**Appendix No. 1**

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

##### **s**tamp of the Contractorplace and date

**BID FORM**

In response to the Quotation Request Notice in the procedure for **the delivery of two Acoustic Release Transponder** for the Institute of Oceanology of the Polish Academy of Science (procedure no IO/ZO/4/2020) the bid offer submits:

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

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

*(name and address of the Contractor/s)*

1. The bid offer is submitted:

* on our own behalf[[1]](#footnote-2)
* as a leader of the consortium comprising1 …………………………........................................................

*(name contractors who belong to the consortium)*

* as a partner in a civil-law partnership (under Polish Civil Law), whose partners are1: ………………….

*(name partners in a civil-law partnership)*

1. We offer the performance of the Contract for:

**Gross price** ……………………………………………….…….PLN/ USD / EURO[[2]](#footnote-3) (say:………………………………….……………....................................................................................),

including VAT ……………………………… PLN/ USD / EURO 2,

**Net value** ………………………………………………………….. PLN/ USD / EURO 2

(say………………………………………………………………………………………………………..).

*NOTE:*

* + - 1. *A bid price (a net value) should contain all costs related to the performance of the Contract, including but not limited to cost of the object of the contract, cost of packaging and transport to the place of destination, and insurance during delivery to the place of destination, cost of warranty.*
      2. *If a bid has been submitted by Contractor having its registered office and location of the business activity outside of the Republic of Poland, the Contractor shall indicate only the net value of the Contract. In order to evaluate such an bid offer, the Contracting Authority shall increase the bid price by adding the tax on goods and services (VAT).*
      3. *If a bid has been submitted, the selection of which would result in a tax obligation on the Contracting Authority under the provisions on tax on goods and services, the contracting authority shall, in order to evaluate such a bid, add the value added tax (VAT) payable under these provisions to the tender price. The Contractor, when submitting a bid, shall inform the Contracting Authority whether the selection of bid will lead to a tax obligation on the Contracting Authority, indicating the name (type) of goods or services, delivery of which will lead to a tax obligation, and indicating their value without the tax amount.*

1. **We offer the delivery of following two acoustic release transponder**:

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

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

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

*(manufacturer, type, model, catalogue number of offered devices)*

*NOTE:*

*The Contractor should also submit Technical Specifications of offered devices (catalogs, brochures, catalog cards, etc.) confirming that the offered devices meet the requirements described in Chapter II of the Notice.*

1. **Warranty** for the object of the procedure is …….. months *(no less than 12 months)*, counted from the date of final acceptance of the object of the Contract without reservations.
2. We offer the delivery of the object of the contract no later than **within 2 months** from the date of signing the Contract, to the Contracting Authority’s register office**, ul. Powstancow Warszawy 55, 81-712 Sopot, Poland**.
3. We declare that the quoted price includes all the costs that will be incurred by the Contracting Authority if this bid offer is selected.
4. We confirm that we do not participate in any other bids concerning the same proceedings.
5. We declare that we have become acquainted with the content of the Quotation Request Notice in the area of science and we make no reservations thereto.
6. We declare that the Contractor fulfills all the conditions set forth in the Quotation Request Notice in the area of science and the offered object of the Contract will fulfill requirements laid down by the Contracting Authority.
7. We declare that we consider ourselves to be bound by this bid offer for the period of 30 days after the expiration of the deadline for submitting bids.
8. We accept the conditions of the Contract, as set out in the template attached as Appendix No. 3 to the Quotation Request Notice. Shall our bid be selected, we commit to enter into the agreement according to the provided template on the date set by the Contracting Authority.
9. **We do not intend / We intend**[[3]](#footnote-4) to commission a subcontractor(s)[[4]](#footnote-5) ……………………………………... to perform the following part of the Contract: ...........................................................................................
10. Shall our bid be selected for implementation of abovementioned delivery, the Contract on the side of the Contractor will be signed by ....................................................................................................................... ……………………………………………………………………………………………………………...

