

INVITATION TO TENDER

case reference no.: APP_316_NCBR173_2019

I. EMPLOYER:

Medical University of Warsaw ul. Żwirki i Wigury 61 02-091 Warsaw REGON: 000288917 NIP (Tax ID) 525-00-05-828	Contact persons for Contractors: Name and surname: Prof. Katarzyna Koziak, PhD phone no. +48 22 1166175 e-mail: katarzyna.koziak@wum.edu.pl address: Department of Immunology, Biochemistry and Nutrition Medical University of Warsaw, ul. Oczki 3, 02-007 Warszawa Name and surname: Anna Bartos phone no. +48 22 57 20 447 e-mail: anna.bartos@wum.edu.pl address: Project Office Medical University of Warsaw, ul. Żwirki i Wigury 61, 02-091 Warszawa
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II. GENERAL INFORMATION, PROCUREMENT PROCEDURE

The procedure for this procurement is conducted under the Public Procurement Regulations excluding the provisions of the Public Procurement Law at the Medical University of Warsaw, introduced by the Chancellor's Ordinance No. 65/2017 of 16 March 2017, applicable in cases where, pursuant to Art. 4 point 8 of the Act of 29 January 2004 - Public Procurement Law (consolidated text Journal of Laws of 2018, item 1986), the provisions of the aforementioned Act shall not apply. Procurements with a net value exceeding PLN 5,000.00 to PLN 50,000.00.

III. SUBJECT OF THE PROCUREMENT

- 1) The subject of the procurement is the preparation of an animated presentation of the results of research on the impact of cefazolin on the activity of proinflammatory cytokines and indicating the possibility of using this medication in patients with psoriasis.
- 2) Aspects to be taken into account in the performance of the procurement: clinical and market context of the presented research results.

IV. DEADLINE FOR COMPLETION OF THE PROCUREMENT

- 1) The Employer shall expect the performance of the complete procurement within 120 days from the date of concluding the contract and no later than by 15 May 2020.

V. CONDITIONS FOR PARTICIPATION IN THE PROCEDURE AND DESCRIPTION OF THE METHOD OF MEETING THEM

- 1) A Contractor may participate in the procurement procedure if they:
 - a. have the capacity to perform the procurement contract;
 - b. they should be professionally involved in computer graphics and animation and should have a proven experience in preparing scientific presentations in the field of immunology;
 - c. knowledge of the subject matter of the project conducted by the Employer (psoriasis) would be appreciated;
 - d. accept the content of the inquiry without objections (in which case the submission of a tender is deemed to constitute acceptance of the content of the inquiry);

- e. have no capital or personal links with the Employer.
The fulfillment of the above mentioned criteria will be verified on the basis of the submitted declaration.

VI. CRITERIA AND EVALUATION OF TENDERS

- 1) Criteria for evaluation of tenders and their weight: price 100%.

No.	Criterion	Percentage weight	Scoring weight
1	price (Kc)	100	100

- 2) Calculation method:

- The tender which receives the highest number of points (Kc) will be considered the most advantageous tender.
- The most advantageous tender (with the lowest price) will receive 100 points, each successive tender will receive a proportionally smaller number of points, calculated according to the following formula:

$$Kc = (\text{price}_{\min} / \text{price}_{\text{assessed}}) \times 100 \text{ points (max. 100 points)}$$

- 3) If the most advantageous tender cannot be selected due to the fact that tenders with the same price have been submitted, the Employer shall invite the Contractors who submitted such tenders to submit additional tenders within the time limit specified by the Employer. When submitting additional tenders, the Contractors cannot offer prices higher than those offered in the submitted tenders.

VII. PLACE OF DELIVERY OF THE PROCUREMENT

Department of Immunology, Biochemistry and Nutrition
Medical University of Warsaw,
ul. Oczki 3, 02-007 Warsaw, Poland

VIII. THE METHOD OF PREPARATION OF THE TENDER:

- A Contractor may submit only one tender in response to the tender competition APP_316_NCBR173_2019 announced as part of the implementation of the project "Cefazolin as a potential antipsoriatic medication (CEFDERIL)".
- The tender should be drawn up in accordance with the provisions of this Invitation.
- The tender should be drawn up in English.
- The tender should be drawn up in a transparent way according to the template attached as Appendix no. 1 to the Invitation.
- The tender shall be signed by the person(s) authorized by the Economic Operator.
- The offer must be labelled with the case reference no.: APP_316_NCBR173_2019.

IX. LIST OF REQUIRED DOCUMENTS TO BE SUBMITTED WITH THE TENDER IN ORDER TO CONFIRM THE MEETING OF THE CONDITIONS FOR PARTICIPATION IN THE PROCEDURE

- 1) The offer consists of:

- A completed and signed **Tender Form** containing a declaration of meeting the criteria for participation in the procedure according to the template attached as Appendix no. 1 to the Invitation to tender.

