) You have the right to:
  - a) based on Article 15 of the GDPR, the right to access your personal data, including the right to obtain a copy of the data,
  - b) based on Article 16 of the GDPR, the right to request rectification/completion of personal data,
  - c) the right to erasure of data - available under the circumstances and conditions set out in Article 17 of the GDPR, i.e., when:
    - data is no longer necessary for the purposes for which it was collected or otherwise processed,
    - the person whose data is concerned has objected to the processing of personal data,
    - the person whose data is concerned has withdrawn consent to the processing of personal data, which is the basis for processing data and there is no other legal basis for processing data,
    - personal data is being processed unlawfully,
    - personal data must be erased in order to comply with a legal obligation arising from the law.
  - d) the right to restriction of processing - available under the circumstances and conditions set out in Article 18 of the GDPR,
  - e) the right to data portability - available under the circumstances and conditions set out in Article 20 of the GDPR, i.e., when:
    - there are reasons related to your particular situation, in the case of processing data based on a task carried out in the public interest or as part of the exercise of public authority by the Administrator,
    - processing is necessary for the purposes arising from the legitimate interests pursued by the Administrator or by a third party, except for situations where the interests or fundamental rights and freedoms of the person whose data is concerned, requiring the protection of personal data, prevail over those interests, in particular when the person whose data is concerned is a child.
  - f) the right to object to processing - available under the circumstances and conditions set out in Article 21 of the GDPR, i.e., when:
    - there are reasons related to your particular situation, in the case of processing data based on a task carried out in the public interest or as part of the exercise of public authority by the Administrator,
    - processing is necessary for the purposes arising from the legitimate interests pursued by the Administrator or by a third party, except for situations where the interests or fundamental rights and freedoms of the person whose data is concerned, requiring the protection of personal data, prevail over those interests, in particular when the person whose data is concerned is a child;

	<p>g) the right to lodge a complaint with the President of the Personal Data Protection Office if you consider that the processing of your personal data violates the provisions of the GDPR.</p> <p>8) Providing personal data is voluntary, but necessary for participation in the procedure, and is a condition for entering into and performing the contract. Failure to provide the data will prevent participation in the procedure and the conclusion of the contract.</p> <p>7. Additional information from Article 14 of the GDPR - information obligation towards natural persons whose data is provided to the contracting authority and whose data was indirectly obtained for the purpose of applying for the award of a public contract in this procedure.</p> <p>8. It may happen that we process your data even though we did not obtain it directly from you; we explain that this data has been obtained from the bidder/other party to the contract (i.e., the entity with which you cooperate), which has indicated you (e.g., in the contract, offer) as a person authorized for representation, contact, or execution of the order. The data controller may process the following categories of your data - ordinary data such as: first and last name, email address, phone number; Tax Identification Number (NIP), company name, registered office, address (in the case of persons conducting business activity), other basic data provided only to the extent necessary for the conclusion/performance of the contract.</p> <p>9. Your data will also be processed in a legitimate interest as referred to in Article 6(1)(f) of the GDPR, for the proper conduct of the procedure, and later for the conclusion and performance of the contract between the parties based on Article 6(1)(b) of the GDPR. Other required information (including information about the controller, the rights granted).</p> <p>10. The contractor is obliged to provide information related to the processing of personal data - to natural persons whose personal data is included in the offer or otherwise made available to the contracting authority.</p>
<b>Attachments:</b>	1. Offer form - Annex No. 1 to the request for proposal.