

Warsaw,16 January 2023

**REQUEST FOR QUOTATION No. 001/2023**

**for a research service - involve neuropsychiatric evaluation   
and sampling of biological fluids from residents of Bosnia & Herzegovina**

for the Marceli Nencki Institute of Experimental Biology

Polish Academy of Sciences

**Ordering Party:** M. Nencki Institute of Experimental Biology PAS,

with registered office at 3 Pasteura Street, Warsaw (02-093), NIP:525-000-92-69, REGON 000325825

Procurement contact person: Patrycja Chudzicka-Ormaniec

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Deadline for submission of bids: **no later than 24 January 2023, 12:00 p.m.**

**I. Description of the subject matter of the contract:**

The subject matter of the contract is: A research service will involve neuropsychiatric evaluation and sampling of biological fluids from residents of Bosnia & Herzegovina.

The assessments are required from two groups:

a) 30 families (both parents and at least one child) among which at least one of the parents was directly exposed to severe childhood trauma caused by the genocide in Srebrenica in 1995,

b) a control group of 30 families (both parents and at least one child) that were not exposed to the trauma caused by the Srebrenica genocide and/or any other form of severe childhood trauma.

The service will be performed within 6 months from the date of signing the contract and will be divided into 4 stages and payment:

1. **Team assembly** (30% of the total contract amount)

The contractor will be obligated to provide to the purchaser a team assembly report that must contain:

* the Contractor’s statement of completion regarding assembly of a team that will perform all the tasks delegated by the primary investigator according to a provided study protocol
* the Contractor’s statement that the assembled team combines expertise in the disciplines of biomedicine and psychological medicine and agrees to completion of all the study tasks

The invoice for the 1st stage may be issued by the Contractor after approval of this report by the Purchaser.

1. **Recruitment of the families with parental exposure to the Srebrenica genocide** (30% of the total contract amount) – 30 families (both parents and at least one child).

The contractor will be obligated to provide to the purchaser a report (without personal data) which will contain:

* the Contractor’s statement of completion of the recruitment of the families
* the Contractor’s statement that a survey of all recruited families will be performed
* the Contractor’s statement that all obligations concerning eligibility of the families for the study, informed consent, as well as any other obligations stipulated by the local laws have been executed

The invoice for the 2st stage may be issued by the Contractor after approval of this report by the Purchaser.

1. **Recruitment of the families without parental exposure to the Srebrenica genocide** (20% of the total contract amount) – 30 families (both parents and at least one child).

The contractor is obligated to provide to the purchaser a recruitment report (without personal data) which will contain:

* the Contractor’s statement of completion of the recruitment of the families
* the Contractor’s statement that a survey of all recruited families will be performed
* the Contractor’s statement that all obligations concerning eligibility of the families for the study, informed consent, as well as any other obligations stipulated by the local laws have been executed

The invoice for the 3st stage may be issued by the Contractor after approval of this report by the Purchaser.

1. **Sample collection and biochemical analysis** (20% of the total contract amount)

The contractor is obligated to provide to the purchaser a sample inventory and analysis reports (without personal data) which will contain:

* the *Contractor*’s statement of completion of the sample collection and biochemical analysis
* biochemical analysis results

The invoice for the 4th stage may be issued by the Contractor after approval of this report by the Purchaser.

Biochemical analysis will consist **seminal fluid analysis (paternal)** and **blood tests**.

**Blood Tests (Parents):**

- Complete Blood Count

- Erythrocyte Sedimentation Rate

- Fasting Lipid Profile

- Fasting Blood Sugar

- Liver Enzymes

- Blood Urea Nitrogen/ Creatinine

**Blood Tests (at least one child from per family):**

-Complete Blood Count

-Random Blood Sugar

-Random Lipid Profile

-Erythrocyte Sedimentation Rate

**II Bids evaluation criteria**

In the selection process, the Contracting Authority will be guided by the price criterion applied to the bids fulfilling the conditions for participation in the procedure (Description of the subject matter of the contract - point I).