- 2) The Employer may request the original of the tender/appendices confirming the meeting of the conditions for participation in the procedure after the conclusion of the procedure.

X. DEADLINE AND METHOD OF SUBMISSION OF TENDERS

- 1) Tenders must be submitted no later than by October 26, 2019, 4 PM
- 2) Tenders may be submitted:
 - a. in paper form to the following address:
Kancelaria Warszawskiego Uniwersytetu Medycznego
ul. Żwirki i Wigury 61
02-091 Warsaw, Poland
Please specify the tender on the envelope: APP_316_NCBR173_2019 with name, surname and address of the Sender
 - or
 - b. By e-mail in a non-editable file, e.g. pdf file to the address:
e-mail: anna.bartos@wum.edu.pl
Please specify the tender in the e-mail title: APP_316_NCBR173_2019
- 3) Before the deadline for submission of tenders, the Contractor has the right to:
 - withdraw the tender by submitting a written notice by the means described for submission of tenders,
 - modify the tender - notice of changes must be submitted in accordance with the same rules as the tender submitted, appropriately labelled with the note "EXCHANGE."

XI. DESCRIPTION OF THE METHOD OF CALCULATION OF THE TENDER PRICE

- 1) For the purposes of this procedure, the Contractor shall, using the Tender Form attached as Appendix no. 1 to the Invitation, on the basis of a detailed calculation, specify the unit price, the number of units, the net amount, the VAT amount and the total gross tender price.
- 2) The gross tender price must include all predicted costs related to the performance of the procurement, including VAT calculated in accordance with applicable regulations and all other costs resulting from the provisions of the Invitation, without which the performance of the procurement would not be possible.
- 3) Prices should be specified in Polish zloty with two decimal places.
- 4) The Employer does not provide for settlements in foreign currencies.
- 5) In order to determine whether the tender contains an unreasonably low price in relation to the subject matter of the procurement, the Employer shall request the Contractor to provide explanations concerning the elements of the tender that have an impact on the price within a specified time limit.
- 6) The Employer shall reject the tender of the Contractor who did not provide explanations or if the evaluation of explanations confirms that the offer contains an unreasonably low price in relation to the subject matter of the procurement.
- 7) In the event of an obvious calculation error in the calculation of the price, the Employer shall correct it and notify the Contractor thereof.
- 8) The value of the tender in a currency other than PLN will be determined on the day of opening the tender based on the average exchange rate of the National Bank of Poland on the day of opening the tender.

XII. SELECTION OF THE CONTRACTOR AND ANNOUNCEMENT OF THE RESULT

- 1) The Employer shall select the tender which received the highest number of points on the basis of the evaluation criteria specified in this Invitation.
- 2) The Employer shall inform all Contractors who have submitted tenders of the selection of the Contractor.
- 3) The fees referred to in points 1-2, will be made available by the Employer on the website www.pmitt.wum.edu.pl

XIII. CANCELLATION OR CLOSURE OF THE PROCEDURE

- 1) The Employer shall cancel the procurement procedure if:
 - a. no tender which would not qualify for rejection was submitted;
 - b. the price of the most advantageous tender exceeds the amount that the Employer intends to allocate to finance the procurement, unless the Employer is able to increase this amount to the level of the price of the most advantageous tender;
 - c. additional tenders with the same price were submitted;
 - d. there was a material change in circumstances resulting in that the performance of the procurement is not in the public interest or the Employer's interest, which could not have been predicted earlier;
 - e. the procedure is burdened with an irremovable defect that makes it impossible to conclude a valid contract.

- 2) The Employer reserves the right to close the procedure at any stage without selecting the Contractor.
- 3) The Employer shall simultaneously notify all Contractors of the cancellation or closure of the procedure and publish the information on not awarding the procurement contract on the website.

XIV. MATERIAL PROVISIONS OF THE CONTRACT

- 1) The Employer undertakes to pay the amount due for the service within 30 days from the date of submission to the Office of the Employer, ul. Żwirki i Wigury 61, 02-091 Warsaw, Poland, room 009, of the original copy of correctly issued VAT invoice / original copy of a correctly issued receipt.

XV. INFORMATION ON THE PROCESSING OF PERSONAL DATA

Information addressed to natural persons directly disclosed in connection with the procedure for this procurement.

The Employer informs that in the case of:

- natural persons,
- natural persons conducting sole proprietorship,
- a Contractor's representative being a natural person,
- a member of the Contractor's management body being a natural person,
- a natural person assigned to prepare and conduct this procedure,

they shall process personal data obtained directly in the course of the procedure.