*(provide the names and positions / authorization to represent)*

1. Internet : http:// ..................................................., e-mail ....................................@...................................., Phone:........................................, Fax:.......................................
2. Name and surname of the authorized contact person: .....................................................................
3. **We declare that we have fulfilled the information obligations provided for in art. 13 or art. 14 GDPR[[5]](#footnote-6) towards natural persons from whom personal data we have obtained, either directly or indirectly, in order to apply for the award of a public contract in these proceedings, especially we informed those persons, that their personal data will be made available to the Contracting Authority (The Institute of Oceanology of the Polish Academy of Science) and we acquainted them with Information Clause provided in Chapter VIII of the Quotation Request Notice.**[[6]](#footnote-7)

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

*signature and stamp of the Contractor or an authorized person[[7]](#footnote-8)*

**Appendix No. 2**

**THE CONTRACTOR**

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

place and date

…………………………..….……………………

*(full name, address, VAT No., name of the Company register*

*and number)*

represented by: ……………………………………

*(name, surname, position/ authorisation)*

**STATEMENT OF COMPLIANCE WITH THE CONDITIONS**

**OF PARTICIPATION IN THE PROCEDURE**

As we submit a bid in the procedure for the delivery of **the delivery of two Acoustic Release Transponder** for the Institute of Oceanology of the Polish Academy of Science (procedure no IO/ZO/4/2020), I hereby declare that the Contractor I represent meets the conditions of participation in the procedure, concerning:

1. has competences or authorisations to carry out specific professional activity, if required under separate regulations - *The Contracting Authority does not specify this condition*;
2. has economic or financial standing – within the scope of expertise and experience: *in the form of at least two properly completed or ongoing (in case of periodical or permanent contracts) deliveries corresponding to the subject of contract, i.e. the delivery of hydroacustic instruments, with a gross value of at least PLN 60 000 each, which took place within the last 3 years before the end of the deadline for the submission of bids or, if the period of the Contractor’s activity is shorter – within that period;*
3. has technical or professional capability – *Ensuring the execution of the contract.*

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

*signature and stamp of the Contractor or an authorized person[[8]](#footnote-9)*

**Appendix No. 3**

### **CONTRACT No. ............. – TEMPLATE**

concluded on ................. in Sopot, Poland

between:

**the Institute of Oceanology of the Polish Academy of Sciences (Instytut Oceanologii Polskiej Akademii Nauk) in Sopot, ul. Powstancow Warszawy 55, 81-712 Sopot, Poland,** NIP(VAT No.) PL5851004839, REGON (Polish National Official Business Register) 000632467, registered in Rejestr Instytutow Naukowych (Science Institute Register) under no RIN-VII-14/98, hereinafter referred to as the CONTRACTING AUTHORITY, represented by:

Director – ................................................................

and

business entity ............................... with its registered office in ......................................................................... registered in (name and of the register and number) ............................................................................................ NIP (VAT No.) ................................ REGON........................................,

hereinafter referred to as the CONTRACTOR represented by:

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

as follows:

**§ 1**

1. The Contract is awarded based on the selection of the most favourable bid chosen in the Quotation Request Notice procedure No. IO/ZO/4/2020 with net value not exceeding the equivalent of 30 000 euro, referred to in article 4 section 8 of the Act of 29 January 2004 Public Procurement Law (the consolidated text in the Journal of Laws from 2019, item 1843, as amended).
2. The contract is funded from project “Procesy turbulentnego mieszania w Rynnie Słupskiej (Bałtyk Południowy)” (SufMIX, 2019/33/B/ST10/02189) funded by National Science Centre (NCN).

