

**ANNOUNCEMENT ON GRANTING OF THE ORDER IN THE FIELD OF SCIENCE**

**Performing the analysis of hormones, oxytocin and vasopressin from 1.296 human saliva samples with the radioimmunoassay (RIA) method prepared for Institute of Psychology Social Sciences Department University of Gdańsk**

Announced at the University of Gdansk website on the day 10.02.2020

Announced in the Public Information Bulletin on the day 10.02.2020

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### I. Name and address of the Ordering Party

Uniwersytet Gdański,  
80-309 Gdańsk, ul. Jana Bażyńskiego 8,  
NIP 584-020-32-39, REGON 000001330,  
fax. (58) 523-31-10, electronic mail (e-mail): sekretariatdzp@ug.edu.pl  
Website address: www.ug.edu.pl

### II. Legal basis of the announcement in the field of science

1. Legal basis of the awarding of the order in the field of science: tender based on art. 70<sup>1</sup> of Act from April 23, 1964 Civil Code (consolidated text, Journal of Laws of 2019, item 1145, as amended) applying the principles of awarding contracts in the field of science indicated in art. 469 of the Act of 20 July 2018. Higher education and science law (consolidated text, Journal of Laws of 2018, item 1668, as amended) in connection with art. 4d paragraph 1 point 1 of the Act of January 29, 2004. Public procurement law (consolidated text, Journal of Laws of 2019, item 1843, as amended).
2. The Contractor entering the procedure is obliged to prepare the offer in a manner consistent with this announcement regarding the order in the field of science, hereinafter referred to as the "Announcement".

### III. Description of the order subject

1. The subject of the order is: performing the analysis of hormones, oxytocin and vasopressin from 1.296 human saliva samples with the radioimmunoassay (RIA) method, hereinafter referred to as the "service", for the Institute of Psychology, Social Sciences Department, University of Gdańsk.
2. The detailed description of subject of the order is included in **the Annex 2 of the Announcement**.
3. The place of performance of the service is the headquarters of the Contractor. The Ordering Party shall deliver the human saliva samples referred to in § 1 point 1, to the headquarters of the Contractor. The Contractor shall immediately confirm the receiving of the samples via e-mail, to the address of the Representative of the Ordering Party referred to in point 3. After performing of the analyses, the Contractor is required to send a report containing the results of the analyzes in the form of exact values determining the level of oxytocin and vasopressin in human saliva in each of the analyzed samples. This report is to be in the form of an electronic data file, e.g. a table with values in .doc format or as an Excel sheet, and is to be sent electronically to the representative of the Ordering Party indicated in point 3 of this paragraph. The level of oxytocin and vasopressin in the report should be given in the units of measurement explained in detail.
4. The ordering party informs that the contract will be fully financed from the project entitled 'Empathy in couples as a predictor of responsiveness towards infant's cry in the situation of parental role's activation - mediational role of oxytocin and vasopressin (HEART model)', contract number: 2016/22/E/HS6/00237.

### IV. Deadline for the completion of the order

Ordered completion deadline: up to 14 days from the day of the delivery of samples to the headquarters of the Contractor.

### V. Information on the manner in which the Ordering Party communicates with Contractors and the transmission of declarations or documents, as well as an indication of the persons authorized to communicate with Contractors

1. Applications, notifications, statements, questions, information shall be submitted by the Ordering Party and the Contractors in writing, by fax or by electronic means.
2. At the request of the other, each party shall immediately confirm the fact of receiving the documents. Statements, applications, notifications, information shall be deemed delivered on time if they have arrived at the ordering party in such a way that he could become familiar with their content.
3. The person authorized to contact with contractors is:  
*Barbara Wróblewska – employee of the Public Procurement Department of the University of Gdańsk, fax: (58) 523-31-10, e-mail: sekretariatdzp@ug.edu.pl during the working hours: 07:00 - 15:00 from Monday to Friday.*

4. Before submitting an offer, Contractors may send comments to the Ordering Party regarding the content of this Announcement. In justified cases, the ordering party, taking into account the comments sent, may change the content of this Announcement and extend the deadline for submitting offers accordingly.
5. Modifications to the content of the Announcement and information about a possible extension of the deadline for submitting bids will be posted on the website [www.ug.edu.pl](http://www.ug.edu.pl), link "public procurement", on which this Announcement is available.

