



UNIwersytet
Warszawski

Wydział Psychologii



Warsaw, 13.02.2022

OPEN REQUEST FOR QUOTATION

for the design, development, launch and operation of a mobile application for respondents
in the project 'The relevance of temporal perspectives on the dynamics of affective states,
motivation

and performance levels in sport:
Verification of the theoretical model
W.Ps-361/25/2022

1. ORDERING PARTY

Wydział Psychologii Uniwersytetu Warszawskiego (Faculty of Psychology of the University of Warsaw) ul. Stawki 5/7, 00-183 Warszawa	
REGON (Business ID): 24000001258 NIP (Business Registration No.): 525-001-12-66 fax (22) 635-79-91 www.psych.uw.edu.pl e-mail: sekog@psych.uw.edu.pl	<u>Contact email address for the request for quotation:</u> e-mail: zamowienia@psych.uw.edu.pl

2. Description of the subject matter of the order

I. General part

1. This subject matter of the order assumes the creation of a mobile application which operates on mobile devices. The application will be dedicated to smartphones with the possibility to run on tablets.
2. The main objective is to collect questionnaire data and information on the implementation of training plans by athletes. This data will be used for analysis as part of a project investigating the importance of temporal perspectives in sport.
3. The navigation system of the application must be designed in accordance with the current principles of mobile application development. Navigation in the application should be intuitive and ergonomic for the user, provide easy access to the desired content through modules, provide a clear and understandable communication system.
4. The solutions applied shall minimise the number of actions to be performed by the user when using a given function.
5. The main strengths of the application will be its clarity, accessibility, intuitiveness, user-friendliness and practical applicability for the purposes of the research project described.
6. The Ordering Party will prepare and deliver all textual content in Polish.

7. The structure of the application will be based on at least 3 modules - questionnaire, training and researcher contact panel (enabling researcher-respondent messaging).
8. The modules in question will be responsive to sports activity applications (e.g. Garmin, Polar, Suunto, Strava, Nike Run, Runtastic).
9. The Contractor undertakes to prepare the application comprehensively: consultation with the Ordering Party, software development, creation of the database system on the server, creation of the graphic design of the application, implementation of the application and ongoing maintenance. The Ordering Party reserves the right to change the name or configure the names of the basic items.
10. The Contractor shall be obliged to maintain the application for 48 months as well as development and technical support.
11. The Contractor shall also create an administration panel as part of the application and train the persons delegated by the Ordering Party as administrators of this application.
12. The supplied software shall operate on the basis of a dedicated application server (containing a separate database). Some of the information should be entered into the database automatically, after being downloaded from integrated applications and websites, as indicated in the detailed description below, and some should be entered directly by responsible persons, e.g. via a dedicated administration panel.
13. The app shall be available only to selected users – designated as research subjects. The app shall be downloadable free of charge in the Google Play and App Store.
14. There shall be a minimum of 3 meetings between the Ordering Party and the Contractor during the consultation and execution phase of the application to discuss the progress of the application to date and to plan the next stages of work related to the subject matter of the order.

II. Detailed description of the subject matter of the order

1. Basic information on the execution of the application

General information:	
Name and subject matter of the order	Design, development, launch and operation of a mobile application for respondents in the project ‘The relevance of temporal perspectives on the dynamics of affective states, motivation and performance levels in sport: Verification of the theoretical model’.
Recipient group	Research subjects (athletes)
Language version	Poland
Assumptions:	
Purpose:	Collection of questionnaire and training data necessary to perform analyses as part of a project investigating time perspectives in the context of sport competition.
Navigation and structure:	
1. The application shall consist of at least 3 modules – questionnaire, training and researcher contact panel (allowing for researcher-responder messaging).	
2. The navigation system of the mobile application must be designed in accordance with the current principles of mobile application development.	
3. The app should display a welcome screen with terms and conditions and a checkbox confirming acceptance of the app's terms of use (and GDPR information) when it is first used.	
4. Navigation must be intuitive for the user, provide easy access to the content sought, provide a clear and understandable communication system.	

