

Warsaw, 02 November 2023

**REQUEST FOR QUOTATION No. 054/2023**

**sample preprocessing service that includes organization, separation and documentation of samples collected as part of the collaboration between TREND LAB (Poland) and the University Clinical Center, Tuzla and Plava Polyclinic (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 Rojek

e-mail: p.rojek@nencki.edu.pl

Deadline for submission of bids: **no later than 13 November 2023, 12:00 p.m.**

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

The subject matter of the contract is: sample preprocessing service that includes organization, separation and documentation of samples collected as part of the collaboration between TREND LAB (Poland) and the University Clinical Center, Tuzla and Plava Polyclinic (Bosnia&Herzegovina).

A comprehensive sample preprocessing service is requested by TREND Lab at the Nencki Institute of Experimental Biology, Warsaw, Poland (from here on referred as the (“The Ordering Party”) that will involve organization and quality check of biological samples collected from the residents of Bosnia & Herzegovina.

The samples are collected from two groups:

a) 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 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 samples are currently stored at University Clinical Center, Tuzla under the supervision of Prof. Nijaz Tihic.

The Contractor undertakes to:

1. Organization and quality check of samples(100% of the total contract amount)
2. Provide to the Ordering Party a report that must contain:
* The list of all available samples that have been properly preprocessed, i.e., seminal fluid separated from sperm pellet AND serum tubes without any contamination from blood cell debris.
* Quality control of samples, i.e., check that all biological samples have been maintained at proper cooling and storage conditions, are labelled in anonymized codes, and are in containers that can be safely dispatched for further molecular analysis at the TREND lab.
1. Issuing an invoice by the Contractor after approval of this report by the Ordering Party.

**Order completion date:** max. up to 14 days from the date of conclusion of the contract.

**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 sent electronically in the form of:

- a scanned original bid signed by a person authorized to represent the contractor or

- a bid signed with a trusted signature by a person authorized to represent the contractor or

- a bid signed with a qualified signature by a person authorized to represent the contractor.

Bids in the above-mentioned form should be sent by e-mail to: p.rojek@nencki.edu.pl

1. Please mark your bid by adding in the subject line of your email: **Sample preprocessing service**.
2. Only the bids containing all of the elements listed above will be evaluated.
3. 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).
4. 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).
5. 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.
6. 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).
7. 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 14 days (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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