



Warsaw, 05.12.2024.

## PRICE INQUIRY NO. SEMA/50/PR84606/2024

In connection with the implementation of the project entitled "Design and development of an innovative solution - a drug from the group of GLP-1 receptor agonists in the treatment of type 2 diabetes" funded by the state budget from the Agency for Medical Research, Zakłady Farmaceutyczne Polpharma S.A., is requesting bids for the **purchase and delivery of reagent for analysis**.

### I. NAME AND ADDRESS OF THE BUYER

Zakłady Farmaceutyczne Polpharma S.A.

ul. Pelplińska 19, 83-200 Starogard Gdański, Polska

### II. MODE OF INQUIRY

1. This inquiry is not subject to the provisions of the Act of September 11, 2019. Public Procurement Law (i.e. Journal of Laws of 2019, item 2019).
2. Proceedings conducted by market discernment, in an expedient and economical manner in compliance with the rules:
  - 1) Getting the best results from given inputs;
  - 2) Optimal selection of methods and means to achieve the set goals;
  - 3) openness, fair competition and equal treatment of contractors.

### III. DESCRIPTION OF THE SUBJECT OF THE INQUIRY

- 3.1. The subject of the price inquiry is the **purchase and delivery of the following quantities of reagent for analysis**:

Lp.	Detailed description of the subject matter of the order	Quantity
1	Endoproteinase Glu-C sequencing grade; (CAS: 137010-42-5)	2 sets (5 packagings of 10ug)  Total 100ug

- 3.2. CPV code: 33696500-0 Laboratory reagents

### IV. PLACE AND DATE OF DELIVERY OF THE PRICE INQUIRY

- 4.1. The subject of the request must be delivered to the Buyer's registered office at the following address: Zakłady Farmaceutyczne Polpharma S.A., 31 Barska St, 02-315 Warsaw. Transport in conditions in accordance with the requirements specified by the manufacturer of the medicinal product.
- 4.2. Transport in conditions compliant with the requirements specified by the manufacturer of the substance.
- 4.3. **Delivery time of the subject of the price inquiry: not later than December 31<sup>th</sup> 2024.**
- 4.4. **Planned date of signing the contract/purchase order: December 2024/January 2025.**
- 4.5. Due to the fact that the time of delivery of the subject of the price inquiry is a criterion for the evaluation of bids, the implementation will take place in accordance with the submitted bid, but no later than December 31<sup>th</sup> 2024.



## V. GENERAL REQUIREMENTS

- 5.1. The buyer does allow equivalent products.
- 5.2. The buyer does not allow other quantities than those specified.
- 5.3. The buyer does not allow partial bids. There is only one part in price inquiry.
- 5.4. The product shelf life is no shorter than 12 months from the date of shipment.
- 5.5. **The vendor, along with the bid and delivery, will provide a certificate of analysis.**

## VI. DESCRIPTION OF PRICE CALCULATION

- 6.1. How to calculate the bid price: the price should be calculated net.
- 6.2. Bids submitted in a currency other than PLN will be converted into PLN at the average exchange rate of the National Bank of Poland (<https://www.nbp.pl/>) on the closing date for submission of bids.
- 6.3. The price should include all costs associated with the preparation and execution of the subject of the request.
- 6.4. The price submitted in the bid cannot be changed during the execution of the contract.

## VII. DESCRIPTION OF THE CRITERIA THAT THE BUYER WILL BE GUIDED IN THE SELECTION OF THE OFFER

- 7.1. When evaluating bids, the Buyer will be guided by the given criteria:
  - Price - 80%,
  - Delivery time - 20%,
- 7.2. The evaluation criteria apply to both partial bids and bids covering all parts of the subject matter of the contract. Evaluation and thus scoring will be carried out individually for each part of the subject matter of the contract, regardless of whether the offer will cover all parts of the subject matter of the contract or will be a partial offer.
- 7.3. The scoring of the bid will be done according to the formula:

$$O_P = P_C + P_G$$

Where:

$O_P$	- offer scoring
$P_C$	- number of points obtained in the criterion "Price"
$P_G$	- number of points obtained in the criterion "Delivery time"

- 7.4. The number of points ( $P_C$ ) in the criterion "Price" will be calculated according to the formula:

$$P_C = \frac{C_N}{C_B} * 80 \text{ pkt}$$

Where:

- $P_C$  - number of points for the criterion "Price"
- $C_N$  - of the non-rejected bids, the lowest total net bid price
- $C_B$  - total net price of the tested offer

Bids submitted in a currency other than PLN will be converted into PLN at the average exchange rate of the National Bank of Poland on the closing date for submission of bids.