5. It is advisable to keep the basic principles ensuring a high level of ergonomics in the arrangement of elements/modules/buttons of the mobile application. The structure of the application should be modern and, above all, intuitive.
6. The structure of the presented information should be coherent and understandable for the user.
7. The hierarchy of information should not be too deep so as not to make it difficult for the user to reach all sections.
8. Screen elements should encourage and support navigation.
9. Button labels should be informative (provide full information).
Graphic design of the mobile application:
1. The Contractor, after concluding the agreement, shall prepare and present at least 2 graphic designs, compliant with the system of visual identification of the Faculty of Psychology of the University of Warsaw.
2. The interface of the application should be visually and aesthetically attractive, clear and legible. Graphic designs shall be made by a professional graphic designer.
3. Basic elements of graphic design: start page of the application; main screen icons characteristic for individual modules; lists containing a graphic element (icon, photo, etc.) and text; pages for the presentation of individual content, containing graphic elements, text, multimedia, etc.; navigation elements; other elements necessary to ensure the clarity of the presented information and ease of use of the application.
4. The Contractor shall take into account the Ordering Party's comments in the compilation of the graphic designs.
5. The Contractor shall provide the Ordering Party with base versions of all graphic elements used in the designs, allowing for their creation on their basis.

2. Technical requirements of the application:

- a) The mobile application subject matter of the order must work on all mobile devices using Android (version 5.0 and above), Apple iOS (10.0 and above).
- b) The Contractor shall provide technical documentation and source codes for the mobile application.
- c) As part of the implementation, the Contractor shall upload the applications to online shops – Google Play and App Store.
- d) The Contractor shall provide the Ordering Party with the files necessary to place the application in the above-mentioned online shops, as well as to download the application from the Ordering Party's website.

4. Operation and training of app moderators

- a) As part of the subject matter of the order, the Contractor shall be obliged to operate the application for 48 months from the date of handover of the application to the Ordering Party.
- b) In addition, the Ordering Party shall organise training in the operation, moderation and management of the application administration panel for delegated employees of the Ordering Party (2 to 5 persons).

5. Warranty:

- a) The Contractor shall provide a 48-month warranty for the delivered and implemented System. As part of the warranty, the Contractor undertakes to:
 - remedy free of charge any defects, in particular non-conformity of the System with the documentation supplied;
 - assist in the analysis of the source code and System documentation;
 - provide explanations to administrators on the use and operation of the completed system;
 - assist in making changes to the System;

- assist in optimising the operation of the System, direct diagnostics at the Ordering Party's target location, using the remote access method.

