

Kraków, **23<sup>rd</sup> November 2017**

## REQUEST FOR QUOTATION No **23 11 2017 F**

for **service: kinase assay panel (binding assay)**

as a part of the project titled „ Next-generation cancer immunotherapy activating immune response in patients”, co-financed by the European Union Funds under Measure 1.1.1 “Industrial research and development work carried out by enterprises” of the OPERATIONAL PROGRAMME SMART GROWTH 2014-2020.

### I. ORDERING PARTY:

Selvita S.A.  
Ul. Bobrzyńskiego 14  
30-348 Kraków  
VAT EU: 679 29 42 955

### II. DESCRIPTION OF THE ORDER:

1. Contractor should make an offer for **service** presented below:

	Description	Estimated amount of compounds (±50%)
1.	<b>Kinase assay panel (binding assay), 468 kinases (containing Hematopoietic Progenitor Kinase 1)</b> <ul style="list-style-type: none"><li>• 1 concentration</li></ul>	6*

\*Partial orders

1.1 Other requirements:

**a. Turnaround time (analysis and final report)-** within **15 working days** after **order submission and delivery of samples**

If range of time given, the upper value will be considered.

**b. offer validity period (in calendar days)** – at least **31.12.2018**;

**In the absence of information about the above requirements (clause 1.1), Ordering Party assumes that they comply with the requirements indicated in RFQ.**

2. CPV code: **71355000-1**

3. It is ~~possible~~/not possible to make an offer for a part of an order.

4. It is ~~possible~~/not possible to make a variant offer.

### III. CONDITIONS FOR PARTICIPATION IN THE PROCEEDINGS:

1. Excluded from the proceedings shall be those Contractors who are personally or equity related to the Ordering Party.\*

2. Additional conditions for participation in the proceedings:

- a. Contractors participating in the proceedings must be in a business and financial situation that ensure timely and -requirement-compliant performance of the contract. In addition, they must have necessary expertise, experience and technical potential, as well as personnel that are sufficiently skilled to perform the Contract and be licensed to carry out the activity in question, if this is required by law. To confirm the above Ordering Party requires the Contractor to submit a statement about fulfilling conditions for participation in the proceedings. The draft statement is attached as **Appendix 1** to this RFQ.

#### IV. DESCRIPTION FOR PREPARING OFFERS:

1. The Contractor should make the offer in Polish or English.
2. The offer have to:
  - **Include the full name of a Contractor and contact details.**
  - **Include date of the offer/submission date** (In the absence of the date of issue on the tenders submitted by e-mail, date of receipt will be equivalent to the issue of the offer).
  - **Include price for order** (without VAT/TAX).  
(The Ordering Party accepts the tenders with prices given in different currency, however, for the purposes of comparing the tenders, the tender price in a foreign currency, for example EUR, will be converted into PLN using the exchange rate given in the Average Exchange Rate Table of the National Bank of Poland (NBP) (available at the NBP official Internet site: <http://www.nbp.pl/>) valid for the date of the tender evaluation. To avoid any doubts, the tender prices in PLN will be used only for comparing the tenders and for awarding scores; all settlements with the Contractor will be in the currency of the offer.)
  - **Include service description and the information about other requirements referred to in clause 1.1, Part II** (if required).
  - **Include all the required attachments, indicated in Part III** (if required)
  - **In contacts with the Ordering Party mention the reference number: 23 11 2017 F.**

**A lack of any of the above mentioned items will result in rejection of the tender for formal reasons.**

#### V. EVALUATION OF OFFERS:

The Ordering Party will evaluate valid tenders based on the following criteria:

1. Criterion admitting the tenders for further evaluation:
  - timely submission of the tender;
  - preparation of the tender in accordance with the requirements set out in part IV;
  - range of functionalities of offered service must comply with the requirements set out in Part II.
2. Criterion for assessing tenders:
  - Price: **100% (average price for analysis of one compound: A+B+C+D+E+F+G+H+I/9)**

			Price	Timeline (working days)
<b>A</b>	<b>1 compound in one batch</b>	Price for 1 compound		
<b>B</b>	<b>2 compounds in one batch</b>	Price for 1 compound		
<b>C</b>	<b>3 compounds in one batch</b>	Price for 1 compound		
<b>D</b>	<b>4 compounds in one batch</b>	Price for 1 compound		
<b>E</b>	<b>5 compounds in one batch</b>	Price for 1 compound		
<b>F</b>	<b>6 compounds in one batch</b>	Price for 1 compound		
<b>G</b>	<b>7 compounds in one batch</b>	Price for 1 compound		
<b>H</b>	<b>8 compounds in one batch</b>	Price for 1 compound		
<b>I</b>	<b>9 compounds in one batch</b>	Price for 1 compound		

### 3. Method of assessment:

At the request of the Contractors summary report of the bids will be presented, in which the price will be recalculated according to the following rule (0-10 points):

- the lowest of the offered price - 10 points;
- the highest of the offered price - 0 point;
- others:  $10 - (\text{offered price} / \text{highest offered price}) * 10$  points.

