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Order No. **ZZ/530/009/D/2022**

Gdansk, November 18, 2022r.

### **Announcement about order**

The Buyer - Gdańsk University of Technology acting on the basis of art. 11, paragraph 5 point 1 of the Act On September 11, 2022 The Public Procurement Law (Journal of Laws of 2022, item 1710, as amended) informs about the intention to contract award in scientific field for spectrometer for the Faculty of Electronics, Telecommunications and Informatics Gdansk University of Technology and invites to make offer.

#### 1. Procedure for awarding the contract

- 1) The procedure is conducted pursuant to Art. 11, paragraph 5 point 1 of the Act On September 11, 2022. - Public procurement law (Journal of Laws of 2022, item 1710, as amended).
- 2) This contract notice is published in the Public Information Bulletin on the website of the contracting authority: <https://dzp.pg.edu.pl>
- 3) The awarding entity shall award the contract in a manner ensuring transparency, equal treatment of entities interested in the performance of the contract and taking into account the circumstances that may affect its award.
- 4) The Ordering Party reserves that this announcement is an invitation to submit offers and does not constitute an offer, and the receipt of the contractor's offer as a result of this invitation is not tantamount to placing an order by the Gdańsk University of Technology or concluding any contract, and it does not require the contracting authority to conclude the contract.

#### 2. Detailed description of the subject of the contract:

- 1) The subject of the contract is the delivery of spectrometer for the needs of the the Gdańsk University of Technology.
- 2) A detailed description of the contract is specified in Appendix No. 1.
- 3) Delivery address: Gdansk University of Technology, 11/12 Gabriela Narutowicza Street, 80-233 Gdansk, WETI A building (No. 41), room 116.
- 4) The item must be new, without defects and cannot be owned by other people.
- 5) The subject of the contract was specified by indicating objective technical quality features.
- 6) CPV code 38433000-9 - spectrometers.

#### 3. Description of the method of preparing the offer:

- 1) The offer should be prepared in accordance with the model offer form constituting Appendix No. 2.
- 2) The offer may be submitted in writing or in an electronic form with a qualified electronic signature, or in an electronic form with a trusted signature or personal signature. The offer must contain the signature of the person (s) authorized to act on behalf of the contractor (a power of attorney should be attached to the offer, in accordance with the requirements of the Civil Code). All attachments to the offer, constituting declarations, should also be signed by an authorized representative. The scope of the entrepreneur's representation must result from the documents provided by the contractor.
- 3) The price should be gross amount for the delivery, including all costs and fees that will arise in connection with the performance of the contract and with the conditions and requirements set by the ordering party.

- 4) All pages of the offer, as well as the places where the contractor made changes, should be initialed by the person signing the offer.
4. Description of the method of calculating the offer price:
  - 1) If the offer is submitted in a currency other than PLN, the offer price will be converted into PLN according to the exchange rate of the National Bank of Poland, table A, applicable on the day designated as the offer submission date.
  - 2) The price should be gross amount for the delivery, including all costs and fees that will arise in connection with the performance of the contract and with the conditions and requirements set by the ordering party.
5. Place and deadline for submitting offers:
  - 1) The offer must be submitted by November 28, 2022, by 10:00, by e-mail to the following address: logistyka@eti.pg.edu.pl by entering „ZZ/530/009/D/2022-offer” in the text of the message.
  - 2) The contractor may request the contracting authority to clarify the content of the notice by e-mail to the following e-mail address: logistyka@eti.pg.edu.pl.
  - 3) Offers sent after the deadline will not be considered.
  - 4) The contractor may change or withdraw his offer before the deadline for submitting bids.
  - 5) The offer validity period is 30 days.
6. Criteria for evaluation of offers

When selecting a tender, the contracting authority will use the following tender evaluation criteria: Price - 100%.
7. The contracting authority reserves the right to cancel the procedure at any time and without giving reasons.
8. Information clause under Art. 13 GDPR regarding the processing of personal data and the free movement of such data.
  - 1) Pursuant to Art. 13 sec. 1 and 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 the repeal of Directive 95/46 / EC (General Data Protection Regulation) (Journal of Laws UE L 119 of 04/05/2016, p. 1), hereinafter referred to as "GDPR", the contracting authority informs that:
    - a. the administrator of your personal data is the Gdańsk University of Technology with its seat in Gdańsk (80-233) at ul. G. Narutowicza 11/12;
    - b. the inspector of personal data protection at the Gdańsk University of Technology is MSc. Paweł Baniel, phone no. 58 348-66-29, e-mail: iod@pg.edu.pl;
    - c. Your personal data will be processed on the basis of art. 6 point 1 c GDPR for the purpose related to the public procurement procedure no. ZZ/530/009/D/2022 for the delivery of the spectrometer for PG, conducted pursuant to art. 11, paragraph 5 point 1 of the Public Procurement Law;
    - d. the recipients of your personal data will be persons or entities to whom the documentation of the procedure will be made available pursuant to art. 18 point 1 of the Public Procurement Law;
    - e. Your personal data will be stored in accordance with art. 78 point 1 and 4 of the Public Procurement Law, for a period of 4 years from the date of completion of the contract award procedure, and if the duration of the contract exceeds 4 years, the storage period covers the entire duration of the contract. Documentation of public procurement procedures financed with funds from the European Union (EU) funds will also be kept for the period resulting from contracts for co-financing projects financed with funds from the EU;
    - f. the obligation to provide your personal data directly concerning you is a statutory requirement specified in the provisions of the Public Procurement Law, related to participation in the proceedings for the award of a public contract; the consequences of not providing certain data result from the PPL Act;
    - g. in relation to your personal data, decisions will not be made in an automated manner, in accordance with art. 22 GDPR;
    - h. you have:

- based on Article. 15 GDPR, the right to access your personal data;
  - based on Article. 16 of the GDPR, the right to rectify your personal data (the exercise of the right to rectification may not result in a change in the result of the public procurement procedure or a change in the provisions of the contract to the extent inconsistent with the PPL Act and may not violate the integrity of the protocol and its annexes.);
  - based on Article. 18 GDPR, the right to request the administrator to limit the processing of personal data, subject to the cases referred to in art. 18 sec. 2 GDPR (the right to restriction of processing does not apply to storage, to provide legal remedies or 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.);
  - the right to lodge a complaint to the President of the Personal Data Protection Office, if you feel that the processing of your personal data violates the provisions of the GDPR;
- i. you are not entitled to:
- in connection with Art. 17 point 3 lit. b, d or e GDPR, the right to delete personal data;
  - the right to transfer personal data referred to in art. 20 GDPR;
  - based on Article. 21 GDPR, the right to object to the processing of personal data, as the legal basis for the processing of your personal data is art. 6 sec. 1 lit. c GDPR.
- 2) Additionally, pursuant to Art. 19 paragraph 4 of the Public Procurement Law, the Contracting Authority informs about the limitations referred to in Art. 19 paragraph 2 and 3 and art. 75 of the Public Procurement Law:
- a) if the Contractor exercises the right to obtain confirmation as to whether personal data concerning him are being processed, the Ordering Party will be entitled to request from the Contractor additional information specifying the request (e.g. the name or date of the completed procurement procedure);
  - b) if the Contractor exercises the right to limit the processing of his personal data, the Ordering Party will be entitled to process these data until the end of the procedure for contract award.
8. Appendix to the Announcement about order:
- 1) specification,
  - 2) bid form.

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prof. dr hab. inż. Jacek Stefański