- 7.5. The number of points ( $P_G$ ) in the criterion "Delivery time" will be calculated according to the formula:

$$P_G = \frac{G_N}{G_B} * 20 \text{ pkt}$$

Where:

- $P_G$  - Number of points for the criterion "Delivery time"  
 $G_N$  - Among the offers that were not rejected, the shortest bid delivery time  
 $G_B$  - delivery time of the tested offer

By delivery time, the Buyer means the time counted in calendar days from the receipt by the Buyer of the Seller's confirmation of acceptance of the order for processing.

**The bid will be rejected if the delivery time of the subject of the price inquiry is longer than December 31<sup>th</sup> 2024.**

- 7.6. The most advantageous offer will be considered the offer from among the offers that have not been rejected, which in total will obtain the highest number of points. The maximum the Seller can obtain is 100 points. Calculations will be made to two decimal places.

## VIII. PLACE AND DATE OF SUBMISSION AND OPENING OF TENDERS

- 8.1. Bids must be submitted by the **deadline of December 12<sup>th</sup> 2024**.  
- in electronic form to: [pawel.brzezinski@polpharma.com](mailto:pawel.brzezinski@polpharma.com) in the form of scans of documents or electronically signed documents.
- 8.2. The deadline is determined by the date and time of receipt of the offer by the Buyer.
- 8.3. Bids submitted after the deadline will not be considered.
- 8.4. Buyer does not anticipate public opening of Bids.
- 8.5. The bidder may amend or withdraw its bid before the deadline for submission of bids.

## IX. DESCRIPTION OF BID PREPARATION

- 9.1. The Seller must prepare a single price offer in accordance with the model form attached as Appendix 1 to the request. Submitting more than one bid for a given part will result in rejection of all bids submitted by the Seller.
- 9.2. The bid should be prepared in Polish or English,
- 9.3. Bidders are required to carefully review the information contained in the Price Request.
- 9.4. The bidder shall bear all costs associated with the preparation and submission of the bid.
- 9.5. Until the deadline for submission of bids, the Procuring Entity reserves the right to amend or supplement the contents of this price inquiry.
- 9.6. A bidder submitting a bid shall remain bound by it for a period of 60 calendar days counting from the deadline for submission of bids.

## X. METHOD OF COMMUNICATION BETWEEN THE BUYER AND THE SELLER, AUTHORIZED CONTACT PERSONS

- 10.1. In the proceedings, statements, requests, notifications and information shall be provided by the Buyer and Seller in Polish or English.

- 10.2. All notices, statements, requests and information transmitted in electronic form shall require, at the request of either party, immediate confirmation of receipt.
- 10.3. In the absence of an acknowledgement of receipt of correspondence by the Seller, the Buyer shall presume that the correspondence sent by the Buyer to the email address provided by the Seller has been delivered to the Buyer in such a way as to enable the Buyer to become acquainted with its contents.
- 10.4. Correspondence related to this inquiry should be addressed to the e-mail address: [pawel.brzezinski@polpharma.com](mailto:pawel.brzezinski@polpharma.com)
- 10.5. In correspondence related to this request, the Seller should use the procedure number: Price Inquiry No. **SEMA/50/PR84606/2024**.
- 10.6. The person authorized to communicate with the Seller is Paweł Brzeziński.
- 10.7. No oral or telephonic information, explanations or answers are provided to inquiries addressed to the Buyer.
- 10.8. Any questions regarding this inquiry should be submitted by email to the address indicated above no later than 3 days before the deadline for submission of bids.
- 10.9. Responses to questions and the detailing of the Inquiry resulting from questions from potential Sellers will be sent to the entity that sent the question.

## XI. PROCEDURE FOR EVALUATION OF TENDERS AND ANNOUNCEMENT OF RESULTS

- 11.1. In the course of examination and evaluation of bids, the Buyer may request from the Seller supplements (if this does not violate competitiveness) and clarifications regarding the content of submitted bids. He may also request correction of obvious mistakes and calculation errors.
- 11.2. The Buyer reserves the right to check, in the course of evaluating the offer, the credibility of the documents, statements, lists, data and information presented by the Sellers.
- 11.3. If two or more Sellers obtain the same number of points, the bid with the most favorable environmental and climate impact will be selected. For this purpose, the Buyer has the right to call on the Bidders whose bids received the highest final number of points to supplement their bids by providing the information indicated by the Buyer regarding the environmental impact of the subject of the bid.
- 11.4. The Procuring Entity reserves the right to cancel the procedure without giving any reason.
- 11.5. In the event of cancellation of the procurement procedure, suppliers shall not be entitled to claim reimbursement of the costs of participation in the procedure.
- 11.6. The Contracting Authority's withdrawal from the conclusion of the contract in the event of notification to the contractor of the selection of his tender shall not be the basis for claims for costs incurred for participation in the procedure.
- 11.7. In the course of evaluating submitted tenders, the Contracting Authority may request clarifications from contractors regarding the content of the documents submitted by them.
- 11.8. If a bid does not contain all the required elements, the Contracting Authority may, in justified cases, call on the Contractor to supplement it.
- 11.9. **The Contracting Authority reserves the right to negotiate bids** with the Contractor whose bid has the highest number of points, especially if the price offered by the Contractor exceeds the budget allocated by the Contracting Authority for the execution of the contract. Negotiations may have several successive rounds with the possibility of inviting the bidder to submit an updated bid after each round of negotiations.