#### VI. Description of how to prepare offers

1. The Contractor entering the proceedings is obliged to prepare an offer prepared accordingly to this Announcement.
2. The offer consists of: the offer form - Annex 1 to the Announcement.
3. The offer shall be made in Polish or English, typewritten or in legible handwriting with use of the indelible ink.
4. The offer shall be submitted in the form of an original, signed by the person (s) authorized to make declarations of will on behalf of the contractor, in accordance with the form of representation of the contractor specified in the registration document appropriate for the organizational form of the contractor or the representative.  
*In the case of contractors submitting a joint bid (jointly applying for the award of a contract), these contractors submit one set of documents referred to in point 2.*
5. All places where the contractor has made corrections (resulting from his mistake) must be initialed personally by the person (s) signing the offer.
6. In addition, the Contractor shall submit along with the offer: a statement regarding subcontractors - Annex 4 of the Announcement.  
*In case of contractors applying jointly for the award of the contract, these contractors shall jointly submit the document referred to in point 6.*
7. The documents or statements referred to in point 6 must be submitted in the original or a certified copy in accordance with the form of representation specified in the registration document appropriate to its organizational form. Certificate of compliance with the original is made by providing a copy of the document or a copy of the statement made in paper form with your own signature.
8. If the Contractor is represented by a proxy (a one-time power of attorney may be issued for a specific proceeding), the offer must be accompanied by an original or a copy certified by a notary public (provided that the power of attorney for persons representing the Contractor does not result from registration documents) containing the date of issue, scope of authorization, period for which it was issued and must be signed by persons authorized to represent.
9. All pages of the offer with the required documents should be numbered consecutively, and the entire offer stitched (combined) in a way that prevents decompletion.
10. The offer with the required documents must be submitted in an opaque sealed envelope, guaranteeing that it has not been tampered with until the opening day, **addressed to the Awarding Entity at the address below:**

Nazwa (firma) Wykonawcy  
Adres Wykonawcy

Uniwersytet Gdański  
Dział Zamówień Publicznych  
80-309 Gdańsk  
ul. Jana Bażyńskiego 8, pok. nr. 115

#### **OFERTA**

Do postępowania nr J711.291.2.1.2020.BW:

**Wykonanie analizy hormonów oksytocyny i wazopresyny z 1.296 próbek ludzkiej śliny metodą radioimmunologiczną dla Instytutu Psychologii Wydziału Nauk Społecznych Uniwersytetu Gdańskiego**

nie otwierać przed dniem 19.02.2020 roku godz.: 10:30.

11. Each Contractor may submit only one, unambiguous offer, in accordance with the subject of the order within the deadline specified below.
12. It is accepted to submit one offer by contractors jointly applying for the award of the contract, provided that such an offer meets the following requirements:
  - 1) the offer must be signed in such a way as to legally oblige all contractors acting jointly,
  - 2) contractors acting jointly must appoint a proxy,
  - 3) all correspondence and settlements shall be made only with the appointed representative.
13. By submitting an offer, the contractor declares that the subject of the contract meets all technical parameters described in Annex 2 of the Announcement

14. The Ordering Party informs that the offers submitted in these proceedings are public and subject to availability from the moment they are opened, with the exception of information constituting trade secrets within the meaning of Art. 11 paragraph 2 of the Act of 16 April 1993. on combating unfair competition (consolidated text, Journal of Laws of 2018, item 419, as amended), if the contractor, not later than within the time limit for submission of offers, has stipulated that they cannot be made available and has shown that proprietary information are a business secret.
15. If the information contained in the offer constitute a business secret within the meaning of the Act on combating unfair competition, as to which the contractor states that it cannot be disclosed to other participants in the proceedings, they must be marked with the clause: "information constituting the business secret" and attached to the offer. It is recommended that this information be permanently and separately stapled
16. Classification of information as confidential, while it is not a business secret within the meaning of the Act on combating unfair competition, will be treated as ineffective and will result in their disclosure
17. According to art. 11 paragraph 2 of the Act of 16 April 1993. on combating unfair competition, trade secret is understood as technical, technological, organizational or other information of economic value, which as a whole or in a specific combination and collection of their elements are not commonly known to persons usually dealing with this type of information or are not easily accessible to such persons, provided that the authorized to use or dispose of this information has taken, with due diligence, action to keep it confidential. The Contractor, classifying the information as the trade secret, is obliged to attach to the offer a written justification regarding the information it reserves. The justification is to prove that the conditions set out in the above-mentioned provision have been met, i.e. that the classified information:
  - 1) regards technical, technological or organizational issues or constitute other information of economic value,
  - 2) are not generally known to persons usually dealing with this type of information or are not easily accessible to such persons,
  - 3) actions to keep them confidential have been undertaken.

