

Starogard Gdański, dnia 18.07.2025 r.

**PRICE REQUEST nr SEMA/64A/PR116034/2025
conducted in the form of market research**

In connection with the implementation of the project titled 'Development and advancement of an innovative solution - a generic drug from the group of GLP-1 receptor agonists in the treatment of type 2 diabetes,' financed by state budget funds from the Medical Research Agency, Zakłady Farmaceutyczne Polpharma S.A. requests the submission of an offer for **the purchase and delivery of glass cartridges with a volume of 3ml.**

I. NAME AND ADDRESS OF THE ORDERING PARTY

Zakłady Farmaceutyczne Polpharma S.A.
ul. Pelpińska 19
83-200 Starogard Gdański

II. DESCRIPTION OF THE SUBJECT OF THE PRICE REQUEST

1. This order 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. The procedure is conducted in the form of market research in a purposeful and economical manner, adhering to the following principles:
 - 1) achieving the best possible outcomes with the given expenditures;
 - 2) the optimal selection of methods and means to achieve the set goals;
 - 3) transparency, fair competition, and equal treatment of contractors.

III. DESCRIPTION OF THE SUBJECT OF THE PRICE REQUEST

- 3.1. The subject of the price inquiry is the purchase of glass cartridges with a volume of 3ml (cartridge) 10 packages of 100 pieces each, totaling 1000 pieces:
 - made of borosilicate glass, hydrolytic class I
 - transparent glass
 - hydrolytic surface in accordance with EP 3.2.1 test A, B; USP 660 surface and glass grain
 - sealed with a cap and septum made of 4780/40 Bromobutyl on the inside and 7778/40 Synthetic Polyisoprene - EPDM Blend on the outside
 - siliconization with Liveo 366, 35% Dimethicone NF emulsion in the "internal by diving nozzles" process
 - sterile packaging in nests of 100 pieces and in Tyvek-type sleeves

- 3.2. CPV code 14820000-5 - Glass .

4. PLACE AND TIME FOR SUBMISSION OF PRICE REQUEST

- 4.1. The subject of the price inquiry must be delivered at the expense of the Bidder to the headquarters of the Ordering Party at the address: Zakłady Farmaceutyczne Polpharma, Research and Development Department, ul. Barska 31, 02-315 Warsaw.

- 4.2. The planned date for signing the contract: **August 2025**.
- 4.3. The order will be generated immediately after selecting the Contractor.
- 4.4. The required delivery time is a maximum of 60 calendar days from the date of placing the Order.
- 4.5. Offers with a later date than indicated in point 4.4 will be rejected.

5. GENERAL REQUIREMENTS

- 5.1. The Ordering Party does not accept equivalent products due to the necessity of maintaining research continuity and the continuation of project works.
- 5.2. The Ordering Party does not accept packaging sizes other than those specified.
- 5.3. The Bidder shall provide quality certificates with the offer and later with the delivery..
- 5.4. Entities excluded from participation in the procedure are those for which the following circumstances apply:
 - a) described in Article 7, paragraph 1 of the Act of April 13, 2022, on specific solutions in the field of counteracting the support of aggression against Ukraine and serving to protect national security;
 - b) described in Article 5k of the Council Regulation (EU) No 833/2014 of July 31, 2014, concerning restrictive measures in view of Russia's actions destabilizing the situation in Ukraine.

6. PLACE AND DEADLINE FOR SUBMISSION OF OFFERS

- 6.1. Offers must be submitted no later than July 25th 2025.
 - in electronic form (as a scanned signed document or a document signed electronically) to the email address: pawel.brzezinski@polpharma.com
- 6.2. The submission of the offer will be considered effective if the complete offer is received in the email inbox at the above address within the deadline specified in this point.
- 6.3. Offers submitted after the deadline will not be considered.

7. DESCRIPTION OF THE PRICE CALCULATION METHOD

- 7.1. The method of calculating the offer price: the price must be calculated net and gross.
- 7.2. For the evaluation of offers submitted in a currency other than PLN, they will be converted to PLN at the average NBP exchange rate (<https://www.nbp.pl/>) on the day the deadline for submitting offers ends.
- 7.3. The price should include all costs related to the preparation and execution of the subject of the inquiry – delivery cost, insurance, other.
- 7.4. The price included in the offer cannot be changed during the execution of the contract.

