Appendix 2 to Inquiry

AGREEMENT No. IBD/U/.... .... /2022

concluded on ................................................. in Warsaw between:

**M. Nencki Institute of Experimental Biology** acting on the basis of registration in the Register of Scientific Institutes, Registry No: RIN-II-21/98 at the address: 3 Pasteura Street, 02-093 Warsaw, NIP: 5250009269, REGON: 000325825

represented by:

- ...................................................................................

hereinafter referred to as **the Ordering Party**

a

................................................................................, with the registered office at: ...................................., ..........................., entered into the Central Registration and Information on Business Activity of the Republic of Poland/KRS,   
NIP: ....................... , REGON: .....................................

represented by:

- ...................................................................................

hereinafter referred to as **the Contractor**

The contract is not subject to the provisions of the Act of September 11, 2019 (Journal of Laws of 2019, item 2019 as amended), as the value of the contract is less than the amount indicated in Article of the Public Procurement 2.1.1Law,

Funding: NAWA (National Agency for Academic Exchange)

§ 1

1. The subject of the Agreement is: a **service of editing/correction of texts in English for the M. Nencki Institute of Experimental Biology of the Polish Academy of Sciences,** according to the Contractor's offer to inquiry no. 4/2022 of ............................... (constituting Attachment No. 1 to the Agreement), hereinafter referred to as the subject of the Agreement.

§ 2

1. The Contractor undertakes to provide proofreading and editing services in English for the M. Lencki Institute of Experimental Biology of the Polish Academy of Sciences within 12 months from the date of conclusion of the agreement.
2. All commissioned work will be completed no more than days3 from the date of receipt of the order by email from kancelaria@nencki.edu.pl to complete urgent translations by the following day, or within a shorter period by mutual agreement.
3. The person executing the order is fluent in English (documented level C2 or native speaker), has at least 3 years of experience in proofreading and editing texts in English).

§ 3

1. If the Principal determines that the Contractor has not completed any of the work under the contract, the Principal shall call on the Contractor in writing to complete the work, setting a deadline for completion of that work.

If the request referred to in paragraph 1 proves ineffective, the Ordering Party may withdraw from the Agreement.

§ 4

1. For executing the subject of the agreement, the Contractor shall receive from the Ordering Party a remuneration amounting to **maximum** 33 275,00 PLN net + ........% VAT, i.e. .................... PLN gross (in words: ....................................................).
2. The remuneration will be paid in monthly parts within 21 days from the date of delivery to the Ordering Party of a correctly issued VAT invoice. The Contractor shall be entitled to issue VAT invoices for a given month of service provision only on the last day of a given month. The invoice will indicate, in particular, the number of pages (1800 characters with spaces) revised in a given month, the rate ..................... PLN/page, the net value, the VAT tax and the gross value
3. To the invoice referred to above, the Contractor shall enclose a statement for a given month showing individual corrections and the number of characters of the corrected text (including spaces)
4. The Contractor is obliged to send an invoice in electronic form (PDF) to   
   faktury@nencki.edu.pl no later than within 7 days from the date of realization of the subject of the Agreement.
5. The Ordering Party declares that it agrees to receive VAT invoices in electronic form in PDF format (in accordance with the declaration constituting Appendix No. 2 this Agreement).
6. The Parties declare that electronic invoices shall be sent and received in a manner ensuring authenticity of origin, integrity of content and legibility of invoices, as well as easy retrieval.
7. Payment will be made within 21 days of receipt of a properly issued invoice in electronic format (PDF) to faktury@nencki.edu.pl, by transfer based on an invoice marked with the contract number, issued on the basis of an acceptance protocol signed without reservation by the parties, to the Contractor's account indicated on the invoice.
8. The date of payment shall be the date on which the bank holding the Ordering Party's account is instructed to make the transfer.
9. The Ordering Party declares that it is entitled to receive VAT invoices and has NIP 525 000 92 69.