#### VII. Place and date of submission and opening of offers

1. Offers should be sent to the address:  
Dział Zamówień Publicznych Uniwersytetu Gdańskiego, 80-309 Gdańsk, ul. Jana Bażyńskiego 8, pokój nr 115, I piętro, w godzinach pracy od 7:00 do 15:00 **w terminie do 19.02.2020 roku do godz. 10:00**.
2. The Ordering Party will note the next offer number, day and time of receipt.
3. The date of submission of the offer is the date on which the offer will be delivered to the Ordering Party.
4. If the offer is sent by post, by courier, The Ordering Party will recognize the date on which the offer was in the Ordering Party's possession as the date of submitting the offer.
5. If the offer is submitted after the deadline, the Ordering Party will return it to the Contractor without opening it.
6. The opening will take place at:  
In the building of the Rectorat of the University of Gdańsk, 80-309 Gdańsk, ul. Jana Bażyńskiego 8, room no 109, I floor, on the **day 19.02.2020 at 10:30**.
7. The announcement of information about submitted offers and prices is public and will take place during the opening of the offers
8. Immediately before the opening of the bids, the Ordering Party will indicate the amount that it intends to spend on financing the contract.

#### VIII. Description of the manner of calculating the price

1. The price of the offer must be expressed in Polish zlotys (PLN) or EURO or USD.
2. The Ordering Party requires the contractor to complete Annex 1 to the Announcement - offer form.
3. Annex 1 to the Announcement must have a gross value in PLN or EURO or USD, with the exception included in point 8.
4. The offer price in the offer form - Annex 1 to the Announcement, will be treated as the offer price for comparison and examination of the offers.
5. If an offer is submitted in a foreign currency, the Ordering Party will convert this currency into PLN according to the average exchange rate on the day of opening the offers calculated and announced by the National Bank of Poland.
6. Contractors are required to round prices to full grosz, i.e. to two decimal places, with ends below 0.5 grosz omitted, and ends of 0.5 grosz and higher are rounded to 1 grosz.

7. The price of the offer must include VAT due in accordance with the Act of 11 March 2004. on tax on goods and services (consolidated text, Journal of Laws of 2018, item 2174, as amended), with the exception stated in point 8 below, all anticipated costs of complete execution of the subject of the contract must be taken into account and included. The financial consequences of any errors are covered by the Contractor, who must foresee all circumstances that may affect the price of the contract.
8. In the event that the Contractor submits an offer the selection of which would lead to the establishment of the tax obligation on the part of the Ordering Party in accordance with the provisions on value added tax, the ordering party shall, in order to assess such offer, add to the price presented in it the tax on goods and services that would be required to account in accordance with these provisions. While submitting such an offer, the Contractor informs the Ordering Party whether the selection of the offer will lead to the establishment of the tax obligation by the Ordering Party, indicating the name (type) of the good or service whose delivery or provision will lead to tax creation, and indicating their value without the amount of tax.
9. Payments between the Ordering Party and the Contractor will be carried out in PLN or EURO or USD.
10. The Contractor in the offer should offer an unambiguous price. Providing a variant price expressed in the "price range" or containing conditions and reservations will result in rejection of the offer.
11. All corrections in calculations, made manually, without using the corrector, through crossing out the previous entry in a way enabling its reading should be initiated by hand in accordance with the Contractor's legal status, i.e. by the person (s) signing the offer.

#### IX. The description of criteria that ordering party will consider to chose the offer

1. When choosing the best bid, the ordering party will be guided by the following criterion:

- 1) **The price of the offer – value of 60%.**

The Ordering Party will make an assessment based on the gross offer price in PLN in the offer form (Annex 1 to the Announcement).

