



## Request for proposal

**NO. 2023-47155-155176**

**for the purchase of a licence to access the market database for the needs of the project Innovation Incubator 4.0 (Contract No MNISW/2020/334/DIR of 28.09.2020)**

August 2023 r.

**Vice-rector for organisation and development of the  
university  
Prof. Adam Szewczuk, D.Sc**



**UNIwersytet  
PRZYRODNICZY  
WE WROCLAWIU**

Program Ministra Edukacji i Nauki „Inkubator Innowacyjności 4.0” jest realizowany ze środków Europejskiego Funduszu Rozwoju Regionalnego w ramach projektu pozakonkursowego pn. „Wsparcie zarządzania badaniami naukowymi i komercjalizacją wyników prac B+R w jednostkach naukowych i przedsiębiorstwach”. Działanie 4.4 Program Operacyjny Inteligentny Rozwój 2014-2020. Umowa nr ~~MNISW~~2020/334/DIR z dnia 28.09.2020 r.

**Kontakt:**  
Centrum Badawczo-Rozwojowe, ul. Skłodowskiej-Curie 42, 50-369 Wrocław, bud. A1  
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**UNINOVA**  
Centrum Wdrożeń i Komercjalizacji  
Uniwersytetu Przyrodniczego we Wrocławiu

## SECTION I: CONTRACTING AUTHORITY

### I.1) NAME AND ADDRESS:

Wroclaw University of Life Sciences,  
ul. Norwida 25, 50-375 Wroclaw  
NIP: 896-000-53-54, REGON: 00001867

### I.2) TYPE OF CONTRACTING AUTHORITY: Public university.

### I.3) BASIC RULES APPLICABLE TO THE PROCEEDINGS:

- (1) The provisions of the Act of 11 September 2019 - Public Procurement Law (consolidated text - Journal of Laws of 2022, item 1710.) shall not apply to the proceedings on the basis of the exclusion contained in Article 2, paragraph 1, item. 1. of the PPL Act.
- (2) In matters not regulated by this request for proposals and for activities undertaken by the Contracting Authority and Contractors the provisions of the Civil Code shall apply.
- (3) The proceedings are conducted in the form of a Request for Quotation (hereinafter referred to as the 'OC')  
4th Partial bids shall not be allowed.  
5th Joint bidding (consortium) is allowed.
- (6) The Contracting Authority shall not require a deposit in these proceedings.
- (7) It is not permitted to submit a variant bid.
- (8) Subcontracting is allowed.
- (9) Supplementary contracts are not expected to be awarded.
- (10) An electronic auction will not be used.
- (11) Economic Operators are not entitled to reimbursement of costs of participation in the proceedings, in particular reimbursement of the costs of preparing a tender.

## SECTION II: SUBJECT MATTER OF THE CONTRACT

### II.1) DEFINITION OF THE SUBJECT MATTER OF THE CONTRACT

II.1.1) The subject matter of the contract is the purchase of a market database licence.

II.1.2) Type of procurement: service

II.1.3) CPV code: 72319000-4 Data provision services

II.1.4) Definition of the subject matter and size or scope of the contract:

The subject of the contract is access to a market database. The database should contain a minimum of 40,000 market reports describing current trends and market dynamics in individual industries and sectors of the economy, in accordance with the scope below:

- Chemical industry,
- Food industry
- Agricultural industry, including agro-breeding,
- Fertilizer industry
- Meat and dairy processing industry,
- Energy industry, in particular RES,
- Veterinary medicine industry
- Pharmaceuticals and biotechnology
- IT industry, including software, hardware and satellite-based services,
- Bio-economy.

The scope of the reports should include, as a minimum:

- a) A description of the global, European and local market, including market size, dynamics, market drivers and latest trends, market inhibitors. Reports should cover a minimum of 50 countries, including: Australian, Belgian, Brazilian, Chinese, Finnish, French, German, Hungarian, Indian, Japanese, Canadian, German, Norwegian, Polish, Mexican, Russian, American, Turkish, Czech, British, Italian, Hungarian, Polish

- b) Competitive analysis, including analysis of companies operating in the sector and competing technological solutions,
- c) Analysis of IP and/or research trends, in particular technologies and innovations being introduced/planned.