Therefore, pursuant to art. 13 sec. 12 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals 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 "the GDPR",

The Employer informs you that:

- 1) The Administrator of your personal data is:

MEDICAL UNIVERSITY OF WARSAW

ul. Żwirki i Wigury 61,
02-091 Warsaw, Poland;
represented by the Rector of the Medical University of Warsaw

- 2) The Administrator has appointed a Personal Data Protection Inspector, who may be contacted via: e-mail address: iod@wum.edu.pl, phone no.: +48 22 57 20 320;
- 3) Your personal data will be processed pursuant to Article 6 sec. 1 letter b of the GDPR in order to obtain commercial information necessary to evaluate the subject matter of the procurement, pursuant to the provisions of the Public Procurement Act or to conclude a contract as a result of this procurement procedure;
- 4) Your personal data will be processed pursuant to Article 6 sec. 1 letter c of the GDPR for the purpose of complying with legal obligations, including those necessary for the determination, pursuit or defence of claims, as well as those arising from the obligation of archiving under the applicable legislation;
- 5) Your personal data will be processed pursuant to Article 6 sec. 1 letter f of the GDPR for the purposes arising from legitimate interests pursued by the Administrator or by a third party, in particular by conducting analytical and statistical activities promoting the activity of the Administrator;
- 6) The recipients of your personal data will be persons or entities to whom the documentation of the conducted procedure will be made available on the basis of internal regulations, provisions of the Public Procurement Law, guidelines for operational, national and regional programs, as well as on the basis of the provisions of the concluded co-financing agreements.
- 7) Your personal data will be stored for a period of 4 years from the date of the conclusion of this procedure or a specific procurement procedure, and if the duration of the contract or the rules and guidelines for the storage

and archiving of project documentation exceed 4 years, the storage period covers the entire duration of the contract or the period indicated in the documents of national and regional operational programmes, as well as in the concluded co-financing agreements;

- 8) Your obligation to provide personal data directly concerning you is a formal requirement related to your participation in the procurement procedure;
- 9) Your personal data will not be subject to automated decisions, pursuant to Article 22 of the GDPR;
- 10) You are entitled to:
 - a. pursuant to Art. 15 of the GDPR the right to access personal data concerning you;
 - b. pursuant to Art.16 of the GDPR the right to rectify your personal data¹;
 - c. Pursuant to Art. 18 of the GDPR , the right to demand that the administrator limits the processing of personal data, with the exception of the cases referred to in Art. 18 sec. 2 of the GDPR²;
 - d. the right to lodge a complaint with the President of the Office for Personal Data Protection if you believe that the processing of the personal data concerning you violates the provisions of the GDPR;
- 11) You are not entitled to:
 - a. pursuant to Art. 17 sec. 3 letter b, d or e of the GDPR the right to erase personal data;
 - b. the right to transfer personal data referred to in Art. 20 of the GDPR;
 - c. pursuant to Art. 21 of the GDPR, the right to object to the processing of personal data, since the legal basis for the processing of your personal data is Art. 6 sec. 1 letter b and c of the GDPR.

At the same time, the Employer informs that, when applying for this procurement, the Contractor is obliged to fulfill the information obligation provided for in Art. 13 or 14 of the GDPR with respect to natural persons whose personal data were directly or indirectly obtained by the Contractor and whose data will be provided to the Employer, unless at least one of the exclusions referred to in Art. 14 sec. 5 of the GDPR applies or, pursuant to Art. 13 sec. 4 of the GDPR, the natural person who is the data subject possesses the information referred to in the introduction.

XVI. FINAL PROVISIONS

- 1) To all matters not settled in this Invitation, the provisions of the Act of 23 April 1964 - Civil Code (Journal of Laws of 1964, No. 16, item 93, as amended), the Act of 17 November 1964 - The Code of Civil Procedure (Journal of Laws of 2005, No. 178, item 1478) shall apply.
- 2) All costs related to the preparation of the tender shall be borne by the Contractor.
- 3) A tender submitted in the procedure shall cease to be binding if another tender is selected or the procedure is concluded without the selection of the Contractor.

APPENDICES

- 1) Tender Form containing a declaration of meeting the criteria for participation in the procedure.

Prepared by:

STARSZY REFERENT
Dział Zarządzania Projektami
Bartos
mgr Anna Bartos

Approved by:

ZASTĘPCA KIEROWNIKA
Biura Projektów
[Signature]
mgr Karolina Mich

¹ **Explanation:** the exercise of the right of rectification shall not result in a change in the outcome of the procurement procedure or the provisions of the agreement, and shall not affect the integrity of the protocol and its appendices;

² **Explanation:** the right to limit the processing does not apply in relation to storage, in order to ensure the exercise of remedies or to protect the rights of another natural or legal person, or on important grounds of public interest of the European Union or of a Member State