Points for the "Offer price" criterion will be awarded according to the following formula

$$P(c) = \frac{C_n}{C_o} \times 60$$

where:

$P(c)$  - the number of points awarded to the evaluated bid under the "Bid price" criterion;

$C_n$  - the lowest gross price offered in PLN among the offers not subject to rejection;

$C_o$  - gross price in PLN of the evaluated offer.

The maximum number of points that an offer can receive for the "Offer price" criterion is 60 points.

- 2) **Performing of the analysis by a person holding an academic degree/title – value of 20%**

The Ordering Party will make an assessment based on the criterion offered by the contractor indicated in the offer form - Annex 1.

The criterion must be specified in one of the two options (to be chosen) given in the table below. In the case of giving another variant or selecting two variants together or failure to select one of the given variants will be treated as non-compliance of the offer with the announcement and will result in its rejection in accordance with the provisions of chapter X point 5 item 1) of the Announcement.

Points for the criterion The contractor has an academic degree/title will be allocated according to the formula:

$P(D) = D1$  or  $D2$  where:

$P(D)$  -  $P(D)$  – the number of points allocated to the offer according to the criterion "The contractor has an academic degree/title"

$D1, D2$  – points will be awarded according to the table below:

| Performing of the analysis by a person holding an academic degree/title | Points |
|---|--------|
| D1 > PhD  | 20     |
| D2 – PhD  | 0      |

The maximum number of points that an offer can receive for a criterion Performing the analysis by a person holding academic degree/title is 20 points.

3) **Scientific publication with the use of the method of analysis performed by the contractor for evaluation of oxytocin and vasopressin from saliva in a scientific journal- 20%**

The Ordering Party will make an assessment based on the criterion offered by the contractor indicated in the offer form - Annex 1.

Scientific publication with the use of the method of analysis performed by the contractor for evaluation of oxytocin and vasopressin from saliva in a scientific journal is the additional condition. The Contractor offering the service does not have to have a scientific publication in a scientific journal - the lack of scientific publication will not result in the recognition that the offer does not meet the requirements of the ordering party and the content of the ToR, and will only be used to evaluate the offer in accordance with the following scoring.

The criterion must be specified in one of the two options (to be chosen) given in the table below. In the case of giving another variant or selecting two variants together or failure to select one of the given variants will be treated as non-compliance of the offer with the announcement and will result in its rejection in accordance with the provisions of chapter X point 5 item 1) of the announcement. When one of the given options is not selected, it will result in the award of 0 points to the offer.

Points for the criterion Scientific publication with the use of the method of analysis performed by the contractor for evaluation of oxytocin and vasopressin from saliva in a scientific journal will be allocated according to the formula:

$P(M) = M1$  or  $M2$  where:

$P(M)$  - the number of points allocated to the offer according to the criterion Scientific publication with the use of the method of analysis performed by the contractor for evaluation of oxytocin and vasopressin from saliva in a scientific journal

$M1, M2$  - points will be awarded according to the table below:

| Scientific publication with the use of the method of analysis performed by the contractor for evaluation of oxytocin and vasopressin from saliva in a scientific journal | Points |
|--|--------|
| M1 – met   | 20     |
| M2 – not met   | 0      |

The maximum number of points that an offer can receive for a criterion Scientific publication with the use of the method of analysis performed by the contractor for evaluation of oxytocin and vasopressin from saliva in a scientific journal is 20 points.

2. The Ordering Party will consider the offer as the best when it obtains the highest number of points calculated according to the formula:

$$P = P(C) + P(D) + P(M).$$

3. The Ordering Party will assess submitted offers only on the basis of the indicated criteria.

4. The maximum number of points that an offer can achieve after calculating the number of points awarded for the criteria is 100 points.

5. The Ordering Party will apply results rounding to two decimal places.

#### X. Choosing of the best offer

1. The evaluation of bids will be made on the basis of established criteria referred to in chapter IX of the Announcement.

2. The Ordering Party shall award the contract to the Contractor whose offer meets all the requirements set out in Annex 2 to the Notice and has been assessed as the most advantageous based on the given selection criterion.

3. To facilitate the examination, evaluation and comparison of submitted offers, the Ordering Party may ask the Contractor to clarify the content of the submitted offer. The requested explanations should be provided by the Contractor within a specified period in the form chosen by the Ordering Party, the Contractor may not attempt, propose or allow any changes in the content of the offer.