During the subscription period, the Purchaser will have access to :

- a) reports in PDF, xls, HTML, in particular newly added reports,
- b) consultation with analysts to discuss report content, assistance in searching for reports, database settings, troubleshooting.
- c) access to the database for at least 2 users per organisational unit.

## II.2) CONTRACT COMPLETION DATE:

**Contract completion date: 12 months from the date of signing the contract.**

## SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

### III.1 EXCLUSION

#### III.1.1) A Contractor shall be excluded from the procedure:

1) who has a capital or personal relationship with the Contracting Authority. A capital or personal relationship is understood as a mutual relationship between the Awarding Entity or persons authorised on behalf of the Awarding Entity or persons carrying out activities related to the performance of the procedure for selecting the Economic Operator and the Economic Operator, consisting in particular of:

- a) participation in the company as a partner in a civil partnership or partnership;
  - b) holding at least 10% of shares or stocks, unless a lower threshold results from the provisions of law,
  - c) holding the function of a member of a supervisory or managerial body, proxy or attorney in fact
  - d) they are married, in a relationship of kinship or affinity in the direct line, second degree of kinship or affinity in the collateral line, or in a relationship of adoption, custody or guardianship;
- 2) is an entity in such a factual or legal relationship with the Awarding Entity that there may be justified doubts as to its impartiality in selecting the supplier of goods or services,
- 3) who was directly involved in the preparation of a tender or used persons involved in such activities to prepare a tender, unless the participation of such contractors in the procedure does not hinder fair competition;
- 4) with regard to whom liquidation has been opened, in the arrangement approved by the court in the restructuring procedure it is envisaged that creditors will be satisfied by liquidation of his assets or the court ordered liquidation of his assets pursuant to Article 332 (1) of the Act of 15 May 2015. - Restructuring Law (Journal of Laws, item 978, as amended) or whose bankruptcy has been declared, except for a contractor who, following the declaration of bankruptcy, has entered into an arrangement approved by a valid court decision, if the arrangement does not provide for the satisfaction of creditors by liquidation of the bankrupt's assets, unless the court has ordered the liquidation of his assets pursuant to Article 366(1) of the Act of 28 February 2003. - Bankruptcy Law (i.e. Journal of Laws 2019, item 498.);
- 5) in the cases referred to in Article 7, paragraph 1, of the Act of 13 April 2022 on special solutions to prevent support for aggression against Ukraine and to protect national security (Journal of Laws 2019, item 835)
- 6) who has not agreed to extend the period of being bound by the tender;
- 7) who submitted false information which influenced or may influence the result of the tender procedure;
- 8) who failed to prove that they fulfil the conditions of participation in the procedure.

None of the Economic Operators competing jointly for the award of the contract shall be subject to exclusion from the procedure.

## III.2) CONDITIONS FOR PARTICIPATION

### III.2.1.) Description of the conditions of participation in the proceedings and the description of the manner of assessing the fulfilment of these conditions:



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1. they are authorised to carry out specific activities or actions, if the law requires them to have such authorisation.
2. have the knowledge and experience necessary to perform the contract.
3. if selected, undertake to sign a contract for the execution of the subject matter of the contract with the Contracting Authority.
4. are in an economic and financial situation which ensures the execution of the contract.

The assessment of the fulfilment of the conditions for participation in the procedure will be made in accordance with the "meet-not-meet" formula based on the submitted documents or statements of the Economic Operator. Failure to meet the condition for participation in the procedure will result in exclusion of the Economic Operator from the procurement procedure. The tender of the Excluded Economic Operator shall be deemed rejected.