**III Description of Bid Preparation and Evaluation:**

1. The bid should be prepared on the form attached as Appendix No. 1 to this request for quotation.
2. The bid should contain information about the total net and gross value of the contract: The Bidder, whose bid will be selected, shall provide before signing the agreement the scans of: the certificate of entry into the register of economic activity, REGON certificate and NIP certificate.
3. The price of the bid is the price for the entire order performed.
4. The price indicated in the bid has to include all of the Ordering Party's requirements specified in the request for quotation and all costs that shall be incurred by the Contractor due to proper execution of the subject matter of the order, in accordance with the agreement and the binding regulations, as well as any possible discounts and rebates applied by the Contractor.
5. The price in the Economic Operator's offer must be expressed in Polish zloty (PLN).
6. The price in the offer should be specified to two decimal places.
7. The Economic Operator is obliged to indicate in the Form - Template Offer the price for the execution of the contract without VAT and the price with VAT calculated according to the Polish tax regulations in force (with the reservation that the foreign entrepreneur writes only the price without Polish VAT - as the total price to be paid. The foreign entrepreneur is obliged to indicate on the invoice the Ordering Party's NIP number with the PLN prefix - VAT number - PL 5250009269 ).
8. If a tender is submitted, the selection of which leads to the creation of a tax obligation for the Contracting Authority in compliance with VAT regulations (e.g. a foreign entrepreneur), the Contracting Authority, in order to evaluate such a tender (comparison with other tenders), will add VAT to the price presented in it, which it would be obliged to calculate in compliance with these regulations.
9. In the case of foreign Economic Operators not covered by intra-Community trade, the Contracting Authority will also add customs duty (if there is customs duty in this procurement as an additional cost for the Contracting Authority) for comparison of tenders.
10. The Contracting Authority does not allow settlements in foreign currencies.
11. Bids must be submitted electronically as a scanned original bid via email to:   
    [p.chudzicka-ormaniec@nencki.edu.pl](mailto:p.chudzicka-ormaniec@nencki.edu.pl).
12. Please mark your bid by adding in the subject line of your email: **research service - involve neuropsychiatric evaluation and sampling of biological fluids from residents of Bosnia & Herzegovina**
13. Only the bids containing all of the elements listed above will be evaluated.
14. Bids not meeting the requirements specified in this request for quotation will be rejected (the Contracting Authority will inform the Bidder of the rejection of their bid by sending an e-mail to the address of the Bidder indicated in the bid).
15. Should there be any obvious miscalculations, typing errors or other obvious mistakes in the bid, the Contracting Authority shall correct them pursuant to the rules defined in the PPL Act (by sending appropriate e-mail information to the Bidder's address indicated in the bid).
16. In case of inconsistencies in the submitted bids or issues requiring clarification (especially when an abnormally low price is suspected), the Contracting Authority shall ask the Bidder to provide the relevant clarifications and additions (by sending the relevant e-mail information to the Bidder's address indicated in the bid) – setting the deadline for response – 2 working days from the date of sending the request.
17. If the Bidder fails to respond to the request referred to above or if the explanations provided by the Bidder are not complete and exhaustive, the Contracting Authority shall reject the bid (the Contracting Authority shall inform the Bidder that their bid has been rejected by sending an e-mail to the Bidder's address indicated in the bid).
18. Only non-rejectable bids will be evaluated.

**IV Additional Information:**

1. An agreement will be signed with the selected Bidder for the purpose of carrying out the contract.
2. The maximum contract completion date under the agreement is: to 6 months (the declared delivery date shall be indicated by the Bidder in the bid).
3. The Contracting Authority reserves the right to negotiate the terms of the agreement with the best Bidders.
4. The Contracting Authority reserves the right not to select any Bidder.
5. The selection of the Contractor will be announced on the Contracting Authority's website as soon as the procedure is completed.
6. Pursuant to Article 7 (1) of the Act of April 13, 2022 on special solutions to prevent support for aggression against Ukraine and to protect national security (Journal of Laws of 2021, item 835), the following are excluded from the public procurement procedure:

*(a)* a contractor and a participant in the competition listed in the lists set out in Regulation 765/2006 and Regulation 269/2014 or included in the list on the basis of a decision on inclusion in the list deciding on the application of the measure referred to in Article 1(3) of the Act;

*(b)* a contractor and a participant in the competition whose beneficial owner within the meaning of the Anti-Money Laundering and Countering the Financing of Terrorism Act of 1 March 2018 (Journal of Laws of 2022, items 593 and 655) is a person listed in the lists set out in Regulation 765/2006 and Regulation 269/2014 or listed or being such a beneficial owner as of 24 February 2022, provided that he or she has been listed on the basis of a decision on listing that resolves the measure referred to in Article 1(3) of the Act;

*(c)* a contractor and a participant in the competition whose parent entity, within the meaning of Article 3(1)(37) of the Accounting Act of 29 September 1994 (Journal of Laws of 2021, item 217, 2105 and 2106), is an entity included in the lists set out in Regulation 765/2006 and Regulation 269/2014 or included in the list or being such a parent entity as from 24 February 2022, provided that it has been included in the list on the basis of a decision on inclusion in the list deciding on the application of the measure referred to in Article 1(3) of the Act."

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