**§ 2**

1. The subject of the Contract is the **delivery of two acoustic release transponder** for the Institute of Oceanology of the Polish Academy of Science in accordance with the submitted bid of …………….. (date) and the Quotation Request Notice dated ……… with appendices (hereinafter referred to as ‘the Notice’), being an integral part hereof.
2. The delivered equipment must meet in particular following technical specification:
3. The acoustic releases must be compatible with owned by the Contracting Authority control unit - ORE offshore 8011M Acoustic Transceiver Deck Unit;
4. The acoustic releases must be equipped with an acoustic transponder for bi-directional communication with the control unit (sending status and ringing);
5. The command codes: BACS commands (ORE Offshore);
6. Acoustic frequencies in the range 7 - 15 kHz;
7. Release load rating 250 kg;
8. Lifting load rating 750 kg;
9. Depth rating 3500 m;
10. Battery life 1.25 years;
11. Spares kit with o-rings, washers, strips e.t.c.;
12. Spare 8 pcs. of release links;
13. Spare 2 pcs. of alkaline battery packs.
14. The Contractor shall provide a brand new devices within the specified period of time. The devices shall be from current production, meet all the functional and technical requirements specified by the Contracting Authority, be free from defects or damage, not used, free of third-party rights.
15. Under the Contract the Contractor shall deliver the subject of contract to the Contracting Authority’s register office within the declared bid price (net value) referred to in § 4 section 1.
16. The Contractor shall provide the Contracting Authority with:
    * 1. complete documentation of the devices (including at least one copy of the operating manual) in Polish and/or in English,
      2. all licenses for software delivered within execution of the Contract, if required for usage,
      3. warranty or other documents, if required for the exercise of rights by the Contracting Authority.
17. In the event of concluding the Contract with the Contractors jointly applying for the Contract, such Contractors are jointly and severally liable for the performance of this Contract.
18. The Contractor represents that he has fulfilled information obligations provided for in art. 13 or art. 14 of the Regulation (EU) 2016/679 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’ or ‘Regulation’) towards natural persons from whom he has obtained personal data, either directly or indirectly, in order to execute and perform this Contract. Moreover, the Contractor represents that whenever he transfers any personal data to the Contracting Authority, he shall fulfil the obligation mentioned in the first sentence.

**§ 3**

* + - 1. The object of the Contract referred to in § 2 will be delivered not later than within **2 months** from the date of signing the Contract.
      2. The place of delivery of the object of the Contract: under the Contract the Contractor shall deliver the object of the Contract (pack and insure for delivery of the device to the place of destination) to Contracting Authority’s register office: **ul. Powstancow Warszawy 55, 81-712 Sopot, Poland**.

**§ 4**

* + - 1. According to the submitted bid, the Contractor’s remuneration for the performance of the Contract amounts to total (gross) of.................................. zł/$/€ (say: PLN/USD/EURO ...................................... 00/100), including VAT ………………. zł/$/€, net value:................................................ zł/$/€ (say: PLN/USD/EURO …………….................... 00/100).
      2. The costs of VAT and customs shall be accounted for and covered by the Contracting Authority, if the Contracting Authority has this obligation according to applicable rules of law (including laws on value added tax). If the Contracting Authority is obliged to fulfil this tax liability under applicable rules of law on value added tax, the Contractor shall be entitled only to the net value of the goods for which the Contracting Authority has a tax liability.
      3. The amount referred to in paragraph 1 includes all costs related to the performance of the Contract, including but not limited to cost of the object of the contract, cost of packaging and transport to the place of destination, and insurance during delivery to the place of destination, cost of warranty.
      4. The Parties agreed that the payment for the delivered object of the Contract will take place on the basis of the invoice delivered to the Institute of Oceanology of the Polish Academy of Sciences, following the signing the acceptance protocol by the Contracting Authority without reservations.
      5. Payment will be transferred from the account of the Contracting Authority to the Contractor's account specified on the invoice within 21 days from the date of acceptance of the object of the Contract without reservations and after receipt of the invoice properly issued by the Contractor.
      6. The day of debiting of the Contracting Authority’s account will be considered as the date of payment.
      7. The Contractor is entitled to statutory interest for the delay in payment.
      8. The advance payment, no higher than 20% of remuneration referred to in paragraph 1, can be made on Contractor’s request. The advance payment will be made based on pro forma invoice. The advance payment will be transferred from the account of the Contracting Authority to the Contractor's account specified on the pro forma invoice within 14 days from the date of receipt of the pro forma invoice properly issued by the Contractor.
      9. The account number specified by the Contractor on the invoice and/or pro forma invoice shall be consistent with the account number stated in the polish list of VAT taxpayers (Wykaz podatników VAT, hereafter refered to as “the white list of VAT taxpayers”), unless accordingly to legal provisions the Contractor’s account number is not subject to registration. *(does not apply to foreign entities)*
      10. The Contracting Authority is entitled to verify whether the account number specified on the invoice/pro forma invoice is registered on the white list of VAT taxpayers. In case of absence of the account number or mismatch, the Contracting Authority is entitled to withhold the payment until clarification of the matter. *(does not apply to foreign entities)*
      11. The Contracting Authority has a right to demand change of the account number specified on the invoice / pro forma invoice to the number registered on the white list of VAT taxpayers. The Contracting Authority is entitled to withhold the payment until the Contractor changes the account number specified on the invoice / pro forma invoice to the number registered on white list of VAT taxpayers. *(does not apply to foreign entities)*
      12. The Contracting Authority can make the payment using the split payment mechanism, regulated in chapter 1a of polish Goods and Services Tax Act.

