

Gdańsk, dnia 31.01.2025 r.

ZZ/56/019/D/25

CONTRACT AWARD NOTICE

Gdańsk University of Technology, Faculty of Applied Physics and Mathematics, acting pursuant to art. 11 para. 5 point 1 of the Act of September 11, 2019 - Public Procurement Law (Journal of Laws of 2024, item 1320), informs about the intention to award a public contract to provide inkjet printer and invites you to submit tenders.

1. Description of the object of Contract:
A detailed description of the object of Contract can be found the Appendix No.2 - Order description.
2. Deadline for the performance of the Contract:
Required deadline for the performance of the Contract: up to 8 weeks from the date of signing the contract.
3. Guarantee requirements:
The Ordering Party requires the Contractor to provide a guarantee for the inkjet printer for a minimum of 12 months. The guarantee period will be counted from the date of signing the delivery and acceptance protocol without any reservations.
4. **The offer should include:**
 - a) the object of the Contract;
 - b) the price, including all costs necessary to perform the Contract in PLN/different currency *;
 - c) the deadline for order completion;
 - d) the guarantee;
 - e) the validity period of the offer.
5. Description of how to calculate the offer price:
 - a) the price of the offer is the price specified in the "OFFER/TENDER" form (the model form is attached as Appendix 1 to this Contract Award Notice);
 - b) the price must be specified in Polish zlotys or different currency;
 - c) the offer price should be determined in gross value (including VAT) in the case of submission of an offer in Polish zlotys, with an accuracy of two decimal places;
 - d) in the case of submitting an offer in a currency other than PLN, the offer price shall be converted into PLN according to the exchange rate of the National Bank of Poland, Table A, valid on the day set as the deadline for submission of tenders;
 - e) the offer price should be calculated taking into account all costs necessary for proper performance of the Contract, in particular: the purchase price of the order, transport costs to the registered office of the Ordering Party, guarantee, possible customs fees, costs of packaging, bringing and specialized training for users.
6. The offer/tender (the model form is attached as Appendix 1 to this Contract Award Notice) should be submitted by **(date) 07.02.2025 until (hour) 08:00 am** in writing to the following address: Gdansk University of Technology, Faculty of Applied Physics and Mathematics, 80-233 Gdansk, ul. G. Narutowicza 11/12, Main Building, room 103 or by e-mail to: **zam.publiczne.wftims@pg.edu.pl** giving the title of the e- mail **ZZ/56/019/D/25**. Offers submitted in electronic form should be made with electronic sign or in the form of a scan of the original document and must necessarily include the signature of the person submitting the tender. The Contractor may ask the Ordering Party to clarify the content of the Notice by e-mail at the following address: **zam.publiczne.wftims@pg.edu.pl**.
7. **Offer evolution criteria:**
When selecting an offer, the Ordering Party will be guided by the following criteria: Price 100%.
8. The Ordering Party will award the order to the Contractor who submits the offer with the lowest price that meets all the requirements of the specification contained in point 1.

9. The Contractor submitting the offer undertakes, in the case their offer is selected as the most advantageous one, to sign a contract with the content in accordance with the model constituting Appendix No. 3 to this Notice, within the time indicated by the Ordering Party.
10. The Ordering Party reserves the right to cancel the procedure at any time without giving reasons.
11. 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 does not mean making an order by the Gdańsk University of Technology or the conclusion of any contract, and does not mean that the Ordering Party must conclude a contract.
12. Privacy notice:

Pursuant to Article 13 paragraph 1 and 2 of the Regulation (EU) of The European Parliament and of the Council of 27 April 2016 on the protection of natural persons 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 L 119, 04.05.2016, p. 1), hereinafter referred to as „GDPR”, we hereby inform that:

- 1) The data controller of your personal data is Gdańsk University of Technology, 11/12 Gabriela Narutowicza Street, 80-233 Gdańsk; the data protection officer of Gdańsk University of Technology is Mr Paweł Baniel, e-mail: iod@pg.edu.pl, phone; +48 58 348 66 29;
- 2) The legal basis of the processing of your personal data is Article 6 (1) „c” of GDPR; your personal data will be processed for the purpose related to the public procurement procedure for the inkjet printer for the Faculty of Applied Physics and Mathematics (no. of the public procurement procedure: ZZ/56/019/D/25, conducted in accordance to Article 11 paragraph 5 point 1 of the Act of 19 September 2019 of Public Procurement Law (Journal of Laws 2024, item 1320), hereinafter referred to as „Public Procurement Law”;
- 3) The recipients of your personal data will be natural persons or legal entities to whom documentation of the aforementioned procedure will be made available in accordance with Article 18 of the Public Procurement Law;
- 4) Your personal data will be stored in accordance with Article 78 paragraph 1 and 4 of the Public, for a period of 4 years as of the date of completion of the procurement procedure; if the duration of the contract exceeds 4 years, the retention period covers the entire duration of the contract;
- 5) An obligation to provide your personal data directly by you is a statutory requirement set out in the provisions of the Public Procurement Law; this obligation is directly related to your participation of in the aforementioned public procurement procedure; the consequences of failure to provide your personal data are described in the Public Procurement Law;
- 6) We will not make any decisions based solely on automated processing as described in Article 22 of GDPR;
- 7) As the data subject you have right to:
 - the right to access your personal information: the right to submit a request for details about your personal information or a copy of that personal information (Article 15 of GDPR);
 - the right to rectify your personal information: the right to have inaccurate information about you corrected or removed (Article 16 of GDPR);
 - the right to restriction of processing: the right to request that your personal information is only used for restricted purposes (Article 18 of GDPR, with exceptions described in Article 18 (2) of GDPR);
 - right to lodge a complaint to the President of the Personal Data Protection Office in Poland if you consider the processing of personal data violates GDPR;
- 8) You have not:
 - the right to remove your personal data because of the Article 17 (3) b, d, e of GDPR;
 - the right to data portability which is described in Article 20 of GDPR;
 - the right to object to processings your personal data which is described in Article 21 of GDPR, because the legal basis for the processing of your personal data is Article 6 (1) c of GDPR.

In addition, pursuant to art. 19 paragraph 4 of the Public Procurement Law, the Ordering Party informs about restrictions referred to in art. 19 paragraph 2 and 3 and art.75 of the PPL Act:

- in the event that the Contractor uses his right to obtain confirmation whether personal data concerning him are being processed, the Ordering Party shall be entitled to request additional information from the Contractor specifying the request (e.g. name or date of the contract award procedure);
- in the event that the Contractor uses his right to limit the processing of his personal data, the Employer will be entitled to process this data until the contract award procedure is completed.

mgr inż. Marek Żabczyński
Administrative Director
Faculty of Applied Physics and Mathematics
(signed with a qualified electronic signature)