## SECTION IV: PROCEDURE

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#### IV.1) TENDER EVALUATION CRITERIA:

- (1) Tenders which have not been rejected and which have been submitted by Economic Operators not subject to exclusion (at the given stage of tender examination and evaluation) shall be examined and evaluated.
- (2) The following tender evaluation criteria will be used by the Contracting Authority for the selection of tenders:  
Price criterion - 100% (C)

- 1) Within the criterion of PRICE, the bids will be evaluated using the formula:

PRICE criterion - weighting 100% (1 point=1%)

$$C = \frac{C_n}{C_o} \times 100\%$$

where:

C - number of points within the criterion "Price",

C<sub>n</sub> - lowest price from among the evaluated offers, i.e. not subject to rejection and submitted by Bidders who were not subject to exclusion at a given stage of tender examination and evaluation

C<sub>o</sub> - price of the evaluated tender

The total gross price for the execution of the entire subject of the contract, specified in the bid form, shall be subject to evaluation within the criterion of "Price". 3.

The bid with the highest total number of points, calculated according to the following formula, shall be considered the most advantageous bid:

P= C where:

P - total number of points awarded to the evaluated offer

C - number of points awarded to the evaluated offer within the criterion of price.

- (4) The Contracting Authority shall calculate the points numerically to two decimal places, rounding up in accordance with mathematical principles.

(5) The Contracting Authority shall select as the most advantageous the bid which obtains the highest number of points.

#### **IV.2) REJECTION OF THE TENDER**

##### **IV.2.1) The Awarding Entity shall reject a tender if:**

- 1) its content does not correspond to the content of this Request for Quotation,
- 2) its submission constitutes an act of unfair competition as defined in the regulations on unfair competition,
- 3) failed to submit explanations regarding the contents of the tender submitted at the request of the Awarding Entity,
- 4) is invalid under separate regulations,
- 5) more than 1 tender was submitted by one Economic Operator.

##### **IV.2.2) The tender of an Excluded Economic Operator shall be deemed rejected.**

#### **IV.3) SELECTION OF THE MOST ADVANTAGEOUS TENDER**

IV.3.1) The Awarding Entity shall forthwith inform about the selection of the most advantageous tender by means of electronic communication (e-mail) to Economic Operators who submitted tenders, and in addition the information shall be published on the website <https://bazakonkurencyjnosci.funduszeuropejskie.gov.pl/>, advertisement no.....

IV.3.2) Information on selection of the most advantageous tender shall contain: name or first name and surname, registered office or place of residence and address, if it is the place of business of the Economic Operator whose tender has been selected, and names or first names and surnames, registered offices or places of residence and addresses, if they are the places of business of the Economic Operators who submitted tenders, the scores awarded to the tenders, information about Economic Operators who have been excluded, information about Economic Operators whose tenders have been rejected.

IV.3.3) A contract will be concluded with the Economic Operator whose bid is found to be the most advantageous, based on the Economic Operator's template.

IV. 3.4) The Awarding Entity will indicate the date and place of signing the contract to the Economic Operator who submitted the most advantageous tender.

Should the selected Economic Operator withdraw from concluding the contract, the Awarding Entity shall conclude the contract with the next Economic Operator who obtained the next highest number of points in the contract award procedure.

IV.3.5) Before concluding the public procurement contract the Economic Operator whose tender was found the most advantageous is obliged to complete the following formalities:

- 1) if a tender submitted jointly by the Economic Operators who submitted a tender (consortium) is selected, the Contracting Authority requires a contract governing the cooperation of those Economic Operators before concluding the public procurement contract,
- 2) submit original or a notarized copy of appropriate power of attorney(s), if the contract is to be concluded on behalf of the Economic Operator by a proxy or proxies.

##### **IV.3.6.) The contract with the Economic Operator may be concluded in writing or electronically (with a qualified electronic signature).**

#### **IV.4) CANCELLATION OF THE PROCEDURE**

##### **IV.4.1) The Contracting Authority shall invalidate this procedure if:**

- a) no non-rejectable tender was submitted,
- b) the price of the most advantageous tender or the tender with the lowest price exceeds the amount which the Contracting Authority intends to allocate to finance the contract,
- c) a significant change of circumstances occurred, as a result of which the conducted tender procedure or contract performance is not in the public interest, which could not have been predicted earlier,
- d) in other justified circumstances connected with the impossibility of achieving the economic goal,
- e) the procedure suffers from an irremovable defect which makes it impossible to conclude a contract

##### **IV.4.2) The Awarding Entity shall simultaneously inform all Economic Operators who:**

- a) applied for the award of the contract - in the case of cancelling the procedure before the deadline for submitting tenders,

b) submitted tenders - in the case of cancelling the procedure after the deadline for submission of tenders.

