

ENQUIRY FOR QUOTATION

These Individual Terms and Conditions of the Procurement do not constitute a procurement notice within the meaning of the Act of 29th January 2004. Public Procurement Law (consolidated text: Journal of Laws of 2019, item 1843).
Legal basis: Article 4d (1) (1) of Public Procurement Law

I. THE CLIENT

Poznan University of Physical Education
Ul. Królowej Jadwigi 27/39, 61-871 Poznań
REGON: 000327853, NIP: 777-00-03-185

Contact persons:

Anna Staniewska - Public Procurement Section, tel: 061-835-50-62; e-mail: rzp@awf.poznan.pl

II. SUBJECT OF THE PROCUREMENT

- 1 Short description of the subject of the procurement
Delivery of equipment to the Department of Neurobiology as part of the project OPUS 18 2019/35/B/NZ4/02058.
This subject of the procurement has been divided into five parts:
 - 1) **Part 1** - Water bath (double-hole) for solutions,
 - 2) **Part 2** - Anti-vibration table with Faraday cage, AC amplifier, temperature measurement and control system, stereotaxic frame, mouse mounting adapter, mouse spinal adapter and set of handles,
 - 3) **Part 3** - Micromanipulator with an intracellular amplifier,
 - 4) **Part 4** - Power type 1401 (data download interface) with a computer programme - Spike 2.
 - 5) **Part 5** - Motorised stereotaxic frame.The Contractor may submit a proposal for one or more parts, but it is required that the proposal covers the entire range of the part.
- 2 The offered equipment /product/ should be brand new, unused and not displayed at exhibitions or fairs, technically efficient, safe, complete and ready to work. Additionally, it must meet the technical and functional requirements specified in the description of the subject of the procurement.
- 3 Procurement CPV codes: 38500000-0
- 4 In case of uncertainties as to the content of the proposal or the lack of required documents or statements in the proposal, the Ordering Party has the right to call the Contractor to provide explanations or supplement the documents.
- 5 The Contractor may request the Ordering Party to clarify the content of the enquiry by e-mail, no later than by the end of the day on which half of the designated deadline for submission of proposals expires, to the following address: rzp@awf.poznan.pl

III. TIME LIMITS

- 1 Time limit for the procurement execution: **until 29th January 2021.**
- 2 Time limit for the proposal validity: **30 days. The time limit for the proposal validity commences from the expiry of the time limit for the submission of proposals.**
- 3 Time limit for payment: **30 days from the date of receipt of a properly issued invoice.**

IV. CRITERION FOR PROPOSAL ASSESSMENT

- 1 **Gross proposal price - 100%**
Each part of the submitted proposal is assessed separately.

The proposal selection criterion is the price (the most advantageous proposal will be the one with the lowest price, meeting the requirements of the Ordering Party).

V. REQUIRED DOCUMENTS*

1. The proposal prepared in accordance with the template constituting Appendix No. 2 to the enquiry for quotation.
2. Power of attorney specifying its scope - if the Contractor is represented by an attorney-in-fact.
3. Completed Appendix No. 1 to the enquiry for quotation - description of the subject of the contract.
The documents referred to in items 1 and 3 must be signed by the person or persons authorised to make declarations and sign them on behalf of the Contractor.
4. An extract from the relevant register of business activity records or a certified copy of the National Court Register
with the original by authorised persons, unless the Contractor authorises the Ordering Party to obtain the indicated documents on its own from free, public databases.
If the Contractor has its seat or place of residence outside the territory of the Republic of Poland, it shall submit a document(s) issued in the country in which it has its seat or place of residence, confirming, respectively, that it has not been put into liquidation or its bankruptcy has not been announced - issued not earlier than 6 months before the deadline for submission of proposals.
5. Specification sheets

VI. METHOD OF PRICE CALCULATION

The price given in the proposal should include all costs and components related to the performance of the contract and the conditions set by the Ordering Party, expressed in PLN and EUR

VII. EXCLUSION OF THE CONTRACTOR

1. The Ordering Party shall exclude a contractor who has not provided explanations or completed the documents required in this procedure, at the request of the Ordering Party, referred to in part II (4).