§ 5

1. The Contractor represents and warrants that it is and shall remain during the period of performance and settlement of the contract, registered as an active taxpayer of goods and services tax and has the NIP number ..............
2. The Ordering Party will make payments to the bank account no. .....................................................
3. The Contractor confirms that the bank account indicated by him, on the basis of which the Ordering Party is to make payments, is a settlement account referred to in art. 49 item 1 point 1 of the Act of 29 August 1997. - Banking Law and has been reported to the appropriate tax office.
4. The Contractor confirms that the bank account indicated in the invoice or other document issued hereunder, on the basis of which the Principal is to make payment, is recorded and disclosed throughout the duration and settlement of the Agreement in the list referred to in Article 96b(1) of the Tax on Goods and Services Act of 11 March 2004, maintained by the Head of the National Tax Administration (Journal of Laws 2020.0.106 hereinafter: the List).
5. The Contractor undertakes to notify the Principal within 24 hours of deletion of its bank account from the List or loss of its status as an active VAT payer. Breach of this obligation shall result in a claim for damages up to the amount of the loss incurred.
6. In the event that a bank account is not shown in the List, the Contracting Authority reserves the right to withhold payment until the situation is clarified and a bank account is identified that will allow the payment to be recognized as a deductible expense under tax law.
7. The suspension of payments referred to in the preceding paragraph shall not have any adverse consequences for the Ordering Party, including in particular the obligation to pay interest on arrears or contractual penalties to the Contractor.
8. When making payments, the Ordering Party may use the split payment mechanism referred to in the Act of March 11, 2004 on Goods and Services Tax (Journal of Laws 2020.0.106).

9. Contractor represents that it is on the taxpayer white list.

§ 6

1. The Contractor agrees to pay the Ordering Party a contractual penalty in the event:

a) withdrawal by the Ordering Party from the Agreement for reasons for which the Contractor is responsible, in the amount of 10% of the net remuneration referred to in § 4 item 3 of the Agreement. 1,

b) for delivery of an invoice after the deadline referred to in § 4 par. 4, i.e.: after 7 days from the order completion date, in the amount of 0.5% of the net price specified in § 4 par. 1, for each day of delay.

2. The Ordering Party reserves the right to claim compensation for damages exceeding the amount of contractual penalties on general terms.

3. In the event of delay in payment of an invoice, the Ordering Party shall pay statutory interest to the Contractor.

§ 7

The subject matter of the contract shall be executed within the period agreed upon with the Ordering Party - within 12 months from the date of conclusion of the contract.

§ 8

Responsible for the implementation of the provisions of this Agreement, and in particular for signing the acceptance protocol without reservation and for ongoing contacts between the Parties are:

- On behalf of the Ordering Party:. Tomasz Koczyk tel. 22 5892213 e-mail: kancelaria@nencki.edu.pl, t.koczyk@nencki.edu.pl

- From the Contractor's side: ............................., tel. .................................. , e-mail: ................

§ 9

1. The Contractor is obliged to refrain from any activities that may constitute a conflict of interest in connection with the performance of the subject matter of the Agreement. To the same extent, the Contractor is obliged to counteract any conflict of interest of persons with the help of whom it executes the Agreement.
2. If a conflict of interest or risk of conflict of interest arises, the Contractor shall immediately notify the Contracting Officer.

§ 10

1. The Contractor is obliged to keep confidential all that it learns in connection with the performance of the Contract. To the same extent, the Contractor shall be responsible for maintaining the confidentiality of the persons with whose assistance it executes the Contract.
2. The obligation referred to in paragraph 1 does not apply to situations in which the obligation to disclose information results from generally applicable regulations, court judgments or decisions of competent public authorities.

§ 11

In accordance with the requirements of Article 14 of Regulation 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 (RODO), where applicable,   
the parties undertake to provide the information required under Article 14 of the RODO to their representatives and the persons employed by them whose personal data will be disclosed to the other party to the Agreement as Data Controller in connection with the conclusion and performance of this Agreement. For this purpose, the parties will provide the Information Clause to fulfil the information obligation concerning them, so that the other party can present it to the aforementioned persons.

The RODO information clause of the M. Nencki Institute of Experimental Biology of the Polish Academy of Sciences is included in Appendix No. 3 to the Agreement.

§ 12

1. Any amendment to this Agreement shall be in writing, otherwise being null and void.
2. Without the Contracting Authority's written consent, the Contractor may not assign the receivables arising under this Agreement to a third party.
3. In matters not regulated by the provisions of this Agreement, the relevant provisions of the Civil Code shall apply.
4. Any disputes that may arise under this Agreement, which cannot be resolved amicably within seven days after the other Party is provided with an invitation to talks, shall be settled by the court having jurisdiction over the Employer's registered office.
5. The Agreement has been drawn up in two counterparts, one copy for each Party.