## V. METHOD OF PREPARING A TENDER

### V.1) List of declarations or documents submitted with the offer:

- 1) A completed and signed **Bid Form containing the price including VAT** expressed in PLN currency - the specimen form is Annex No. 1 to this Request for Proposal.
- 2) A current excerpt from the appropriate register or from the **Central Register of Information on Business Activity, issued not earlier than 6 months before the deadline for submission of tenders,**
- 3) A completed and signed Declaration of no grounds for exclusion constituting **Annex No. 2 to the Request for Quotation;**
- 4) Completed and signed Declaration on the fulfilment of the conditions for participation in the procedure constituting **Annex No. 3 to the Request for Quotation,**
- 5) completed and signed list of realized/performed services constituting Annex No. 4 to the Request for Proposal,
- 6) Power of attorney, if any, in case the documents are signed by a person to represent the Economic Operator other than the one indicated in the Entrepreneur's registration document. Due to the fact that the Contracting

Authority allows tenders to be submitted in the form of a scan, the Contracting Authority reserves the right to demand from the Economic Operator at any stage of the procedure to present a power of attorney or a power of attorney in the form of an original or a notarised copy.

### V.2) Jointly submitted tender:

#### V.2.1) In the case of a tender from Contractors jointly applying for the contract (consortium):

- 1) The Bid Form shall indicate the companies (names) of all the Economic Operators jointly applying for the award of the contract;
- 2) a tender must be signed in such a way as to be legally binding for all Economic Operators jointly applying for the contract. The person signing the tender must have the legal authorization to represent. The authorization must result from the power of attorney appended to the tender - the power of attorney should precisely define the scope of authority;
- 3) the documents referred to in this chapter, item V.1.2), 3) shall be submitted by each Economic Operator jointly tendering for the contract;
- 4) all Economic Operators jointly tendering for the contract shall be jointly and severally liable for performance of the contract;
- 5) Economic Operators jointly tendering for the contract shall appoint from among themselves a managing Economic Operator (leader), authorised to incur liabilities, receive instructions and instructions for and on behalf of each and all partners;
- 6) The Awarding Entity may, under joint and several liability, require performance of the contract in its entirety by the leader or by all the Economic Operators jointly applying for the award of the contract jointly or by each of them individually.

V.2.2) The tender and its annexes must be submitted electronically - PDF scan or signed with a qualified signature, trusted signature or personal signature, via e-mail to: [anna.szczyпка@upwr.edu.pl](mailto:anna.szczyпка@upwr.edu.pl) or Competitive Database Announcement No.... It is recommended that the offer with the documents is submitted in 1 file.

V.2.3) If the Economic Operator intends to entrust subcontractors with performance of a part of the contract, they are obliged to indicate in their offer the part of the contract which they will entrust to subcontractors.

V.2.4) A tender must be drawn up in the Polish or English language.

V.2.5) A tender and annexes have to be signed by a person(s) authorised to represent the Economic Operator, i.e. a person(s) authorised to make declarations of will on behalf of the Economic Operator.

If the documents will be signed by a company's proxy or other authorised person, the legally effective power of attorney or authorisation must be attached to the tender. As the Contracting Authority allows tenders to be submitted in the form of a scan, the Contracting Authority reserves the right to require the Contractor at any stage of the procedure to present the power of attorney or authorisation in the form of an original or a notarised copy.

V.2.6) If copies of the required documents are enclosed, it is necessary for the Contractor to certify their conformity with the original by the Economic Operator.

V.2.7) In all correspondence related to this procedure, the Contracting Authority and the Economic Operator shall use the procedure number assigned by the Contracting Authority 2023-47155-142543.

V.2.8) The Contracting Authority does not provide for communication with Economic Operators by any means other than electronic communication.