VIII. REJECTION OF PROPOSALS

1. The Ordering Party shall reject the proposal if:
 - a) the content of the proposal does not correspond to the content of the enquiry for quotation;
 - b) the proposal was submitted by the Contractor excluded from the procedure.

IX. CANCELLATION OF THE PROCEDURE

1. The Ordering Party has the right to cancel the procedure at any time without giving any reason.
2. In the event that all the proposals exceed the amount that the Ordering Party may allocate for the performance of the contract, the Ordering Party reserves the right to conduct price negotiations with all Contractors who submitted valid proposals.
3. In matters not covered in the enquiry, the provisions of the Civil Code shall apply

X. FORM AND PLACE OF SUBMITTING PROPOSALS

1. **Date and place of submission of proposals: 15.12.2020 time: 14:00 via e-mail to the address of the Ordering Party: rzp@awf.poznan.pl** (a scan of the signed proposal with the required appendices). Proposals do not require an electronic signature.
2. The Ordering Party considers the date and time of receipt of the proposal by the Ordering Party as the date of submission of the proposal.

XI. INFORMATION CONCERNING THE PROTECTION OF PERSONAL DATA

The Ordering Party informs that pursuant to Article 13(1,2) of 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 of 4th May 2016, p. 1), hereinafter "GDPR":

- the controller of your personal data is *Poznan University of Physical Education, ul. Królowej Jadwigi 27/39, 61-871 Poznań, tel. (61) 835-50-00 <http://www.awf.poznan.pl>*;
- the personal data protection officer at the *Academy of Physical Education* is Mr. Leszek Petruk, *e-mail: iod@awf.poznan.pl, phone: (61) 835 – 50 - 87*;
- your personal data will be processed on the basis of Article 6 (1) (c) of the GDPR for related purposes with the enquiry for quotation No. RSZP-2001-40/2020 regarding the supply of equipment to the Department of Neurobiology , conducted pursuant to Article 4d (1) (1) of Public Procurement Law Act;
- the recipients of your personal data will be persons or entities to whom the documentation of the procedure will be made available pursuant to Article 10 of the Act of 6th September 2001 on access to public information (Journal of Laws of 2019, item 1429, with later amendments), hereinafter "uodip" and Article 33 of the Public Finance Act
- your personal data will be stored for the duration of the contract and for 5 years after the end of the procedure, in accordance with the provisions on archiving documents.
- with regard to your personal data, decisions will not be taken by automated means, pursuant to Article 22 of the GDPR;
- you have the following rights:
 - pursuant to Article 15 of the GDPR, the right to access your personal data;
 - pursuant to Article 16 of the GDPR, the right to rectify your personal data **;
 - pursuant to Article 18 of the GDPR, the right to request the controller to limit the processing of personal data, subject to the cases referred to in Article 18 (2) of the GDPR***;
 - the right to lodge a complaint with the President of the Office for Personal Data Protection if you believe that the processing of your personal data is in breach of the provisions of the GDPR;
- you have no:
 - right to delete personal data, in accordance with Article 17(3)(b), (d) or (e) of the GDPR;
 - right to transfer personal data referred to in Article 20 of the GDPR;
 - right to object to the processing of personal data, pursuant to Article 21 of the GDPR, as the legal basis for the processing of your personal data is Article 6 (1) (c) of the GDPR.

** Explanation: information in this regard is required if there is an obligation to appoint a personal data protection officer in relation to a given controller or processor.*

*** Explanation: the exercise of the right to rectification may not result in a change of the outcome of the procedure for the award of a public procurement or a change in the provisions of the contract to the extent permitted by the Ordering Party*

**** Explanation: The right to restriction of processing does not apply to storage, to protect the rights of another natural or legal person or for reasons of important public interest of the European Union or a Member State.*

XII. APPENDICES

Appendix No. 1 - Description of the subject of the contract

Appendix No. 2 - Proposal form

Appendix No. 3 - Draft agreement

***- fill in if applicable or delete as appropriate**

Anna Staniewska

(signature of an employee of the unit conducting the enquiry)