4. The Ordering Party corrects - immediately notifying the Contractor whose offer has been corrected, obvious typing and calculation errors as well as other errors in the offer being incompatible with the Announcement, which does not cause significant changes in the content of the offer.

5. The Ordering Party shall reject an offer if:

1) its content does not correspond to the content of the Announcement,

2) contains errors in the price calculation,



- 3) its submission is an act of unfair competition within the meaning of the provisions on combating unfair competition,
- 4) is invalid on the basis of separate provisions.

#### **XI. Information about the result of the proceedings**

1. The Ordering Party shall notify the results of the proceedings to all contractors who have submitted offers, informing about:
  - 1) choosing the best offer, giving the name (company) or name and surname, registered office choice and name (company) or names, registered office or place of residence and addresses of contractors who submitted bids, as well as the score awarded to bids in the bid evaluation criterion.
  - 2) Contractors whose offers have been rejected, providing factual justification
2. Immediately after selecting the best bid, the ordering party shall provide information referred to in point 1 point 1) on the website
3. The Ordering Party shall cancel the procedure if:
  - 1) no offer has been submitted or all submitted offers are rejected,
  - 2) the price of the best bid exceeds the amount that the Ordering Party has allocated to finance the contract, unless the Ordering Party increases this amount to the price of the best bid,
  - 3) there has been a significant change in circumstances which means that the conduct of the procedure or performance of the contract is not in the interest of the Ordering Party,
  - 4) there are other justified circumstances preventing the conclusion of a valid contract for a procurement in the field of science.

#### **XII. Provisions related to signing the contract regarding the order in the field of science**

1. The Ordering Party shall notify the Contractors of the draft contract - Annex 5 to the Announcement. The Contractor may apply initials by accepting the draft contract attached to the Announcement on its last page and attach this draft to the offer or limit himself to the statement referring to the content of the contract contained in Annex 1 to the Announcement – the offer form.
2. The contract with the selected Contractor will be signed within the time limit set by the Ordering Party.
3. The place of signing of the contract is the headquarters of the Ordering Party. The contract will be sent to the Contractor's signature (courier) or presented for signature at the Ordering Party's headquarters depending on the arrangements made by the parties and signed no later than on the day of its receipt.
4. The Contractor is obliged to sign the contract within the time limit set by the Ordering Party and to immediately send it by courier to the Ordering Party (adres Dział Zamówień Publicznych UG, 80-309 Gdańsk, ul. Jana Bażyńskiego 8), however not later than within 7 days from the date of its receipt. In the event of failure to comply with the above deadline, the Ordering Party may consider that the Contractor is evading the signing of the contract.
5. If the Contractor whose offer has been selected avoids signing the public procurement contract, the Ordering Party may choose the most advantageous offer from among the other offers without re-examining and assessing it, unless there are grounds for canceling the procedure referred to in Chapter XI point 3 of the Announcement.
6. By the date of signing the contract, the Contractor shall be required to provide a copy of the contract regulating the cooperation of Contractors jointly applying for the contract in the field of science.
7. The Ordering Party shall immediately publish on its website information about the award of a contract in the field of science, giving the name (company) or name of the entity with which it signed the contract for the performance of the contract, or information about the failure to award this contract.
8. Information clause regarding personal data:
  - 1) According to art. 13 section 1 and 2 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC (General Regulation on data protection) (Journal of Laws EU L 119 of 04/05/2016, p. 1), hereinafter "GDPR", the Ordering Party informs that:
    - a) The administrator of your personal data is the University of Gdańsk, 80-309 Gdańsk, ul. Jana Bażyńskiego 8, mentioned as the Ordering Party.
    - b) The personal data administrator has appointed a data protection officer who can be contacted (58) 523 24 59 e-mail: [poin@ug.edu.pl](mailto:poin@ug.edu.pl).
    - c) your personal data will be processed:  
- based on Article. 6 clause 1 lit. c) GDPR for the purpose related to this contract



in the field of science based on art. 701 of the Act of April 23, 1964. Civil Code (consolidated text, Journal of Laws of 2018, item 1025, as amended).