**§ 5**

Warranty period for the object of this contract is ……..months from the date of acceptance of the object of the Contract without reservations.

The Contractor shall be liable to the Contracting Authority for any physical and legal defects of the delivered equipment (particularly involving any non-compliance with the description of the Subject of the Contract), as well as damage suffered during transport.

In the case of non-compliance of equipment, in particular in the case of lack of required and offered technical performance or functionality, and in the case of delivery of damaged equipment, the Contracting Authority may refuse to accept it. In such a situation the Contracting Authority shall inform the Contractor by mail, by fax or electronic mail, on the observations of the Contracting Authority as to the irregularities sending a written protocol and call the Contractor to remedy the defects within the specified time or to provide defect-free equipment.

In the case of irregularities found in the delivered equipment, in particular lack of required and offered technical performance or functionality after the commencement of individual analysis, the Contracting Authority shall notify the Contractor of the irregularities within 5 days from the date of disclosure in writing, by fax or electronically. The notification should be accompanied by: a complaint report including the request detailing the method of the removal of the irregularities and equipment acceptance protocol.

Irregularities indicated by the Contracting Authority and referred to in the paragraphs 3 and 4 above shall be removed by the Contractor at its own expense, in the manner specified by the Contracting Authority, no later than 21 days from the date, on which the irregularities were claimed, subject to longer period for removal of defects upon agreement with the Contracting Authority.

Shall the Contractor fail to respond to the notice of the irregularities within 7 days of its receipt, it will be tantamount to recognition of the complaint and Contractor’s commitment to immediately remove the irregularities.

If the irregularities cannot be removed, the Contractor shall deliver the defect-free equipment within 21 days of filing the complaint for the remuneration provided for hereto.

**§ 6**

1. The subject of the Contract shall be performed by the Contractor without / with the assistance of a subcontractor (delete as appropriate) ………………………………. with respect to …………………………. .
2. The Contractor may perform the subject of the Contract with the assistance of a subcontractor if he makes a subcontract in writing or otherwise null and void.
3. Execution of part of the Contract may be subcontracted by the Contractor from Subcontractors not listed in section 1 in the course of performing the subject hereof only by written consent of the Contracting Authority and provided it does not amend the terms and conditions of the Contract Notice.
4. Subcontracting the execution of part of the Contract shall not change the obligations of the Contractor towards the Contracting Authority for the performance of the part of agreement. The Contractor shall be liable for the actions, omissions, and negligence of subcontractors as for his own actions, omissions, and negligence.
5. The Contractor shall notify the Contracting Authority of every planned change in subcontracting (including of the intention to subcontract work from a new subcontractor, a change of the scope of work performed by a subcontractor, a change of a subcontractor, or resigning from a subcontractor) by a deadline that enables the Contracting Authority to exercise its rights resulting from this Contract.

**§ 7**

The Contractor shall pay to the Contracting Authority stipulated penalties in the amount of:

1. 0.2% of the net value of the Contract for each day of default in delivery of the object of the Contract;
2. 0.2% of the net value of the Contract for each day of default in removal of defects found during or after the acceptance of the object hereof;
3. 20% of the net value of the remuneration for the withdrawal by the Contractor from the Contract for reasons not attributable to the Contracting Authority;
4. 20% of the net value of remuneration for the withdrawal by the Contractor from the Contract for reasons attributable to the Contractor as defined in § 8 section 2.
5. The above-mentioned contractual penalties shall be paid by the Contractor within 14 days of the submission of a request for payment by the Contracting Authority to the bank account of the Institute.
6. The Contracting Authority reserves the right to claim compensation in excess of the above penalties under the general rules of the Polish Civil Code.
7. The Contracting Authority shall be entitled to deduct stipulated penalties from the remuneration payable to the Contractor.