In the case of the same prices from at least two Contractors, the Ordering Party shall appoint the **delivery date**, and in the absence of a settlement the Contractors will be called to re-present the prices.

### VI. DEADLINE OF THE DELIVERY

Delivery time should be not later than **within 15 working days after order submission and delivery of samples**.

### VII. PLACE AND THE DEADLINE FOR SUBMISSION OF OFFERS:

1. The offer must be submitted by **30<sup>th</sup> November 2017 by the end of the day (23:59 CET)**.
2. Offer with required attachments must be sent to the e-mail address: [tenders@selvita.com](mailto:tenders@selvita.com), by courier or delivered personally to Selvita S.A., ul. Bobrzyńskiego 14, 30-348 Kraków, within deadline set out in clause 1, part VII.
3. Offers received after the deadline will not be taken into consideration. Decisive will be the date and the time of receipt of the offer by Ordering Party.
4. Contractors may - prior to the deadline for submission of tenders - change or withdraw the offer.
5. In the course of comparison and evaluation of offers the Ordering Party may require Contractors to present explanations concerning the content of submitted bids.
6. Inquiry is published on the following websites:
  - <http://www.selvita.com/pl/>

### VIII. INFORMATION ABOUT THE SELECTION OF BEST OFFER

All Contractors will be notified per e-mail (to E-mail address which the offer was sent or to E-mail address indicated in the offer) about selecting the best bid.

## IX. AGREEMENT CONCLUSION

The tenderer whose tender is assessed the best shall be obliged to conclude an agreement with the Ordering Party within **21 calendar days** of the date the draft agreement have been sent or immediately after the Ordering Party obtaining the consent from the National Research and Development Centre (if such approval is required). If the Contractor whose tender won evades from concluding the agreement the Ordering Party may choose the best tender from among the remaining tenders.

## X. SUPPLEMENTARY ORDERS

The Ordering Party reserves the right to grant to Contractor, selected in the result of the present procedure, a supplementary order in the amount not exceeding 50% of the amount specified in this RFQ. Subject of the supplementary order will be the compatible with the basic order.

## XI. ADDITIONAL INFORMATION

1. The Ordering Party reserves the right to change the content of this request. If the changes can affect the content of tenders submitted in the procedure, the Ordering Party shall extend the tender submission deadline. Any changes made shall be provided promptly to all tenderers to which the request was sent and shall be binding on them.
2. The Ordering Party allows the possibility of granting an order on terms insignificantly different from specified in the query when all the received tenders differ from specification appearing in the query in the same way, and these changes are insignificant and do not affect the proper conduct of the project research, ie.:
  - there is incomplete coherence of the conditions for participation in the proceedings with the conditions set out in the request for proposals contained in paragraphs. 1.1, section II.
3. The Ordering Party reserves the right to cancel this procedure without providing reasons, change the amount of compounds ordered in relation to the amount specified in this RFQ and also to complete the procedure without choosing the winning tender.

For further information please contact with **Anna Marczakiewicz-Lustig** via e-mail [tenders@selvita.com](mailto:tenders@selvita.com).

\* Equity or personal relationship is understood as relations between the Ordering Party or individuals authorized to take commitments on behalf of the Ordering Party or those acting on behalf of the Ordering Party in order to prepare and implement the contractor selection procedure, and the Contractor, including in particular:

- 1) being a partner to civil law partnership or commercial law partnership;
- 2) holding at least 10% of shares;
- 3) being a member of a supervisory or management corporate body, a holder of general commercial power of attorney, an authorized representative;
- 4) being married to, being in direct consanguinity or affinity, second-degree consanguinity or affinity of the second degree collaterally or by adoption or guardianship.



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**APPENDIX 1 to RFQ 23 11 2017 F**

**Statement**

**on the compliance with conditions for participation in the proceedings**

By submitting the Tender in the contract award procedure conducted under Request for Proposal for **kinase assay panel (binding assay) service** I (we) declare that I (we) meet the conditions for participation in the proceedings (clause IV) , requiring to:

1. have licenses to carry out specific business or activities, if the legislation imposes such an obligation,
2. have necessary expertise and experience,
3. have appropriate technical potential and personnel capable of performing the contract,
4. be in stable economic and financial situation.

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(place, date, signature and/or stamp of the authorized Representative of the Contractor)