V.2.9) The date of receipt shall be the date on which the message is delivered to the Contracting Authority's e-mail box.

V.2.10) In order to make changes or corrections before the deadline for submission of tenders, a Contractor may withdraw a previously submitted tender and resubmit it after modification.

#### V.4.) Price calculation method

(1) The Economic Operator shall be obliged to quote on the Bid Form (Appendix No. 1 to the ToR) the total price for the performance of the entire subject of the contract. The bid price must be given in PLN in figures. There can be only one price. 3.

(3) The price must take into account all the requirements of these Terms of Reference and include all costs which shall be borne by the Economic Operator due to proper and compliant with valid regulations performance of the subject matter of the contract, including all costs accompanying the performance of the subject matter of the contract (agreement).

(4) If a tender is submitted, the selection of which would lead to the creation of a tax obligation for the Contracting Authority pursuant to the provisions on VAT, the Contracting Authority, in order to evaluate such a tender, shall add the VAT which it would be obliged to settle pursuant to these provisions to the price presented in it. When submitting a tender, the Economic Operator shall inform the Contracting Authority whether the selection of a tender will lead to the creation of a tax obligation for the Contracting Authority, indicating the name (type) of goods or services whose supply or provision will lead to its creation, and indicating their value without the amount of tax. Such a statement should be submitted on the offer form.

(5) The price must be given to two decimal places (in accordance with mathematical rounding rules), including the VAT due,

(6) Value Added Tax (VAT) must be included in the bid price at the amount applicable on the date of submission of tenders.

The Contracting Authority shall correct obvious clerical errors in the text of the tender, errors in price calculation, as well as other errors resulting from the non-compliance of the tender with the ToR. When correcting accounting errors, the Contracting Authority shall take into account the accounting consequences **of the corrections made**.

## VI. ADMINISTRATIVE INFORMATION

**VI.1.1) Deadline for submission of tenders: until 05.09.2023 , 23:59 pm.**

**VI.1.4)** Late bid: The Contracting Authority shall immediately notify the Contractor that a bid has been submitted after the deadline.

**VI.1.5)** Contact: Persons authorised to communicate with Economic Operators are: for formal matters -

**Anna Szczypka, e-mail: [anna.szczypka@upwr.edu.pl](mailto:anna.szczypka@upwr.edu.pl).** Communication shall be in writing in the Polish and English language.

**VI.1.6)** Bid validity: A contractor is bound by a tender for a period of 30 days. The tender validity period starts on the expiry of the deadline for submission of tenders. The Economic Operator, on his own or at the request of the Contracting Authority, may extend the tender validity period for a period not exceeding 30 days.

**VI.1.7)** Clarification of the contents of the request for quotation: The Economic Operator may request the Contracting Authority to clarify the content of the terms of this Request for Quotation to the following address: [anna.szczypka@upwr.edu.pl](mailto:anna.szczypka@upwr.edu.pl) . The Contracting Authority may provide explanations immediately, but no later than 2

days before the deadline for submission of tenders, provided that the request for clarification of the terms of reference was received by the Contracting Authority no later than by the end of the day on which the half of the deadline for submission of tenders expired. If a request for clarification of the contents of the contract was received after the deadline for submission of a request for clarification referred to above, or if it concerns the clarifications provided, the Contracting Authority may either grant the clarification or leave the request unprocessed. Extension of the deadline for submission of tenders shall not affect the deadline for submission of the request referred to above.

The Contracting Authority shall post the contents of the enquiries along with the explanations, without disclosing their source, on the Contracting Authority's website <https://bazakonkurencyjnosci.funduszeuropejskie.gov.pl/>. Contractors are required to keep track of the above mentioned website.

**VI.1.8)** Change of the content of the Request for Quotation: In justified cases, the Contracting Authority may, before the deadline for submission of tenders, change the content of the Request for Proposals. Information about such a change, including changes to deadlines, will be posted on the Contracting Authority's website <https://bazakonkurencyjnosci.funduszeuropejskie.gov.pl/>. All modifications, additions, arrangements and changes, including changes of deadlines, as well as enquiries of Economic Operators together with clarifications shall become an integral part of the Request for Quotation and shall be binding when submitting tenders. All rights and obligations of the Economic Operators with respect to the previously set deadlines shall be subject to the new deadline. The Contracting Authority shall extend the deadline for submission of tenders by the time necessary to introduce changes to tenders, if this is necessary due to the extent of the changes introduced.