- based on Article. 6 clause 1 lit. b) GDPR - after selecting the best offer - to perform the contract signed as a result of the settlement of the abovementioned order in which the party is involved and to which the data refers or to take action at the request of the party that the data refers prior to entering into a contract.
- d) The recipients of your personal data will be persons or entities to whom the order documentation will be made available based on the provisions of art. 8, 10 and 11 of the Act of 6 September 2001 on access to public information (consolidated text, Journal of Laws of 2018, item 1330, as amended), and Art. 469 of the Act of 20 July 2018. Law on higher education and science (consolidated text, Journal of Laws of 2018, item 1668, as amended).
- e) your personal data will be stored for the period necessary to achieve the purposes indicated in point c) as well as the archiving obligation arising from legal provisions.
- f) Your obligation to provide personal data directly regarding you is a statutory requirement set out in art. 469 of the Act of 20 July 2018. Law on higher education and science (consolidated text, Journal of Laws of 2018, item 1668 with later changes) related to participation in the procurement procedure and signing of the contract in the field of science\*.
- g) with respect to your personal data, decisions will not be taken in an automated manner, applying to art. 22 GDPR.
- h) You have:
  - based on Article. 15 GDPR, the right to access your personal data regarding you;
  - based on Article. 16 GDPR, the right to rectify your personal data \*\*;
  - based on Article. 18 GDPR, the right to request the administrator to limit the processing of personal data, subject to the cases referred to in art. 18 clause 2 GDPR \*\*\*;
  - the right to lodge a complaint to the President of the Office for Personal Data Protection, if you feel that the processing of your personal data violates the provisions of the GDPR;
- i) you are not entitled to:
  - in connection with art. 17 clause 3 lit. b, d or e GDPR, the right to delete personal data;
  - the right to transfer personal data referred to in art. 20 GDPR;
  - based on Article. 21 GDPR, the right to object to the processing of personal data, because the legal basis for the processing of your personal data is Art. 6 clause 1 lit. b and c GDPR.

\* *Explanation: concerns the collection of personal data from the data subject.*

\*\* *Explanation: exercising the right of rectification may not result in a change in the outcome of the procurement procedure in the field of science or a change in the provisions of the contract to the extent inconsistent with the Act and may not violate the integrity of the protocol and its annexes.*

\*\*\* *Explanation: the right to limit processing does not apply in relation to storage, to ensure that legal remedies are available or to protect the rights of another natural or legal person, or for important reasons of public interest of the European Union or a Member State.*

- 2) If the Contractor needs to process personal data, the administrator of which is the Ordering Party in connection with the performance of this contract, the Contractor will be obliged, at the request of the Ordering Party, to conclude a contract entrusting the processing of personal data within the meaning of art. 28 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27.04.2016 on the protection of individuals in connection with *the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC (General Data Protection Regulation)* before processing personal data.

#### 9. Subcontractors:

- 1) The Ordering Party allows the use of subcontractors' services.
- 2) Entrusting the performance of part of the contract to subcontractors does not release the Contractor from liability for the proper performance of this contract.
- 3) The Contractor shall be liable for actions or inaction of subcontractors as for his own actions and inaction.
- 4) The Contractor is obliged to provide in Annex 4 to the Announcement (Chapter VI point 6 of the Announcement) what scope of the contract he intends to entrust to subcontractors.
- 5) The Subcontract must be in writing for a fee, and must specify what part of the contract will be performed by the Subcontractor.
- 6) The date of payment of the Subcontractor's remuneration provided for in the subcontract may not be longer than 30 days from the date of delivery of the invoice or bill to the contractor confirming the performance of the tasks entrusted to the Subcontractor.
- 7) Introduction of a subcontractor, in a situation where the Contractor has declared in the offer that the contract will be carried out by itself or a change in subcontractor, on the principles set out in § 9 para. 1 point 3) of the draft contract, will be possible if the Contractor notifies the Ordering

Party of this fact, indicating the reason, the Subcontractor's company and part of the subcontracting, which requires prior approval of the Ordering Party.

- 8) The introduction of a subcontractor may not violate the provisions of the Announcement and contract based on which the contractor's offer was selected.

### **XIII. Annex to the announcement**

Annex 1 – the offer form

Annex 2 – The detailed description of the ordered subject

Annex 3 – the acceptance protocol

Annex 4 – declaration on subcontractors

Annex 5 – the draft of the contract