Appendix No. 1. Sample offer form

**OFFER FORM**

**for the purchase and delivery of a mobile eyetracker module for mounting on a NIRS cap, which does not require a cable connection to an external computer.**

**W.Ps-361/2/2025.**

Contractor: …………………………………………………………….………………….

Contractor's address: …………………………………………………..……………………….

NIP No.: ……………………..………… REGON No.: ……………………………………..

Contact phone number: …………………….……. e-mail: ……………..……………………..

I/We submit this offer:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Order price** | \_ \_ \_\_ \_ \_  */Net value/* | \_ \_ \_\_ \_ \_  */VAT %/* | \_ \_ \_\_ \_ \_  */VAT %/* | \_ \_ \_\_ \_ \_  */Gross value/* |

I declare that:

* I/we have read the content of the Inquiry and accept its content in its entirety,
* I/we consider myself/themselves bound by the offer for the period specified in the procedure documentation
* there is no conflict of interest specified in the Public Procurement Law, art. 109, section 1, point 6.
* I/we have no capital or personal ties with the Ordering Party\*.

\*The capital or personal ties referred to above shall be understood as mutual ties between the Ordering Party or persons authorized to incur liabilities 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 of:

a) participating in a company as a partner in a civil partnership or a partnership,

b) holding at least 10% of shares or stocks,

c) acting as a member of a supervisory or management body, proxy, attorney,

d) being married, in a relationship of kinship or affinity in a direct line, second-degree kinship or second-degree affinity in a collateral line or in a relationship of adoption, care or guardianship.

* I/we am/are not subject to exclusion from the procedure due to the premises referred to in art. 108 sec. 1 and art. 109 sec. 1 of the Public Procurement Law
* I/we am/are not subject to exclusion from the procedure pursuant to Article 7, paragraph 1 of the Act of 13 April 2022 on special solutions for counteracting support for aggression against Ukraine and for protecting national security (Journal of Laws, item 835).
* I/we meet the conditions for participation in the procedure referred to in point 5, subparagraph 1 of the Inquiry.

…………………………. ………………………………………………

Place and date Signature of the Contractor

**Annex No. 2 - Information on the processing of the Contractor's personal data**

**Information on personal data processing by the University of Warsaw**  
**for representatives, attorneys and officers of companies or other entities cooperating with or contacting the University of Warsaw**

# Data Controller

The personal Data Controller for the personal data processed is the University of Warsaw, 26/28 Krakowskie Przedmieście, 00-927 Warsaw.

You can contact the Controller:

* via mail: Uniwersytet Warszawski, 26/28 Krakowskie Przedmieście, 00-927 Warsaw;
* by phone: 22 55 20 000.

# Data Protection Officer (DPO)

The Controller has appointed a Data Protection Officer who may be contacted for any matters regarding personal data processing and exercising the rights related to personal data processing via e-mail at: [iod@adm.uw.edu.pl.](mailto:iod@adm.uw.edu.pl)

However, the DPO’s duties shall not include other matters, such as providing information in relation to  
the performance and handling current matters related to the contract.

# Purposes and legal basis for the processing of personal data

Your personal data shall be processed for the following purposes:

* executing and/or performing the contract between the University of Warsaw and the entity, with which the particular person is associated or on behalf of which they act, as well as verifying this entity (e.g. client, counterparty or other entity contacting the University of Warsaw) and maintaining ongoing contact with this entity – the basis for personal data processing is: **Article 6(1)(b) and (f) of the GDPR**[[1]](#footnote-1);
* conducting activities arising from the provisions of generally applicable law,  
  including, but not limited to those related to complying with obligations arising from tax and accounting laws and provisions regulating proceedings conducted by the authorized entities – the basis for personal data processing is: **Article 6(1)(c) of the GDPR**;
* performing tasks in the public interest – the basis for personal data processing is **Article 6(1)(e) of the GDPR**;
* establishing, enforcing or defending claims in legal or administrative proceedings or other out-of-court proceedings – the basis for personal data processing is: **Article 6(1)(f) of the GDPR**;
* archiving (evidential) purposes consisting in securing information in the case of a need to prove facts or evidence the fulfillment of obligation of the University of Warsaw – the basis of personal data processing is: **Article 6(1)(f) of the GDPR**.

# Data recipients

Access to personal data will be granted to employees of the Controller, who must process personal data as part of their professional duties.

Personal data may be disclosed to public authorities, institutions or third parties authorized to request access or receive personal data pursuant to the applicable provisions of law.

Entities that the Controller commissioned to perform certain activities under a data processing agreement, entailing the necessity to process personal data, may be data recipients.

1. **Personal data processing period**

The personal data processing period shall depend on the purpose, for which the data is processed. The personal data retention period shall be calculated based on the following criteria:

* accounting – for the period of five years starting from the beginning of the year following the financial year in which the operations, transactions or proceedings related to the executed contract were finally completed, repaid, settled or time-barred;
* tax – for the period of five years starting from the end of the calendar year in which the tax liability resulting form the settlement of the executed contract arose;
* within the scope of the University of Warsaw conducting activities arising from the provisions of generally applicable law – for the period resulting from these provisions;
* within the scope of pursuing legitimate interests of the University of Warsaw, constituting the basis of such processing – for the period necessary to achieve this purpose or until the time an objection is raised against such processing, unless there are legitimate grounds for further data processing by the University of Warsaw;
* within the scope of establishing or enforcing own claims or defending against claims submitted – until the time any potential claims arising from the contract or other reasons become time-barred.

1. **Rights connected with personal data processing**

The Controller guarantees the performance of all rights connected with personal data processing following the rules set forth in the GDPR i.e. the right to:

* access the data and receive a copy;
* rectify (correct) your personal data;
* restrict personal data processing;
* erase personal data (subject to Article 17(3) of the GDPR);
* object;
* lodge a complaint with the President of the Personal Data Protection Office

if you believe that the personal data processing violates the personal data protection laws.

# Obligation to provide personal data and consequences of failure to provide data

Providing personal data is mandatory. Failure to provide data will prevent achieving

the purposes indicated under item 3.

1. **Source of personal data**

The personal data processed by the University of Warsaw are sourced from the client, counterparty or another entity contacting the University of Warsaw or from publicly available sources. The categories of personal data of persons associated with the companies or other entities (e.g. officer of these entities), including beneficial owners, are identical to the categories derived form publicly available sources or the categories provided by the client or counterparty of the University of Warsaw or by another entity contacting the University of Warsaw.

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) (OJ L 119 of 4 May 2016, p. 1 as amended), hereinafter referred to as the “GDPR”. [↑](#footnote-ref-1)