**VI.1.9)** Conditions for supplementing, amending or withdrawing a tender: The economic operator may, before the deadline for submission of tenders, supplement, amend or withdraw its tender, whereby supplementation, amendment or withdrawal of the tender shall be made in the same form in which the tender was submitted, i.e. in writing or in electronic form - bearing a handwritten signature, respectively. The Economic Operator may supplement or amend the tender by sending to the address indicated by the Contracting Authority, in a separate dispatch (signed with the procedure number and the information "change in the tender"), the documents which will constitute an integral part of the submitted tender. The Economic Operator may withdraw the tender by submitting to the Contracting Authority in writing a request for withdrawal of the tender. A request for withdrawal of a tender shall be submitted by the Economic Operator in the same way as a tender amendment, adding the note "withdrawal of a tender"

#### **VI.2) Examination of tenders**

In the course of examining and evaluating tenders, the Contracting Authority may request clarifications from the Economic Operators regarding the content of the tenders submitted.

#### **VI.5) Protection of natural persons in relation to the processing of personal data:**

- In accordance with Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons in relation to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) of 27 April 2016. (Official Journal of the EU. L No. 119, p. 1), hereinafter referred to as "RODO", we inform you that:
- The administrator of your personal data is Uniwersytet Przyrodniczy we Wrocławiu, with its registered office at ul. Norwida 25, 50-375 Wrocław, NIP: 896-000-53-54, REGON: 000001867. The administrator is represented by the Rector and it is the Rector himself, as the data controller, who decides on the purposes and methods of processing of personal data provided in connection with the implementation of the public procurement procedures of the University of Life Sciences in Wrocław.
- The Wrocław University of Life Sciences has appointed a person to act as the Data Protection Inspector (DPO), who can be contacted at the following email address: [iod@upwr.edu.pl](mailto:iod@upwr.edu.pl).

Your personal data will be processed on the basis of Article 6(1)(c) of the RODO for the purpose related to the award of the public contract conducted by means of the tender enquiry no. 2023-47155-142543

The recipients of your personal data will be persons or entities to whom the documentation of the proceedings will be made available in accordance with the Act on Access to Public Information (Journal of Laws 2016, item 1764, as amended).

Personal data may be transferred to control bodies, entities carrying out evaluation studies, specialist companies carrying out controls and audits within the framework, entities authorised to receive personal data on the basis of relevant legal provisions or contracts,



The data will be processed for the period necessary for the proper execution of the order, until the expiry of all contractual obligations or until the expiry of rights and obligations arising from the provisions of law. Data will be processed for the period resulting from the Act of 14 July 1983 on the national archival resource and archives; the Ordinance of the Minister of Culture and National Heritage of 20 October 2015 on classification and qualification of documentation, transfer of archival materials to state archives and lack of non-archival documentation, the Ordinance of the Minister of Internal Affairs and Administration of 30 October 2006 on the detailed manner of handling electronic documents, the Act on Higher Education and Science of 20 July 2018. - for a period of 5 years from the date of award of the contract. The data retention period may be extended each time by the period of the statute of limitations for claims, if the processing of the data is necessary for the controller to assert or defend against such claims. After the expiry of the aforementioned period, the personal data will be archived

- a) with regard to your personal data, decisions will not be taken by automated means, pursuant to Article 22 RODO
- b) you have:
  - pursuant to Article 15 RODO the right of access to personal data concerning you;
  - pursuant to Article 16 RODO the right to rectify your personal data
  - pursuant to Article 18 RODO the right to request the controller to restrict the processing of your personal data, subject to the cases referred to in Article 18(2) RODO ;
  - the right to lodge a complaint with the President of the Office for the Protection of Personal Data if you consider that the processing of personal data concerning you violates the provisions of the RODO;
- c) you are not entitled to:
  - in relation to Article 17(3)(b), (d) or (e) of the RODO the right to erasure of your personal data;
  - the right to data portability referred to in Article 20 RODO;
  - pursuant to Article 21 RODO, the right to object to the processing of your personal data, as the legal basis for the processing of your personal data is Article 6(1)(c) RODO

