



UNIwersytet
Warszawski

Wydział Psychologii



Warszawa, 17.11.2022 r.

REQUEST FOR A PROPOSAL

**for the implementation of the qualitative research under the
Prediabile project in Spain – second proceeding.**

NO W.Ps-361/22/2022

1. CONTRACTING AUTHORITY

Wydział Psychologii Uniwersytetu Warszawskiego (Faculty of Psychology, University of Warsaw)

ul. Stawki 5/7, 00-183 Warszawa/ Warsaw

REGON 24000001258

NIP: 525-001-12-66

fax (22) 635-79-91

www.psych.uw.edu.pl

e-mail: sekog@psych.uw.edu.pl

E-mail address for contacts regarding the inquiry:
e-mail : zamowienia@psych.uw.edu.pl

2. SCOPE OF ORDER

Organising a qualitative online research in Spain, on attitudes and habits related to functional food, and providing the University of Warsaw with results in the form of transcription of interviews.

A detailed description of the subject of the contract is included in Annex 4 to the Inquiry.

3. TIMING:

The interviews (FGI, IDI) should take place between 5th December - 10th December 2022.

The deadline for delivering transcripts in English: 30 days from the date of signing the contract.

4. CONDITIONS FOR PARTICIPATION IN THE PROCEEDINGS

The contract can be applied for by all those who:

- members of "ESOMAR",
 - have an economic and financial situation that allows for the implementation of the contract,
 - submit a complete and signed offer within the prescribed period,
 - have human potential capable of performing the contract,
 - have an economic and financial situation that allows for the implementation of the contract,
 - declare the possibility of preparing transcripts into English,
 - have a minimum of 5 years of experience in preparing qualitative research in Spain.
 - are not subject to exclusion from the procedure due to the conditions referred to in Art. 108 sec. 1 and art. 109 paragraph. 1 of the Public Procurement Law, and that they are not subject to exclusion from the procedure pursuant to Art. 5k of the Sanctions Regulation and the selection of the offer 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 sec. 1, 3, sec. 6 lit. a) -e), sec. 8, 9 and 10, art. 11, 12, 13 and 14 of Directive 2014/23 / EU, Art. 7 and 8, art. 10 lit. b) to f) and lit. h) to j) of Directive 2014/24 / EU, Art. 18, art. 21 lit. b) to e) and lit. g) - i), Art. 29 and 30 of Directive 2014/25 / EU and Art. 13 lit. a) to d), lit. f) to h) and lit. (j) Directive 2009/81 / EC for or with the participation of:
 - a) Russian citizens or natural or legal persons, entities or bodies based in Russia;
 - b) legal persons, entities or bodies whose ownership rights directly or indirectly belong to the entity referred to in point (a) in more than 50%; a) of this paragraph;
- or
- c) natural or legal persons, entities or bodies acting on behalf or at the direction of the entity referred to in point (a). (a) or (b) of this paragraph
- including subcontractors, suppliers or entities reliant on capacities within the meaning of the Public Procurement Directives where they account for more than 10% of the contract value.
 - are not subject to exclusion from the procedure pursuant to Art. 7 sec. 1 of the Act of April 13, 2022 on special solutions in the field of counteracting supporting aggression against Ukraine and serving the protection of national security (Journal of Laws, item 835).
 - run a business in the field of providing services that entitle them to perform a task,

- submit a complete and signed offer within the prescribed period.

The Contracting Authority will exclude from the procedure the Contractor whose bid in the proceedings previously conducted by the Ordering Party was rejected due to the certification of untruth.

One Contractor may submit one offer. Due to the nature of the order, the inquiry is directed to Contractors conducting business activity in the field of providing services that entitle them to perform the task.

Contractors who submitted false declarations or documents under this procedure will be excluded from the procedure.

Out of concern for the proper performance of the entrusted tasks, the Contracting Authority reserves the right to request the Contractor to submit additional explanations, as well as to inspect the documentation confirming the information presented in the offer. The contractor is obliged to provide explanations or submit additional documents within the time limit set by the Contracting Authority, which will not be shorter than 1 working day (24h). Failure to provide explanations or submit additional documents within the time limit specified by the Employer may result in rejection of the offer of the given Contractor.

In the event of any doubts regarding the content of this Inquiry, Contractors may submit inquiries for clarification of these doubts, to which the Contracting Authority is obliged to answer, if the inquiry was received halfway to the deadline for submitting tenders, the Contracting Authority shall reply no later than one day before the deadline for submitting bids. offers.

