

**Appendix no 1. Proposal form**

**Proposal form**

**For the implementation of a qualitative study within the Prediabile project in Spain.**

**W.Ps-361/21/2022**

Contractor: .....  
Contractor's Address: .....  
Tax ID No.: ..... Regon No.: .....  
Contact Tel: ..... E-mail: .....

I/we submit this offer

<b>Price</b>	----- <i>/net price/</i>	----- <i>/ VAT w %/</i>	----- <i>/ VAT w zł/</i>	----- <i>/Gross value /</i>
<b>Years of experience conducting qualitative research in Spain</b> <i>(place an X in the appropriate box).</i>				
5 - 6 years of experience				
7-8 years of experience				
More than 8 years of experience				
<b>Experience in conducting qualitative research within the framework of EU projects</b> <i>(place an X in the appropriate box)</i>				
1 project				
2 - 3 projects				
More than 3 projects				

**The person supervising the execution of the order:.....(insert name, surname)**

I declare that:

- I have read the contents of the inquiry and accept its contents in all respects,
- I consider myself bound by the offer for the period indicated in the documentation of the proceedings
- there is no conflict of interest as defined in the Public Procurement Law, Article 109, paragraph 1, item 6.
- I have no capital or personal relations with the Procuring Entity\*.

\*The capital or personal relations referred to above are understood as mutual relations between the Contracting Authority or persons authorized to incur liabilities on behalf of the Contracting Authority or persons performing activities on behalf of the Contracting Authority.

I/we are not subject to exclusion from the proceedings due to the grounds referred to in Articles 108 (1) and 109 (1) of the Public Procurement Law,

- I/we are not subject to exclusion from the proceeding pursuant to Article 5k of the Sanction Regulation and the selection of our offer will not lead to the award or further execution of any public contracts or concessions falling within the scope of the Public Procurement Directives, as well as the scope of Art. 10 par. 6(a)-(e), (8), (9) and (10), Articles 11, 12, 13 and 14 of Directive 2014/23/EU, Articles 7 and 8, Article 10(b)-(f) and (h)-(j) of Directive 2014/24/EU, Article 18, Article 21(b)-(e) and (g)-(i), Articles 29 and 30 of Directive 2014/25/EU and Article 13(a)-(d), (f)-(h) and (j) of Directive 2009/81/EC to or with:

(a) Russian citizens or natural or legal persons, entities or bodies based in Russia;

(b) legal persons, entities or bodies, more than 50% of whose ownership rights directly or indirectly belong to the entity referred to in point (a) of this paragraph;

or

(c) natural or legal persons, entities or bodies acting on behalf of or under the direction of an entity referred to in subparagraphs (a) or (b) of this paragraph

- including subcontractors, suppliers or entities whose capacity is relied upon within the meaning of the public procurement directives, where they account for more than 10% of the value of the contract.

- I am not subject to exclusion from the proceeding on the basis of Article 7, paragraph 1 of the Law of April 13, 2022 on special solutions to prevent support for aggression against Ukraine and to protect national security (Journal of Laws, item 835).

- I meet all the conditions for participation in the procedure and in the event of choosing my / our offer as the most advantageous, I undertake to perform the contract on the terms specified in the inquiry, description of the subject of the contract and the contract template.

.....  
Place and date

.....  
Signature of the Contractor

## **Appendix No. 2** - Information regarding the processing of the Contractor's personal data

Information regarding the processing of personal data by the University of Warsaw for representatives, proxies and members of bodies of companies or other entities cooperating or contacting the University of Warsaw

### **1 Administrator**

The administrator of personal data processed in the process of verification of the achieved results of the University is the University of Warsaw (UW), 26/28 Krakowskie Przedmieście Street, 00-927 Warsaw. The administrator can be contacted by:

- by mail: University of Warsaw, 26/28 Krakowskie Przedmieście Street, 00-927 Warsaw;
- by telephone: 22 55 20 000.

### **2 Data Protection Inspector (DPO).**

The Administrator has appointed a Data Protection Officer who can be contacted on all matters relating to the processing of personal data and the exercise of rights related to the processing of personal data at: [iod@adm.uw.edu.pl](mailto:iod@adm.uw.edu.pl).

However, the tasks of the DPO do not include the execution of other matters, such as providing information related to the related to the implementation and handling of the contract.

### **3 Purpose and legal basis of personal data processing**

Your personal data will be processed for the following purposes:

- to conclude or perform a contract between the UW and an entity with which the person is affiliated or on whose behalf the person is acting, as well as to verify that entity (e.g., a client, contractor or other entity contacting the University of Warsaw) and to contact that entity on an ongoing basis - the basis for processing personal data is: Article 6(1)(b) and (f) of the RODO ;
- to carry out activities resulting from generally applicable legal regulations, in particular in connection with the fulfillment of obligations arising from tax and accounting regulations and regulations governing the conduct of proceedings by authorized entities - the basis for the processing of personal data is: Article 6(1)(c) RODO;
- performance of a task in the public interest - the basis for processing personal data is Article 6(1)(e) of the RODO;
- the establishment, investigation or defense of claims in judicial, administrative or other extrajudicial proceedings - the basis for processing personal data is: Article 6(1)(f) RODO;
- archival (evidential), consisting of securing information in case of the need to prove facts or demonstrate the fulfillment of an obligation incumbent on the UW - the basis for the processing of personal data is: Article 6(1)(f) of the RODO.

### **4 Recipients of the data**

Access to personal data will be granted to employees of the controller who need to process personal data in connection with the performance of official duties.

Personal data may be disclosed to public authorities, institutions or third parties authorized to request access to or receive personal data under applicable laws.

Recipients of personal data may also be entities to which the controller, on the basis of a contract of entrustment of personal data processing, will commission the performance of certain activities that involve the need to process personal data.

### **1. Period of processing of personal data**

The period of processing of personal data depends on the purpose for which the data are processed. The period for which personal data will be kept is calculated based on the following criteria:

- accounting, for a period of 5 years from the beginning of the year following the fiscal year in which operations, transactions or proceedings related to the concluded contract were finally completed, paid off, settled or barred;
- tax, for a period of 5 years, counting from the end of the calendar year in which the tax obligation resulting from the settlement of the concluded agreement arose;
- in the scope of UW's performance of activities resulting from generally applicable laws - for the period resulting from these laws;
- with regard to the fulfillment of UW's legitimate interests constituting the basis for such processing, for the period necessary for the fulfillment of such purpose or until an objection to such processing is raised, unless there are legitimate grounds for further processing by UW;
- with respect to establishing and asserting its own claims or defending against claims made - until the statute of limitations for potential contractual or other claims.

### **2. Rights related to the processing of personal data**

The Administrator guarantees the exercise of all rights related to the processing of personal data under the terms of the RODO, i.e. the right to:

- access to the data and to receive a copy of the data;
- to rectify (amend) their personal data;
- to restrict the processing of personal data;
- have your personal data deleted (subject to Article 17(3) of the RODO);
- to object;
- lodge a complaint with the President of the Data Protection Authority if you consider that the processing of your personal data

personal data violates the provisions of the law on personal data protection.

### **3. Obligation to provide personal data and the consequence of failure to provide data**

Provision of personal data is mandatory, failure to provide data will prevent the realization of the purposes indicated in Section 3.

#### **4. Source of personal data**

The personal data that UW processes comes from a customer or contractor or other entity contacting UW, or from publicly available sources. The categories of personal data of persons affiliated with companies or other entities (e.g., members of the bodies of these entities), including the actual beneficiaries, are the same as those from publicly available sources or those provided by a customer or contractor of UW or by another entity contacting UW.