Annexes:

- a) Offer form appendix no. 1
- b) Declaration of no grounds for exclusion - appendix no. 2
- c) Declaration of fulfilment of the terms and conditions of participation - appendix no. 3
- d) List of realised/completed services - appendix no. 4

Annex No. 1 to the request for quotation

OFFER FORM

Regarding the purchase of a licence to access the market database for the needs of the project Innovation Incubator 4.0

**Contractor**

Name: .....

Address: .....

phone: ....., e-mail: .....

NIP: ..... REGON: .....

Attorney\* to represent the Economic Operators applying jointly for the award of the Contract (e.g. leader of the Consortium)

.....

Address: .....

phone: ....., e-mail: .....

NIP: ..... REGON: .....

\* to be filled in only by Economic Operators applying jointly for the award of the Contract.

Responding to the invitation to participate in the proceedings conducted in the form of a Request for Tender concerning

1. the Contractor offers to provide the service which is the subject of the order for the price of

net: ..... PLN,

+ due VAT ....% in the amount: ..... PLN,

total gross remuneration: ..... zł,

**The Contractor declares that:**

- a) the order will be completed within 12 months from the date of signing the contract
- b) we undertake to repair the object of the order within 10 days.
- c) the price of our offer includes all costs of order completion.
- d) we have familiarised ourselves with the Terms of Reference and the specimen agreement and we do not raise any objections to them and accept the conditions contained therein,
- e) we consider ourselves bound by this tender for a period of 30 days counting from the day of opening of tenders (inclusive);
- f) we undertake to conclude a contract at the date and place indicated by the Awarding Entity.
- g) I/we declare that I/we have read the contents of the request for quotation and any possible modifications, including the description of the subject matter of the contract and the model contract and I/we do not raise any objections to them and I/we accept the conditions contained therein and have obtained all information necessary to prepare the tender,
- h) I/we declare that in the price of the offer I/we have included all the costs related to the execution of the order, I/we accept the terms of payment for the executed order specified in the model agreement.
- i) I/we declare that after the selection of my/our bid becomes valid, I/we undertake to conclude a contract consistent with this bid under the terms of the request for quotation, at the place and date indicated by the Awarding Entity,
- j) we declare that the selection of the offer will not lead to the creation of tax obligation for the Contracting Authority / I declare that the selection of the offer will lead to the creation of tax obligation for the Contracting Authority, i.e. with regard to the following goods/services: ..... tax value ..... (NOTE! delete as appropriate).
- k) I/we declare that I/we have fulfilled the information obligations provided for in Article 13 or Article 14 of the RODO towards natural persons from whom I/we have directly or indirectly obtained personal data in order to apply for the award of a public contract in this procedure and in the course of the performance of this contract

- l) I/we declare that the following information contained in our offer constitutes a business secret:  
.....
- m) I/we declare that all information provided in the declarations submitted with the tender is up-to-date and true and has been presented with full knowledge of the consequences of misleading the Awarding Entity when presenting the information
- n) We declare that we will/do not use subcontracting. (NOTE! delete as appropriate).
- o) The following work covered by the contract will be performed by subcontractor(s) :

THE FOLLOWING PARTS OF THE CONTRACT WILL BE PERFORMED BY SUBCONTRACTORS		
L.P.	IDENTIFICATION OF PART OF THE CONTRACT AND NAME OF THE POTENTIAL SUBCONTRACTOR	
	Part of the contract	Name of the potential subcontractor, if already known..
1		
2		

The bid has been submitted on ..... pages.

The following documents form an integral part of the offer:

- 1/ .....
- 2/ .....