3. LEAD TIME:

Lead time: 6 weeks from the date of signing the contract

4. CONDITIONS FOR PARTICIPATION IN THE PROCEDURE

1. The order may be awarded to all Contractors who:
 - are not subject to exclusion from the public procurement procedure in the circumstances referred to respectively in Article 108, section 1 and Article 109, section 1 of the Act, and that they are not subject to exclusion from the procedure pursuant to Article 5k of the Sanction Ordinance and that the selection of their quote will not lead to the award or further performance of any public contracts or concessions falling within the scope of the Public Procurement Directives, as well as the scope of Art. 10 sections 1, 3, 6(a) to (e), 8, 9 and 10, Art. 11, 12, 13 and 14 of Directive 2014/23/EU, Art. 7 and 8, 10(b) to (f) and (h) to (j) of Directive 2014/24/EU, Art. 18, 21(b) to (e) and (g) to (i), Art. 29 and 30 of Directive 2014/25/EU and Art. 13(a) to (d), (f) to (h) and (j) of Directive 2009/81/EC to or with:
 - (a) Russian citizens or natural or legal persons, entities or bodies established in Russia;
 - (b) legal persons, entities or bodies in which more than 50% of the ownership rights are directly or indirectly held by an entity referred to in point (a) of this section; or
 - (c) natural or legal persons, entities or bodies acting on behalf of or at the direction of an entity referred to in point (a) or (b) of this section – including subcontractors, providers 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 order;
 - are not subject to exclusion from the procedure pursuant to Article 7, section 1 of the Act of 13 April 2022 on special solutions to counteract support for aggression against Ukraine and to protect national security (Journal of Laws item 835);
 - are economically active in the provision of services entitling them to perform the task;
 - have at their disposal human potential capable of performing the order;
 - have the economic and financial standing to perform the order;
 - submit a complete and signed quote by the indicated deadline.
2. Contractors who have submitted declarations or documents containing untruth within the framework of this procedure shall be excluded from the procedure.
3. The Ordering Party shall exclude the Contractor whose quote was rejected due to untruthfulness in previous procedure conducted by the University of Warsaw.
4. The evaluation of the fulfilment of the conditions for participation in the procedure shall be based on the statements /documents submitted by the Contractor together with the quote form.
5. The Ordering Party shall not allow submission of variant quotes with respect to individual parts of the project (changes in methodology, time of execution, manner of execution, etc.).
6. The Ordering Party shall reject the Contractor's quote if:

- its content does not correspond to the content of the Open Request for Quotation;
 - it does not comply with the Civil Code;
 - it does not meet the conditions of participation in the procedure;
 - submitted a quote after the deadline for submission of;
 - its submission constitutes an act of unfair competition within the meaning of the provisions on unfair competition;
 - contains an abnormally low price in relation to the subject matter of the order;
 - is invalid on the basis of separate regulations;
 - is subject to exclusion from participation in the procurement procedure.
7. The Ordering Party shall correct the following in the quote:
- obvious typing errors;
 - obvious calculation errors;
 - other errors consisting in inconsistency of the quote with the open request for quotation which do not cause significant changes in the contents of the quote, – by immediately notifying the Contractor whose quote has been corrected.
8. The Ordering Party shall consider as an obvious calculation error in particular:
- any mistakes in arithmetic operations on numbers, taking into account their consequences;
 - errors consisting in the discrepancy in the price of a quote entered numerically and in words, accepting as correct the entry resulting from correctly performed arithmetical calculations.
9. During the examination and evaluation of quotes, the Ordering Party may demand explanations from contractors regarding the contents of submitted quotes, as well as explanations regarding the contents of statements, documents, powers of attorney enclosed with the quote, supplementing the required statements, documents, powers of attorney. The Ordering Party may request additional information or documents in this regard directly from the competent entity for which the services were or are performed.
10. If the offered price seems abnormally low in relation to the subject matter of the order and raises doubts in the Ordering Party as to the possibility of performing the subject matter of the order in accordance with the requirements specified by the Ordering Party or resulting from separate regulations, the Ordering Party shall ask for explanations, including submission of evidence, regarding the price calculation. The obligation to prove that the quote does not contain an abnormally low price or cost shall be borne by the Contractor.
11. The Ordering Party shall reject the quote of the Contractor who fails to provide the explanations (the lack of explanation shall also be deemed as the submission of laconic, general explanations not supported by evidence) referred to in section 9 above or if the evaluation of these explanations together with the submitted evidence confirms that the quote contains an abnormally low price in relation to the subject matter of the order.
12. The Ordering Party reserves the right to enter into negotiations with all non-excluded Contractors whose quotes have not been rejected.
13. The Ordering Party reserves the right to select the next highest quote from among the remaining valid quotes (according to the quote ranking), if the Contractor, whose quote was selected as the most advantageous, evades entering into the agreement. The Ordering Party may repeat the process of selecting the next highest quote from among the remaining valid quotes (according to the quote ranking) if the next Contractor refuses to enter into the agreement.
14. The Ordering Party reserves the right to:

- change the content of the open request for quotation before the deadline for submission of quotes;
 - invalidate the procedure at any stage, also after the selection of the most advantageous quote, and before concluding the agreement without stating the reason.
15. All costs related to the preparation and submission of the quote shall be borne by the Contractor. Contractors shall not be entitled to make any pecuniary or non-pecuniary claims against the Ordering Party in connection with this Request for Quotation, including for their costs and potential damages, in particular in the event that the Ordering Party cancels this procedure.

