



UNIwersytet
Warszawski

Wydział Psychologii



Warsaw, December 4, 2025.

REQUEST FOR PROPOSALS

For the selection of a contractor providing recruitment assistance services for research participants in the United States of America for a scientific project

(W.Ps.-361/17/2025)

1. CONTRACTING AUTHORITY

**Faculty of Psychology
University of Warsaw
ul. Stefana Banacha 2D,
02-097 Warsaw**

REGON 24000001258

NIP: 525-001-12-66

www.psych.uw.edu.pl

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

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

2. SCOPE OF THE ORDER

Assistance in gathering a research sample of people infected with HIV in the United States of America, particularly among Latinos living with HIV in the USA:

- Recruitment of a minimum of 100 people living with HIV in the United States of America, particularly among Latinos living with HIV in the USA
- In-person contact with study participants in clinics/medical practices/non-governmental organizations
- Cooperation with medical institutions and organizations supporting people with HIV in the United States of America within the Latino community
- Organization of meetings with potential study participants

- Conducting recruitment in healthcare facilities and social organizations serving people living with HIV in the USA, particularly among Latinos living with HIV in the USA
- Ensuring appropriate communication with participants in Spanish and English

3. CONTRACT COMPLETION DEADLINE:

Duration: 6 months from the date of contract signing.

Payment will be made once after completion of the task covered by this request for proposals. Payment will be made after the invoice for the contract has been issued and approved.

4. GROUNDS FOR EXCLUSION AND CONDITIONS FOR PARTICIPATION IN THE PROCEDURE

All contractors may apply for the award of the contract who:

- are not subject to exclusion from the procedure due to the premises referred to in Article 108(1) and Article 109(1) of the Act of September 11, 2019 - Public Procurement Law (consolidated text: Journal of Laws of 2024, item 1320, as amended, hereinafter: "PPL Act")
- are not subject to exclusion from the procedure on the basis of Article 7(1) of the Act of April 13, 2022 on special solutions for counteracting support for aggression against Ukraine and serving to protect national security (Journal of Laws item 835)

5. CONDITIONS FOR PARTICIPATION IN THE PROCEDURE

1. All contractors may apply for the award of the contract who:
 - have human resources capable of performing the contract
 - have an economic and financial situation allowing for the implementation of the contract
 - have at least one scientific publication in the field of HIV/AIDS with an Impact Factor
 - submit a complete and signed offer within the specified deadline

Assessment of the absence of grounds for exclusion and fulfillment of the conditions for participation in the procedure will be made on the basis of declarations and documents submitted by the Contractor.

2. One Contractor may submit one offer.
3. Contractors who have submitted declarations or documents containing false information within the framework of this procedure will be excluded from the procedure.
4. The Contracting Authority, in the interest of proper performance of the assigned tasks, reserves the right to request the Contractor to supplement documents and provide additional explanations, as well as to inspect documentation confirming the information presented in the offer. The Contractor is obliged to provide explanations or submit additional documents within the deadline set by the Contracting Authority, which will not be shorter than 1 working day (24 hours). Failure to provide explanations or submit additional documents within the deadline specified by the Contracting Authority may result in rejection of the given Contractor's offer.
5. In case of doubts regarding the content of this Request for Proposals, Contractors may direct inquiries for clarification of these doubts, to which the Contracting Authority is obliged to respond if the inquiry was received by the middle of the deadline for submitting offers. The Contracting Authority will provide a response no later than one day before the deadline for submitting offers.
6. Assessment of compliance with the conditions for participation in the procedure will be made on the basis of declarations and documents submitted by the Contractor together with the offer form.

6. DESCRIPTION OF OFFER PREPARATION METHOD

1. The offer should be prepared in accordance with the template constituting Annex No. 1 to this request for proposals in Polish or English. Documents referred to in this point of the request should be attached to the offer.
2. The offer must be signed by the Contractor, representatives of the Contractor listed in the current registration documents of the company, or persons on the Contractor's side authorized to incur obligations on their behalf. The power of attorney should then be attached to the offer.
3. The gross price offered in the offer must take into account all costs and fees related to the implementation of the subject of the contract (e.g., transport costs, warranty, etc.).
4. The Contracting Authority does not allow the submission of partial offers.
5. The Contractor bears all costs related to the preparation and submission of the offer.