**§ 8**

1. If a major change of circumstances occurs that makes the performance of the Contract against the public interest, which could not have been predicted upon the execution hereof, or if the further performance hereof may threaten the important interest of the state or public security, the Contracting Authority may withdraw from this Contract within 30 days of becoming aware of such circumstances. In this event the Contractor may require exclusively the remuneration due to him for the completed part of the Contract.
2. The Contracting Authority reserves the right to withdraw from the Contract within 15 days of re-delivery of malfunctioning equipment by the Contractor or failing to meet the required and offered technical specification or if the defects are not removed – following a formal notice to the Contractor to fulfil the obligations in accordance with § 5 sections 5 and 7 of the Contract and setting an additional term to remove the irregularities.

**§ 9**

Any changes or additions to this Contract shall be in writing under pain of nullity.

The Contracting Authority anticipates possibility of changes in the Contract, especially in occurrence of following [circumstance](http://pl.pons.com/t%C5%82umaczenie/angielski-polski/circumstance)s:

1. changes will be advantageous to the Contracting Authority in terms of Contract execution, especially they will advance date of delivery of the object of the Contract, lower the cost incurred by the Contracting Authority of execution, maintenance or usage of the object of the contract or increase its usefulness;
   1. changes in the deadline for completion of the contract - in the case where it is impossible for the Contractor to meet the deadline for execution of the Contract for reasons beyond the control of the Contractor;
   2. in the event of force majeure, such as occurrence of a random event caused by external factors, which could not have been predicted with certainty, in particular, a direct threat to life or health of people or risk of significant damage;
   3. changes to the Contract are necessary due to the changes in the relevant legislation;
   4. changes to the contract are necessary due to actions taken by the administrative bodies or institutions authorized to issue decisions or other commanding or supervisory acts related to the delivery of the object of Contract.

**§ 10**

The Contractor may not assign claims arising from this Contract to a third party without the written consent of the Contracting Authority.

The Parties agree that this Contract shall be governed by and interpreted according to Polish law *(\*if the contract is made with the Contractor who is a foreign entity)*.

Any disputes resulting from the performance of this Contract shall be resolved in negotiations, and if no agreement can be reached, a dispute shall be resolved by a court competent for the registered office of the Contracting Authority.

Regulations of the Polish Civil Code shall apply to any issues not governed herein.

This Contract has been made in three copies, including 2 copies for the Contracting Authority and one copy for the Contractor.

In the case of the preparation and signing of the English version of the Contract, the Polish version is the basis for the interpretation of the Contract.

THE CONTRACTING AUTHORITY THE CONTRACTOR

………………………... ………………………

**Appendices to the Contract:**  
Appendix No. 1 – the Bid form ……(date)

1. Delete as appropriate [↑](#footnote-ref-2)
2. Delete as appropriate [↑](#footnote-ref-3)
3. Delete as appropriate [↑](#footnote-ref-4)
4. Indicate the name of the subcontractor [↑](#footnote-ref-5)
5. Regulation (EU) 2016/679 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’ or ‘Regulation’) (OJ EU L 119 of 4 May 2016, p. 1). [↑](#footnote-ref-6)
6. If the Contractor does not transfer any personal data other than concerning him directly or the exemption is applicable from the information obligation according to art. 13(4) or art. 14(5) GDPR, the Contractor does not submit the declaration (removing the content of the declaration, for example by its deletion). [↑](#footnote-ref-7)
7. In case of submitting the Bid form In form of electronic document, the Contractor shall sign it with a qualified electronic signature [↑](#footnote-ref-8)
8. In case of submitting the Statement of compliance with the conditions of participation in the procedure in form of electronic document, the Contractor shall sign it with a qualified electronic signature [↑](#footnote-ref-9)