5. DESCRIPTION OF THE MANNER OF PREPARING A QUOTE

1. The quote must be drawn up in accordance with the quote form attached to the request for quotation.
2. The contents of the quote must correspond to the contents of this request for quotation.
3. The quote must be signed by the Contractor, the Contractor's representatives listed in the company's current registration documents or persons on the Contractor's side authorised to incur liabilities on its behalf. Formal authorisation should then be attached to the quote.
4. The contractor shall be bound by the quote for a period of **30 days**. The quote validity period shall commence upon the expiry of the quote submission deadline.
5. The procedure is conducted in Polish.
6. The quote should include:
 - the price of the ordered service;
 - List of experience;
 - References or other documents confirming proper execution of the agreement.
7. The Ordering Party reserves the right to leave without consideration a quote which does not comply with the requirements of this request for quotation, i.e. does not meet formal or substantial requirements.

Quotes should be sent as a scan of the signed quote form to: zamowienia@psych.uw.edu.pl;

The deadline for delivery of the quote is: **until 21.02.2023. by 10:00 a.m.**

6. EVALUATION OF THE QUOTES

The contractor, taking into account all the requirements referred to in this RfQ, should include in the gross price for the execution of the subject matter of the order all costs necessary for the proper execution of the subject matter of the order and take into account other charges and taxes, as well as possible discounts and rebates.

The price should be given to two decimal places.

Only those quotes which contain all the elements listed in point 5 shall be evaluated. In selecting the quotes, the Ordering Party shall be guided by the following criteria:

Evaluation criteria:

	Criterion	Weight
A	Gross order price	50
B	Experience in developing mobile applications	50
	TOTAL	100

A. Gross order price

This criterion is assigned a number of 50 points. The number of points to individual Contractors for the criterion, shall be awarded according to the following rule:

The quote with the lowest price shall receive 50 points.

Other quotes – the number of points calculated according to the formula:

lowest price

$$C_i = \frac{\text{lowest price}}{\text{price of the examined quote}} \times 50 \text{ points}$$

i – number of the examined quote

C_i – number of points for the criterion 'PRICE' (of the examined quote)

price of the examined quote – gross price of the QUOTE

B. Experience in the implementation of mobile applications.

A maximum of 50 points shall be allocated to this criterion. The number of points of individual Contractors for the criterion shall be awarded according to the following rule:

Preparation of 2 or less services meeting the above-mentioned conditions – 0 points.

Preparation of 3–4 services fulfilling the above-mentioned conditions – 10 points.

Preparation of 5–6 services meeting the above conditions – 20 points.

Preparation of 7–10 services fulfilling the abovementioned conditions – 30 points.

Preparation of 11–15 services meeting the above conditions – 40 points.

Preparation of 16 and more services meeting the above conditions – 50 points.

Points shall be awarded on the basis of references or other documents confirming proper execution of the service, attached to the quote.

The points awarded in each criterion to a given quote shall be added together. The bidder who obtains the highest number of points will be selected.

The contract shall be awarded to the contractor who obtains the highest number of points. Bidders shall be informed by e-mail of the result regarding the selection of the best quote.

7. ADDITIONAL INFORMATION

- In order to execute the order, an agreement shall be concluded with the selected Contractor.
- The Ordering Party reserves the right to negotiate detailed conditions of execution of the Contract with the best bidders.
- The Ordering Party reserves the right not to select any Contractor.
- The Ordering Party reserves the right to cancel the request for quotation without giving any reason.
- The price quoted in a currency other than PLN shall be converted from the Exchange Rate Table on the website of the National Bank of Poland on the day of opening of quotations.