6. The offer should be unambiguous, i.e., prepared without annotations, options, and variants.
7. The Contractor will be bound by the offer for a period of 30 days. The period of being bound by the offer begins with the expiration of the deadline for submitting offers.
8. The Contracting Authority reserves the right to leave without consideration any offer that does not comply with the requirements of this request, i.e., does not meet formal or substantive requirements.
9. The Contractor, together with the offer, is obliged to present references or certificates or other evidence of possessed experience in international research projects or recruitment of research participants.

The offer should be submitted in Polish or English, prepared in electronic form and signed by the Contractor using a qualified electronic signature or trusted signature or personal signature (e-ID), or alternatively in the form of a scan of a document prepared in paper form and signed by the Contractor. The content of the offer must correspond to the content of this Request.

Offers should be sent to: zamowienia@psych.uw.edu.pl

The offer should be delivered by December 12th by 12:00 PM Polish time

7. OFFER EVALUATION

3. Only those offers that contain all the elements listed in sections 4-6 will be evaluated.
4. When selecting offers, the Contracting Authority will be guided by the following criteria:

Description of the method of awarding points

Evaluation criteria:

No.	Criterion	Weight
1	Gross contract price	70

2	Number of scientific publications in the field of HIV/AIDS with Impact Factor	30
	TOTAL	100

1. Gross contract price

This criterion is assigned 70 points.

The number of points for this criterion will be awarded according to the following principle:

The offer with the lowest price will receive 70 points.

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

$$C_i = (\text{lowest price} / \text{price of examined offer}) \times 70 \text{ points}$$

Where:

- i = number of the examined offer
- C_i = number of points for the "PRICE" criterion (of the examined offer)
- offer price = gross price from the OFFER

2. Number of scientific publications in the field of HIV/AIDS with Impact Factor

Scoring:

- 0 points - 1 publication
- 10 points - 2 publications
- 20 points - 3 publications
- 30 points - 4 or more publications

To confirm the above, the Contractor will include the appropriate number of declared projects in Annex No. 2 - List of publications - evidence such as screenshots confirming authorship of publications or DOI numbers of publications

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

4. The Contracting Authority reserves the right to examine only the offer that ranks first in the ranking established based on the evaluation criteria indicated in this Request.
5. If the offered price or cost, or their essential components, appear abnormally low in relation to the subject of the contract or raise doubts of the Contracting Authority as to the possibility of performing the subject of the contract in accordance with the requirements specified in the contract documents or resulting from separate provisions, the Contracting Authority may request the Contractor to provide explanations, including submission of evidence regarding the calculation of its essential components.
6. The Commission will select the bidder who obtains the highest number of points.
7. The Contracting Authority reserves the right to call on the bidder to provide supplements and additional explanations regarding the content of the offer.
8. Notification of the contractor about the selection of their offer will simultaneously be an invitation to conclude a contract.

8. ADDITIONAL INFORMATION

- A contract will be concluded with the selected Contractor to implement the order
- The Contracting Authority reserves the possibility of negotiating detailed terms of contract implementation with the best bidders
- The Contracting Authority reserves the right not to select any Contractor
- The Contracting Authority reserves the right to cancel the procedure without giving a reason

Appendices:

Appendix No. 1 - Offer form

Appendix No. 2 - List of publications

Appendix No. 3 - Information regarding personal data processing

Appendix No. 1. Offer Form

For the selection of a contractor providing recruitment assistance services for research participants in the United States of America for a scientific project

(W.Ps.-361/17/2025)

Contractor:

Contractor's Address:

PESEL No.:

Contact phone: Email:

Bank account number for payments: *(to be included in the contract provisions)*

Person signing the contract (in case of selection of the Contractor's offer):
..... *(first name, last name, position held)*

I/We submit this offer:

I offer to perform the subject of the contract for a total gross price of:
..... (in words: zlotys, 00/100).

I declare that:

- I have/we have familiarized myself/ourselves with the content of the Request and fully accept its content
- I consider/we consider myself/ourselves bound by the offer for the period indicated in the procedure documentation
- there is no conflict of interest as defined in the PPL Act Article 109, Section 1, Point 6
- I do not have/we do not have capital or personal ties with the Contracting Authority*

*Capital or personal ties referred to above mean mutual connections between the Contracting Authority or persons authorized to incur obligations on behalf of the Contracting Authority or persons performing activities related to the preparation and conduct of the contractor selection procedure on behalf of the Contracting Authority, and the contractor, consisting in particular of:

a) participation in a company as a partner of a civil partnership or personal company b) holding at least 10% of shares or stocks c) performing the function of a member of a supervisory or management body, proxy, attorney d) being in a marriage relationship, 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, guardianship, or curatorship