## XII. OTHER INFORMATION

- 12.1. The bidder shall bear all costs associated with the preparation and submission of the bid.



- 12.2.** Until the deadline for submission of bids, the Procuring Entity reserves the right to amend or supplement the contents of this price inquiry.
- 12.3.** The Buyer reserves the right to award the Seller a supplementary order (consistent with the description of the subject of the basic order) in an amount not exceeding 50% of the value of the basic order specified in the contract concluded with the Seller.
- 12.4.** The Buyer reserves that:
- has the right not to select any of the submitted Bids;
  - has the right to cancel the Bidding Proceedings at any time without giving any reason or informing the Bidders in advance;
  - has the right to amend or supplement the documents included in the Request for Quotation, which will become an integral part of it;
  - may extend the deadline for submission of bids, while the Bidder shall not be entitled to any claims against the Buyer on the above grounds.
- 12.5. PROTECTION OF PERSONAL DATA.**  
With respect to the personal data contained in the bids, the Buyer shall, upon submission of the bid, become the controller of such data within the meaning of Article 4(7) of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of natural persons in relation to the processing of personal data and on the free flow of such data and repealing Directive 95/46/EC (“RODO”). The Buyer will process the data for the purpose of evaluating tenders, entering into a contract with the selected contractor and for the purpose of executing the concluded contract, i.e. on the basis of Article 6(1)(b) of the RODO. The buyer will transfer personal data contained in the submitted bids, on the basis of relevant legislation, to authorized bodies and institutions authorized to inspect projects co-financed with funds from the budget of the Medical Research Agency. Information on the scope of data processing by relevant institutions can be found at: <https://abm.gov.pl/pl/wolnytekst/198,Polityka-dotyczaca-cookies.html>  
The Purchaser will process personal data during the period in which it is obliged by the relevant legislation to keep all documentation related to the project co-financed from the budget of the Medical Research Agency.

### **XIII. LIST OF ANNEXES**

The following documents are attached to this Price Request:

<b>Annex Designation</b>	<b>Name of the Annex</b>
Appendix 1	Sample price form



Appendix No. 1 to the Price Request No. SEMA/50/PR84606/2024

**BID FORM**

**Bidder:**

<b>Full name (company) or first and last name</b>	
<b>Registered office/place of residence/address of main place of business</b>	
<b>The e-mail address to which the Buyer should send correspondence related to the price inquiry</b>	
<b>NIP (Taxpayer ID Number)</b>	
<b>REGON (Statistical ID Number)</b>	
<b>Phone number</b>	
<b>Contact person for the buyer</b>	

We offer to perform the subject of the contract *for the purchase and reagent for analysis, in* accordance with the requirements of the Price Request, for the **price**:

Part no.	Subject of the price inquiry	i.m.	Quantity	Net price PLN / EUR/USD* per IU.	Total net value PLN/EUR/USD*	Delivery time (date) Not later than December 31 <sup>th</sup> 2024
1	Endoproteinase Glu-C sequencing grade; (CAS: 137010-42-5)					

**\*DELETE AS APPROPRIATE**

**Invoice payment term ..... days from issue**

**The bidder has the status of SME / Large Entrepreneur\*\*.**

\*\* (delete as appropriate)



**At the same time, we declare that:**

- a. we have familiarized ourselves with the Request for Quotation and its attachments and do not raise any objections, and we have obtained the necessary information to prepare the bid,
- b. The price includes a lump sum remuneration for all the Seller's obligations necessary to complete the subject of the Price Request,
- c. we consider ourselves bound by this bid for a period of 60 calendar days from the deadline for submission of bids ,
- d. circumstances do not apply to us :
  - a) described in Article 7 (1) of the Law of April 13, 2022, on special solutions to prevent support for aggression against Ukraine and to protect national security;
  - b) described in Article 5k of Council Regulation (EU) No. 833/2014 of July 31, 2014 concerning restrictive measures in connection with Russia's destabilizing actions in Ukraine.

.....  
(place and date)

.....  
(signature of the person(s) authorized to make a  
statement of intent on behalf of the Bidder)