Annex 1 Template form for the open request for quotation.

In response to the announcement:

OPEN REQUEST FOR QUOTATION
for the design, development, launch and operation of a mobile application for respondents
in the project 'The relevance of temporal perspectives on the dynamics of affective states,
motivation
and performance levels in sport:
Verification of the theoretical model

W.Ps-361/25/2022

I submit the following quote:

Contractor:

Contractor's address:

Tel., e-mail

NIP (Business Registration No.):....., REGON (Business ID):

Criteria			
A. Order price /Net value/ /VAT/ /Gross value/
B. Experience in developing mobile applications number of services		

I attach to the quote:

- List of completed services

I declare that:

- I have familiarised myself with the contents of the request for quotation and accept its contents in full;
- I declare that I have no capital or personal relations with the Ordering Party*;
- I consider myself bound by the quote for the period indicated in the contents of the open request for quotation;
- I have the necessary knowledge and experience to properly perform the subject matter of the order;
- I have adequate human and technical resources to provide the service constituting the subject matter of this open request for quotation;
- I am in an economic and financial condition allowing for the execution of the order;
- if our quote is selected as the most advantageous one, I/We undertake to conclude a written agreement at the place and date designated by the Ordering Party;

- all information provided in the above declarations is up to date and correct and has been presented with full knowledge of the consequences of misleading the Ordering Party in the presentation of the information;
- I am not subject to exclusion from the procedure due to the prerequisites referred to in Article 108, section 1 and Article 109, section 1 of the Act, of the Act and that I am not subject to exclusion from the procedure pursuant to Article 5k of the Sanction Ordinance and that the selection of the quote will not lead to the award or further execution of any public order or concession falling within the scope of the Public Procurement Directives as well as the scope of Art. 10 sections 1, 3, 6(a) to (e), 8, 9 and 10, Art. 11, 12, 13 and 14 of Directive 2014/23/EU, Art. 7 and 8, 10(b) to (f) and (h) to (j) of Directive 2014/24/EU, Art. 18, Art. 21(b) to (e) and (g) to (i), Art. 29 and 30 of Directive 2014/25/EU and Art. 13(a) to (d), (f) to (h) and (j) of Directive 2009/81/EC to or with:
 - (a) Russian citizens or natural or legal persons, entities or bodies established in Russia;
 - (b) legal persons, entities or bodies in which more than 50% of the ownership rights are directly or indirectly held by an entity referred to in point (a) of this section; or
 - (c) natural or legal persons, entities or bodies acting on behalf of or at the direction of an entity referred to in point (a) or (b) of this section – including subcontractors, providers 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 order;
- are not subject to exclusion from the procedure pursuant to Article 7, section 1 of the Act of 13 April 2022 on special solutions to counteract support for aggression against Ukraine and to protect national security (Journal of Laws item 835);
- I have fulfilled the information obligations provided for in Article 13 or Article 14 of the GDPR towards natural persons from whom I have directly or indirectly obtained personal data for the purpose of applying for a public order in this open request for quotation **.

.....
 *) The capital or personal links referred to above shall mean mutual links between the Ordering Party or persons authorised to contract on behalf of the Ordering Party, or persons performing activities on behalf of the Ordering Party related to the preparation and conduct of the contractor selection procedure, and the contractor, consisting in particular in:

- a) performing the function of a member of a supervisory or managing body, proxy, attorney;
- b) being in a marital relationship, 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.

**) If the contractor does not provide personal data other than directly related to it or there is an exemption from the application of the information obligation pursuant to Article 13 section 4 or Article 14 section 5 of the GDPR, the content of the declaration is not provided by the contractor (delete the content of the declaration e.g. by deleting it).