**ORDERING PARTY CONTRACTOR**

**Appendix No. 2**

**DECLARATION   
ON CONSENT TO ELECTRONIC TRANSMISSION OF INVOICES**

*RECEIVER DATA:*

**Marceli Nencki Institute of Experimental Biology, Polish Academy of Sciences**

3 Pasteura St., 02-093 Warsaw

REGON: 000325825, NIP 525-000-92-69, RIN: RIN-II-21-98

Contact phone : 22 5892498

*INVOICE ISSUER DETAILS:*

**Company name**

Address

KRS ................., NIP ......................

Contact Tel :

1. We hereby declare that we consent to receive in electronic form VAT invoices in PDF format (including duplicate VAT invoices) issued for services rendered and goods supplied, pursuant to art. 106n paragraph 1 of the Law on tax on goods and services of 11.03.2004r. (consolidated text - Journal of Laws of 2021, item 685 as amended).
2. Please send invoices via email to the email address below:

|  |
| --- |
| E-mail address: [faktury@nencki.edu.pl](mailto:faktury@nencki.edu.pl) |

Invoices sent to this address shall be deemed effectively delivered

1. Electronic transmission of invoices will be done from the email addresses of the Exhibitor's Customer Service Team employees, with the domain :

|  |
| --- |
| Exhibitor domain: ................................... |

1. A change of the e-mail address indicated for receipt of electronic invoices or withdrawal of this declaration must be made in writing. This shall take effect from the day following receipt of the declaration. In case of failure to comply with this obligation, invoices sent to the address as set out in section 2 will be deemed effectively delivered.
2. We undertake to accept the invoices referred to in point 1 of this declaration in paper form, in case technical or formal obstacles make it impossible to send invoices electronically.
3. Correction invoices and correction notes will be sent both electronically and in hard copy to the Recipient's address with a note to the Office.

Warsaw, day of....

Recipient's signature

**Appendix No. 3 the Agreement to which the M. Nencki Institute of Experimental Biology PAS is a party - Information clause regarding the rules of processing personal data in connection with the conclusion of the agreement**.

In accordance with Article 14 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 (RODO), we inform you that:

1. the Marceli Nencki Institute of Experimental Biology of the Polish Academy of Sciences, with its headquarters at 3 Ludwik Pasteur Street, 02-093 Warsaw, Poland, has received your personal data from your Employer (the source of the data) and has become its Administrator under the contract in force for the provision of services in order to contact you as its executors or representatives.

(2) The Administrator has appointed a Data Protection Officer who can be contacted at telephone number (22) 5892 275 or e-mail address: i[od@nencki.edu.pl](mailto:iod@nencki.edu.pl)

(3) Your personal data has been obtained from your Employer for the purpose of entering into and performing the contract and for the purpose of contacting you as an enforcer or representative of the entity.

4 The legal basis for processing your personal data is:

- Article 6(1)(b) of the RODO - i.e. processing is necessary for the performance of a contract to which the data subject is a party or in order to take steps at the request of the data subject prior to entering into a contract:

- Article 6(1)(f) of the RODO - the Administrator's legitimate interest to contact you as the person responsible for the performance of the contract on the part of your employer, your personal data will be processed for the purpose of contact and performance of the contract.

5 The scope of the data processed: name and linked business email and phone.

The personal data will be processed for the period necessary for the realization of the objective mentioned in point 3 (i.e. realization of the agreement) and for the expiration of claims resulting from it, as well as for fulfilling other legal obligations of the Administrator, among others archiving obligations.

(7) Access to personal data may have only authorized employees and associates of the Data Controller and entities that have a separate legal basis under applicable law.

(8) Personal data will not be transferred to a third country or international organization.

(9) Personal data will not be subject to profiling and automated decision-making with significant legal consequences for you.

10 You have the following rights:  
- The right to require the Controller to access personal data concerning you, to rectify it if it is inaccurate, to erase or restrict processing (if applicable), and the right to object to processing (if applicable) and the right to data portability (if technically possible). The scope of each of the above rights and the situations in which you may exercise them are determined by law. The possibility of exercising some of the above rights may depend on, among other things, the legal basis, purpose or manner of processing of personal data.

- The right to lodge a complaint to the supervisory authority: The President of the Office for Personal Data Protection, if you consider that the processing of your data is unlawful.

To exercise the above rights, please send an email to: [iod@nencki.gov.pl](mailto:iod@nencki.gov.pl) or contact us by phone: (22) 5892 275.

If you are not satisfied with the way the Administrator processes your personal information, please notify us of the problem and we will investigate any irregularities that arise.