**Appendix no. 1 to the Terms of Reference**

........................................................

*Company name or first name and surname,*

*seat or place of residence*

*and address of the Contractor*

**BID FORM**

**TO THE** **MEDICAL UNIVERSITY OF BIAŁYSTOK**

**ul. Jana Kilińskiego Street**

**15-089 Białystok**

In response to the call for an open tender for the service of effective recruitment of students for the 6-year MD programme conducted in English at the Medical University of Bialystok according to the six-year programme in place in the European Union for the three subsequent academic years from the territory of Spain, I am offering:

Completion of the service for the **gross price of**: **......................... EUR**

**in words: .................................................................................................................. EURO**

Calculated according to the below table:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Net lump sum remuneration for effective recruitment of one student** | **VAT tax**  **(23%)** | **Gross lump sum remuneration for effective recruitment of one student**  *(column 1+ column 2)* | **Maximum number of students** | **Gross offered price**  *(column 3 x column 4)* |
| *1* | *2* | *3* | *4* | *5* |
| ………………….. EURO | ………………….. EURO | ………………….. EURO | 80 | ………………….. EURO |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Experience of the person designated for order realization in the scope compliant with TOR** | | | | |
| **No.** | **First name and surname** | **Type of conducted actions and entity**  **for the benefit of which they were performed** | **Term of completion**  **(from....to....)**  **indicate day, month and year** | **Number of applications submitted to medical universities enabling effective recruitment of students by the university recruitment boards** |
|  |  |  |  |  |

1. I declare that I have familiarized with the detailed specification of purchase conditions and the contract template; I accept the conditions contained therein and I do not file any reservations in this regard; moreover, I have familiarized with the necessary information in order to prepare the offer.
2. I declare that I have fulfilled the information obligations provided for in Art. 13 or Art. 14 of GDPR1) towards natural persons from whom I have directly or indirectly obtained personal data for the purpose of participating in the hereby public tender procedure.\*
3. I declare that I consider myself to be bound by the hereby offer for the period of time specified in ToR.
4. I undertake, in case of being selected to perform the order, to realize it within the limits of the offered price.
5. I accept the condition that payment of remuneration for the completion of the order shall occur according to the principles specified in the template of the agreement (Appendix no. 7 to ToR).
6. I declare that the enclosed with the specification conditions of the order placed before the Contractor and contractual provisions have been accepted before any reservations and I undertake, in case of selection of my offer, to conclude the agreement at the place and time designated by the Ordering Party.
7. Bank account number of the Contractor to which payments shall be made for the realization of the subject of order: ………………………………………….……………………………
8. Type of contractor\*\*:

micro-business

small business

medium business

sole proprietorship

natural person not conducting economic activity

Other types

1. I declare, under the pain of criminal responsibility, that the documents enclosed with the offer reflect the factual state, valid as per the date of opening offers (Art. 233 of the Criminal Code).
2. REGON number..............................NIP: ...................................

Voivodeship: ....................................Phone.: .......................

Email address: ..................................... Website: ............................

Person authorized to sign the agreement:

First name: ........................................Surname: ……………..………..

Position: …………………....................................................

1. The following documents constitute an integral part of the offer:

* ...........................................................................................
* ………………………………………………………………………………………..

1. In accordance with Art. 18 sec. 3 of the Public Procurement Law, the Contractor states that the below-specified documents comprising the offer cannot be disclosed to other proceeding participants:

...................................................................................................................................

1. Other information of the Contractor:: ....................................................................................

***eligible electronic signature of the Contractor***

NOTE:

1) regulation of the European Parliament and Council (EC) 2016/679 from 27 April 2016 on 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 regulation on data protection) (Official Journal of EU L 119 from 04.05.2016, p. 1).

\* in case when the Contractor fails to submit personal data other than those concerning him directly or if an exclusion occurs for the application of information obligation, as per Art. 13 par. 4 or Art. 14 par. 5 of GDPR, the Contractor does not submit the contents of the statement (removal of the statement contents, i.e. through crossing out).

**\*\* Microbusiness is a business employing less than 10 persons the annual turnover of which or the balance sheet total does not exceed 2 million EUR. Small business is a business employing less than 50 persons the annual turnover of which or the balance sheet total does not exceed 10 million EUR. Medium business is a business employing less than 250 persons the annual turnover of which or the balance sheet total does not exceed 43 million EUR.**

**Appendix - Survey for the processing entity concerning fulfilment of GDPR requirements**

\* indicate as appropriate

1. Will you conclude an agreement with the Controller on personal data entrustment or another legal instrument regulating the entrustment of personal data in accordance with the requirements of GDPR?

\*YES/NO

1. Have you appointed the Data Protection Officer or another person looking after safety of personal data?

\*YES/NO

1. Have you implemented technical and organizational safety measures, in particular, measures specified in Art. 32 of GDPR for the processing of data to fulfil the GDPR requirements?

\*YES/NO

3a. Can you prove by means of a contract or another legal instrument specified in clause 1 that you are applying safety measures?

\*YES/NO

1. Do employees processing your personal data carry out this task at the order of the controller/do they have issued authorizations to process personal data?

\*YES/NO

1. Have persons processing personal data been obliged to maintain their confidentiality?

\*YES/NO

1. Are employees trained in the scope of the principles of personal data protection?

\*YES/NO

1. Do you use the services of other processing entities?

\*YES/NO

*If you’ve replied “YES” to question no. 7, answer questions 7a – 7e*

*If you’ve replied “NO” to Question no. 7, proceed to question 8*

7a. Do you carry it out according to the conditions specified in GDPR?

\*YES/NO

7b Will you present the list of these entities to the Controller?

\*YES/NO

7c Do you impose the same obligations of data protection on the entity with whom you entrust the processing of data as obligations in the contract between you and the Controller?

\*YES/NO

7d In case when the Controller expresses general consent for the entrustment of data, will you inform him of any intended changes concerning adding or replacing other processing entities? \*YES/NO

7e Do you cooperate with processing entities from third states (outside EU and EEA)? \*YES/NO

*If you’ve replied “YES” to Question no. 7e, answer questions 7f and 7g*

*If you’ve replied “NO” to question no. 7, proceed to question 8*

7f If yes, indicate these third states.

…………………………………………………………………………………………………………………………………...

7kg. If so, do you comply with the provisions of GDPR?

\*YES/NO

1. Will you assist the Controller in fulfilling his obligation of responding to demands of persons who are data subjects in the scope of executing their rights specified in GDPR? \*YES/NO
2. Will you disclose to the Controller all information necessary in order to indicate that you meet the obligations specified in GDPR?

\*YES/NO

1. Will you fulfil the obligation of removal or return to the Controller all personal data you’ve been entrusted with including their existing copies after completion of services related to the processing?

\*YES/NO

1. Will you enable the Controller or the auditor authorized by the Controller to carry out audits/control?

\*YES/NO

1. Will you inform the Controller of any breaches to protection of personal data which occur in your business?

\*YES/NO

………… ………………………………………………………..

Date, first name and surname of the person filling out the survey