The assessment of the lack of grounds for exclusion and compliance with the conditions for participation in the procedure will be based on the statements made by the Contractor included in the tender form.

The method of assessing the conditions required from Contractors will be in accordance with the formula meets / doesn't meet

The price given in EURO will be converted into PLN from the Table of foreign exchange rates posted on the website of the National Bank of Poland on the day of closing the proceedings.

5. HOW TO PREPARE THE OFFER

1. The offer should be prepared in accordance with the template constituting Appendix No. 1 to this request for quotation in Polish or in English.

2. The offer must be signed by the Contractor, the Contractor's representatives listed in the current company registration documents or persons on the Contractor's side authorized to incur obligations on his behalf. A formal authorization should then be attached to the offer.

3. The gross price offered in the offer must include all costs and fees related to the implementation of the subject of the contract.

4. The Contracting Authority does not allow partial offers. 5. The contractor shall bear all costs related to the preparation and submission of the offer.

6. The offer should be unambiguous, ie prepared without notes, options and variants.
7. The contractor will be bound by the offer for a period of 30 days. The bid validity period begins with the deadline for submitting bids.
8. The Contracting Authority reserves the right to leave without considering the offer that is inconsistent with the requirements of this inquiry, ie does not meet the formal or substantive requirements.

If the documents submitted by the Contractor raise doubts of the Contracting Authority, he may call the Contractor within the prescribed period to supplement or submit explanations and apply directly to the competent entity for which the services were performed or are being performed for additional information or documents in this regard.

Offers should be sent in the form of a scan of the signed offer form to the following address: zamowienia@psych.uw.edu.pl

The offer must be delivered in an electronic form or in an electronic form by November 25, 2022, noon

6. CHOSING THE OFFER

Only those offers which contain all the elements listed in the point 4 will be evaluated

When selecting offers, the Contracting Authority will be guided by the criteria:

Evaluation criteria:

	Criteria	Weight
1	Price (including all elements of the service)	70
2	Years of experience in preparing qualitative research in Spain	max.15
3	Experience in conducting or organizing research under EU research projects	max 15
	Total	max.100

A. Price (BRUTTO)

70 points are assigned to this criterion. The number of points for individual Contractors for the criterion will be awarded according to the following rule:

The offer with the lowest price will receive 70 points.

Other offers - number of points calculated according to the formula:

$$C_i = \frac{\text{lowest price}}{\text{price of the proposal}} \times 70 \text{ points}$$

and - number of the offer under examination
 C_i - number of points for the "PRICE" criterion (examined proposal)
proposal price - gross price from the proposal.

The Contracting Authority reserves the right to cancel or negotiate the price contained in the offer, submitted by the bidder, and has the right to call the bidder to supplement and provide additional explanations regarding the content of the offer.

The Contracting Authority requires specifying unit prices to two decimal places. All calculations should be made in accordance with the rules of arithmetic with rounding the results to two decimal places (rounding principle - below 5 the ending should be omitted, above and equal to 5 should be rounded up).

B. More than 5 years of experience in preparing qualitative research in Spain.
This criterion is assigned a max. 15 points. The number of points for the criterion will be awarded to individual Contractors according to the following rule:

5 – 6 years of experience 2 p.

7-8 years of experience 5 p.

More than 8 years of experience -15 p.

Offers with more than 8 years of experience will not receive additional points and will receive the maximum number of points, i.e. 15.

Offers with less than 5 years' experience will be rejected.

C. Experience in conducting or organizing research under EU projects
This criterion is assigned a max. 15 points. The number of points for the criterion will be awarded to individual Contractors according to the following rule:

1 project 5 p.

2 - 3 projects 10 p.

More than 3 projects -15 p.

Offers with experience equal to 0 (zero) projects will be rejected.

Points will be rounded to two decimal places.

Points awarded in particular criteria of a given offer will be added to each other.

The committee will select the Contractor with the highest number of points.

7. ADDITIONAL INFORMATION:

- In order to perform the order with the selected Contractor, a contract will be concluded in accordance with Annex 3 to this inquiry, supplemented with the data contained in the Contractor's offer.
- The Contracting Authority reserves the right to negotiate the detailed terms of the contract with the best Contractor.
- The Contracting Authority reserves the right not to select any Contractor.
- The Contracting Authority reserves the right to cancel the inquiry without giving any reason.

Attachments:

Annex No. 1 - Offer form in Polish and in English.

Annex No. 2 - Information on the processing of personal data.

Annex No. 3 - Template of the contract.

Annex No. 4 - Description of the subject of the contract.

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.

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.

5. 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.

6. 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.

7. 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.

8. 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.