.....
 Place and date

.....
 Signature of the Contractor

Annex 2 – Information on processing of the Contractor's personal data

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

1. Controller

The controller of personal data processed in the process of verification of achieved learning outcomes is the University of Warsaw (UW), ul. Krakowskie Przedmieście 26/28, 00-927 Warsaw.

You may contact the Controller:

- by letter: University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warsaw;
- by phone at: 22 55 20 000.

2. Data Protection Officer (DPO)

The Controller has appointed a Data Protection Officer who can be contacted in all matters concerning the processing of personal data and the exercise of rights related to the processing of personal data at: iod@adm.uw.edu.pl.

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

3. Purpose and legal basis for the processing of personal data

Your personal data shall be processed for the following purposes:

- the conclusion or performance of an agreement between the University of Warsaw and an entity with which the person is related or on whose behalf the person is acting, as well as the verification of this entity (e.g. a customer, contractor or other entity contacting the University of Warsaw) and ongoing contact with this entity – the basis for the processing of personal data is: Article 6 section 1 letters b and f of the GDPR¹;
- the performance of activities resulting from generally applicable laws; in particular in connection with the fulfilment of obligations arising from tax and accounting regulations and regulations governing the conduct of proceedings by authorised entities – the basis for processing personal data is: Article 6 section 1 letter c of the GDPR;
- performance of a task in the public interest – the basis for processing personal data is Article 6 section 1 letter e of the GDPR;
- establishment, assertion or defence of claims in judicial, administrative or other extra-judicial proceedings – the basis for the processing of personal data is: Article 6 section 1 letter f of the GDPR;
- archival (evidential), consisting of safeguarding information in case of the need to prove facts or demonstrate the fulfilment of an obligation incumbent on the University of Warsaw – the basis for the processing of personal data is: Article 6 section 1 letter f of the GDPR.

4. Data recipients

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

Personal data may be disclosed to public authorities, institutions or third parties entitled to request access to or receive personal data on the basis of applicable legislation.

¹ 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) (Official Journal of the EU L 119 of 04.05.2016, p. 1, as amended), hereinafter referred to as the 'GDPR'.

Recipients of personal data may also be entities to which the controller, on the basis of an agreement on entrustment of personal data processing, commissions the performance of specific activities which involve the necessity to process personal data.

5. Period of processing of personal data

The duration of the processing of personal data depends on the purpose for which the data is processed. The period for which personal data shall be stored is calculated based on the following criteria:

- accounting, for a period of 5 years from the beginning of the year following the financial year in which the operations, transactions or proceedings related to the agreement concluded have been 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 the University of Warsaw performance of activities resulting from generally applicable legal regulations – for the period resulting from these regulations;
- with regard to the fulfilment of the University of Warsaw legitimate interests constituting the basis for such processing – for the period necessary for the fulfilment of such purpose or until an objection to such processing is raised, unless there are no legitimate grounds for further data processing by the University of Warsaw;
- in terms of establishing and asserting its own claims or defending against claims made – until the statute of limitations for potential claims arising from the agreement or otherwise.

6. Rights related to the processing of personal data

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

- access the data and receive a copy of it;
- rectify (amend) your personal data;
- restrict the processing of your personal data;
- have your personal data erased (subject to Article 17 section 3 of the GDPR);
- object;
- lodge a complaint with the President of the Personal Data Protection Office if you consider that the processing of your personal data violates the provisions of the data protection law.

7. *Obligation to provide personal data and consequence of failure to do so*

Provision of personal data is obligatory, failure to provide data shall prevent the fulfilment of the purposes indicated in point 3.

8. Source of personal data

The personal data that the University of Warsaw processes comes from a customer or contractor or other entity contacting the University of Warsaw, or from publicly available sources. The categories of personal data of persons related to 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 the University of Warsaw or by another entity contacting the University of Warsaw.

Annex 3 List of experience

Name of the institution	Implementation period

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date and signature