8. DESCRIPTION OF THE CRITERIA THAT THE ORDERING PARTY WILL USE WHEN SELECTING AN OFFER

- 8.1. When evaluating the offers, the Contracting Authority will be guided by the following criteria:
 - total net order price – 100%
- 8.2. The points evaluation of the offer will be calculated according to the following formula:

$$O_P = P_C$$

where:

O_P - points evaluation of the offer

P_C - number of points obtained in the criterion "Total net order price"

The number of points (PC) in the criterion "Total net order price" will be calculated according to the formula:

$$P_C = \frac{C_N}{C_B} * 100 \text{ pkt}$$

where:

P_C the number of points in the criterion "Total net order price"

C_N - from the non-rejected offers, the lowest total net price of the offer

C_B - the total net price of the examined offer

To evaluate the offer submitted in a currency other than PLN, it will be converted to PLN at the average NBP exchange rate on the date of the submission deadline.

8.3. The maximum number of points the Bidder can obtain is 100. Calculations will be made with an accuracy of up to two decimal places.

9. DESCRIPTION OF THE METHOD OF PREPARING THE OFFER

- 9.1. The Bidder should prepare one price offer in accordance with the form template attached as Appendix 1 to the inquiry.
- 9.2. The offer validity period is 60 days from the submission deadline.
- 9.3. The Bidder may amend or withdraw their offer before the submission deadline.
- 9.4. Bidders are obliged to familiarize themselves with the information contained in the Price Inquiry.
- 9.5. The costs of preparing and delivering the offer are borne by the Contractor.
- 9.6. For matters related to this inquiry, please contact the Ordering Party, email: pawel.brzezinski@polpharma.com

10. METHOD OF COMMUNICATION BETWEEN THE ORDERING PARTY AND BIDDERS, AUTHORIZED PERSONS FOR COMMUNICATION

- 10.1. In the procedure, statements, applications, notifications, and information shall be communicated by the Ordering Party and the Bidder in Polish or English.
- 10.2. All notifications, statements, applications, and information communicated electronically require immediate confirmation of receipt by either party upon request.
- 10.3. In the absence of confirmation of receipt of correspondence by the Bidder, the Ordering Party assumes that the correspondence sent by the Ordering Party to the email address provided by the Bidder has been delivered in a manner that allows the Bidder to become acquainted with its content.

- 10.4. Correspondence related to this inquiry should be sent to the email address: pawel.brzezinski@polpharma.com
- 10.5. In correspondence related to this inquiry, the Bidder should use the procedure number: **SEMA/64A/PR116034/2025**
- 10.6. The person authorized to communicate with Bidders is Mr. Paweł Brzeziński.
- 10.7. No oral or telephone information, explanations, or responses to inquiries directed to the Ordering Party will be provided.
- 10.8. Any questions regarding this inquiry should be submitted by email to the address indicated in point 10.4 no later than 3 days before the offer submission deadline.
- 10.9. Responses to questions and clarifications of the Inquiry resulting from questions from potential Bidders will be sent to the entity that submitted the question.

11. PROCEDURE FOR EVALUATING OFFERS AND ANNOUNCING RESULTS

- 11.1. In the course of examining and evaluating bids, the Ordering Party may request the Bidder to supplement (if this does not undermine competitiveness) and clarify the content of the submitted bids. They may also request corrections of obvious mistakes and arithmetic errors.
- 11.2. The Ordering Party reserves the right to verify the credibility of the documents, statements, lists, data, and information provided by the Bidders during the bid evaluation process.
- 11.3. In the case of two or more Bidders obtaining the same number of points, the most favorable offer in terms of environmental and climate impact will be selected. For this purpose, the Ordering Party has the right to request the Bidders, whose offers received the highest final number of points, to supplement their bids by providing the information indicated by the Ordering Party regarding the environmental impact of the subject of the bid.
- 11.4. The Ordering Party reserves the right to cancel the procedure without giving any reason. In case of cancellation of the procedure, suppliers are not entitled to reclaim the costs of participation in the procedure.
- 11.5. **The Ordering Party reserves the right to negotiate bids** with the bidder whose offer receives the highest number of points, particularly if the price offered by the Bidder exceeds the budget allocated by the Ordering Party for the contract.