- I am not/we are not subject to exclusion from the procedure due to the premises referred to in Article 108(1) and Article 109(1) of the PPL Act
- I am not/we are not subject to exclusion from the procedure on the basis of Article 7(1) of the Act of April 13, 2022 on special solutions for counteracting support for aggression against Ukraine and serving to protect national security (Journal of Laws item 835)
- I meet/we meet the conditions for participation in the procedure referred to in Section 5, Point 1 of the Request

.....
Place and date

.....
Contractor's signature

Appendix No. 2 - List of Presentations or Posters

.....
(Contractor name and address)

List of Publications	
Publications	Place of publication, DOI number

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.....

date and signature

Appendix No. 3 - Information regarding processing of Contractor's personal data

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

Administrator

The administrator of processed personal data is the University of Warsaw (UW), ul. Krakowskie Przedmieście 26/28, 00-927 Warsaw.

The administrator can be contacted:

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

Data Protection Officer (DPO)

The Administrator has appointed a Data Protection Officer, who can be contacted regarding all matters related to personal data processing and exercising rights related to personal data processing at: iod@adm.uw.edu.pl.

The DPO's tasks do not include handling other matters, such as providing information related to contract implementation and service.

Purpose and legal basis for personal data processing

Your personal data will be processed for the following purposes:

- **conclusion or performance of a contract between UW and the entity with which the given person is associated or on whose behalf they act, as well as verification of this entity (e.g., client, contractor, or other entity contacting the University of Warsaw) and ongoing contact with this entity - the basis for personal data processing is: Art. 6 sec. 1 lit. b and f GDPR¹;**
- **performance of activities resulting from universally applicable laws, in particular in connection with fulfilling obligations resulting from tax and accounting regulations and regulations governing proceedings conducted by authorized entities - the basis for personal data processing is: Art. 6 sec. 1 lit. c GDPR;**
- **performance of a task in the public interest - the basis for personal data processing is Art. 6 sec. 1 lit. e GDPR;**
- **establishment, pursuit, or defense of claims in court, administrative, or other out-of-court proceedings - the basis for personal data processing is: Art. 6 sec. 1 lit. f GDPR;**
- **archival (evidential) purposes consisting of securing information in case of need to prove facts or demonstrate fulfillment of an obligation incumbent on UW - the basis for personal data processing is: Art. 6 sec. 1 lit. f GDPR.**

Data recipients

Administrator employees who must process personal data in connection with performing official duties will have access to personal data.

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

Personal data recipients may also be entities to which the administrator, based on a personal data processing entrustment agreement, commissions performance of specific activities involving the necessity of personal data processing.

Personal data processing period

The personal data processing period depends on the purpose for which the data is processed. The period during which personal data will be stored 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, settled, or expired;**
- **tax, for a period of 5 years, counting from the end of the calendar year in which the tax obligation resulting from settlement of the concluded contract arose;**
- **in the scope of UW performing activities resulting from universally applicable laws - for the period resulting from these regulations;**
- **in the scope of fulfilling UW's legally justified interests constituting the basis for this processing, for the period necessary to fulfill this purpose or until an objection is raised against such processing, unless there are legally justified grounds for further data processing by UW;**
- **in the scope of establishing and pursuing own claims or defense against raised claims - until the expiration of potential claims resulting from the contract or other title.**

Rights related to personal data processing

The Administrator guarantees implementation of all rights related to personal data processing on the principles defined by GDPR, i.e., the right to:

- **access data and receive its copy;**
- **rectify (correct) personal data;**
- **restrict personal data processing;**
- **delete personal data (subject to Art. 17 sec. 3 GDPR);**
- **object;**
- **file a complaint with the President of the Personal Data Protection Office if you believe that personal data processing violates legal regulations on personal data protection.**

Obligation to provide personal data and consequences of not providing data

Providing personal data is mandatory; failure to provide data will make it impossible to achieve the purposes indicated in point 3.

Source of personal data origin

Personal data that UW processes comes from the client or contractor or other entity contacting UW, or from publicly available sources. Categories of personal data of persons associated with companies or other entities (e.g., members of these entities' bodies), including beneficial owners, are identical to categories originating from publicly available sources or categories provided by the client or contractor of UW or by another entity contacting UW.

Footnotes

- 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, 4.5.2016, p. 1, as amended), hereinafter referred to as "GDPR". ²**
 - ust. 1 lit. b i f RODO;**