....., dn. ....  
(miejsowość)

.....  
*podpis(y) osoby/osób upoważnionych  
do reprezentacji Wykonawcy/ów*

.....  
**Annex 2 to the Request for Quotation**

.....  
*Name and address of the Economic Operator*

**DECLARATION OF NO GROUNDS FOR EXCLUSION**

**Joining the proceedings conducted under the Request for Quotation for the purchase of a license of access to the market database for the needs of the project Inkubator Innowacyjności 4.0**

I/we declare that:

- 1) The Contractor whom I represent is not related to the Ordering Party in terms of capital or personal relations. Capital or personal relations shall mean mutual relations between the Contracting Authority or persons authorised on behalf of the Contracting Authority or persons carrying out activities related to the execution of the procedure for selecting the Economic Operator and the Economic Operator, consisting in particular of:
  - a) participation in the company as a partner in a civil partnership or partnership;
  - b) holding at least 10% of shares or stocks, unless a lower threshold results from the provisions of law,
  - c) holding the function of a member of a supervisory or managerial body, proxy or attorney in fact
  - d) being married, in a relationship of kinship or affinity in a straight line, kinship of the second degree or affinity of the second degree in a collateral line, or in a relationship of adoption, custody or guardianship;
- 2) The Economic Operator whom I represent does not have such a factual or legal relationship with the Contracting Authority that could raise reasonable doubts as to their impartiality;
- 3) the Economic Operator whom I represent did not directly perform activities connected with the preparation of the tender or used persons involved in such activities in order to prepare a tender,
- 4) with regard to the Economic Operator whom I represent, liquidation has not been opened, in the arrangement approved by the court in the restructuring proceedings it is foreseen to satisfy the creditors by liquidation of its assets or the court ordered liquidation of its assets pursuant to art. 332 item 1 of the Act of 15 May 2015. - Restructuring Law (Journal of Laws, item 978, as amended); no bankruptcy has been declared, except for a contractor who, following the declaration of bankruptcy, has entered into an arrangement approved by a valid court decision, if the arrangement does not provide for the satisfaction of creditors through the liquidation of the bankrupt's assets, unless the court has ordered the liquidation of his assets pursuant to Article 366(1) of the Act of 28 February 2003. - Bankruptcy Law (i.e. Journal of Laws 2019, item 498.);



5) having regard to the grounds for exclusion contained in Article 7 (1) points 1-3 of the Act of 13 April 2022 on special solutions in the field of counteracting support for aggression to Ukraine and serving to protect national security (Journal of Laws 2022 item 835), I declare that I am not subject to exclusion from the proceedings pursuant to Article 7 (1) points 1-3 of the Act of 13 April 2022 on special solutions in the field of counteracting support for aggression to Ukraine and serving to protect national security (Journal of Laws 2019 item 835).

....., d. ....

(locality)



.....  
.....  
*Name and address of the Economic Operator*

**DECLARATION OF COMPLIANCE WITH THE CONDITIONS FOR PARTICIPATION  
IN THE TENDER PROCEDURE**

Joining the proceedings conducted under the Request for Quotation concerning the purchase of a licence of access to the market database for the needs of the project Inkubator Innowacyjności 4.0

The Contractor declares that it meets the conditions specified in the Request for Quotation regarding:

1. competence or entitlement to conduct a specific professional activity, if it results from separate regulations
2. economic or financial standing
3. technical or professional capacity

....., date. ....  
(place)

.....  
signature of authorized person

**Annex 4 to Request for Quotation**

Name and address of the Contractor
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**List of services rendered/performed**

Submitting an offer in the public procurement procedure, the Economic Operator, in order to confirm meeting the condition for participation in the procedure, declares that within the last 5 years before the deadline for submitting offers, and if the period of running a business activity is shorter - in this period, the Economic Operator has performed or is performing at least 3 services consisting in supplying market databases, in particular to universities and scientific units, enclosing evidence stating whether the services were performed or are performed properly.

NO	Type of service provided confirming the conditions specified by the	Contracting Authority Entity for which the service was provided entity for whom the service was performed	Date of commencement of performance	Completion date month/year

**Note: Evidence that the supplies have been made or are being made properly must be included.**

..... date.....  
/place/

.....  
Signature of authorized person