12. AMENDMENT TO THE CONTRACT

- 12.1. The Ordering Party reserves the right to **make significant changes to the provisions** of the Contract for the offered services in relation to the content of the offer on the basis of which the Contractor was selected, in the following scope and situations:
 - 12.1.1. changes in legal regulations, to the extent affecting the execution of the Agreement (in particular, changes in VAT rates);
 - 12.1.2. improving the technical parameters of the subject of the Agreement, resulting from the update of solutions due to technological progress, without affecting the gross lump-sum price;
 - 12.1.3. an extension of the contract execution deadline due to the necessity of carrying out additional works, which are essential for the proper execution of the contract, and which the Ordering Party could not have foreseen beforehand, despite due diligence, subject to clause 12.1.6 below;
 - 12.1.4. an extension of the contract execution deadline due to force majeure, along with all the consequences resulting from the extension of this deadline;



12.1.5. changes in the parameters of the subject of the Agreement that do not lead to a change in the nature of the Agreement - technological changes, in particular: the necessity of executing the Agreement using technical/technological or material solutions other than those indicated in the Request for Proposal, in situations where the application of the specified solutions would threaten the non-performance or defective performance of the Agreement, subject to point 12.1.7. below;

12.1.6. changes relate to the execution of additional deliveries or services by the Contractor not covered by the Contract, provided that they have become necessary and the following conditions are jointly met:

- the change of Contractor cannot be made for economic or technical reasons, particularly concerning the interchangeability or interoperability of equipment, services, or installations ordered under the primary subject of the Contract,
- the change of Contractor would cause significant inconvenience or substantial increase in costs for the Ordering Party,

- the value of each subsequent change does not exceed 50% of the original net value of the Contract's subject;

12.1.7. the change does not lead to a change in the nature of the Contract, and the following conditions are jointly met:

- the necessity of changing the Contract is caused by circumstances that the Ordering Party, acting with due diligence, could not have foreseen,

- the value of the change does not exceed 50% of the original net value of the Contract's subject;

12.1.8. The Contractor shall be replaced by a new contractor :

- as a result of a merger, division, transformation, bankruptcy, restructuring, or acquisition of the Contractor or its enterprise, provided that the new contractor meets the conditions for participation in the procedure, is not subject to exclusion, and that this does not entail other significant changes to the Agreement,

- as a result of the Ordering Party assuming the Contractor's obligations towards its subcontractors.

12.2. The Ordering Party also anticipates the **possibility of making non-essential changes to the provisions of the concluded Agreement** in relation to the content of the offer based on which the Contractor was selected.

12.3. Changes to the Agreement will be introduced in the form of annexes signed by both Parties, and the possibility of their introduction is subject to the acceptance by the Ordering Party.

13. OTHER INFORMATION

13.1. The bidder bears all costs associated with preparing and submitting the offer.

13.2. The Ordering Party reserves the right to change or supplement the content of this request for quotation until the deadline for submission of offers.

14. LIST OF ATTACHMENTS

The attachments to this Request for Quotation are the following documents:



AGENCJA
BADAŃ
MEDYCZNYCH



Attachment Designation	Attachments Name
Attachment No. 1	Bid form template

Attachment No. 1 to Request for Quotation nr SEMA/64A/PR116034/2025

BID FORM

The bidder:

Full name (company) or first and last name	
Headquarters / place of residence / address of the main place of business	
The email address to which the Ordering Party should send correspondence related to the request for quotation	
VAT ID	
REGON	
Telephone number	
Contact person for the Ordering Party	

We offer to perform the subject of the order for the **purchase and delivery of glass cartridges with a volume of 3ml.**

in accordance with the requirements of the Request for Quotation:

The subject of the request for quotation	Total net value PLN**	VAT rate (%)	Total gross value PLN

** if the currency is different, please enter the appropriate one

Order completion date:(days/weeks)

Delivery terms:.....

Payment terms for the invoice days (from receiving the invoice)

At the same time, we declare that:

- we have reviewed the Request for Quotation with its annexes and have no objections, and we have obtained the necessary information to prepare the offer,
- the price includes a lump sum remuneration for all the obligations of the future Contractor necessary to perform the subject of the Request for Quotation,



AGENCJA
BADAŃ
MEDYCZNYCH



- c.** we consider ourselves bound by this offer for a period of 60 calendar days from the deadline for submission of offers,
- d.** There are no circumstances against us:
- described in Article 7, section 1 of the Act of April 13, 2022, on special solutions to counteract supporting aggression against Ukraine and to protect national security;
 - described in Article 5k of Council Regulation (EU) No. 833/2014 of July 31, 2014, concerning restrictive measures in view of Russia's actions destabilizing the situation in Ukraine.

.....
(place and date)

.....
(signature of the person/persons authorized to represent)