**Contract notice Supplies**

**Delivery, installation and implementation of the LIMS system for the purpose of management of the research laboratory meeting the requirements of the Medical University of Bialystok**

**SECTION I – CONTRACTING AUTHORITY**

**1.1.) Role of the Contracting Authority**

The procedure is carried out by the Contracting Authority independently

**1.2.) Contracting Authority:** MEDICAL UNIVERSITY OF BIALYSTOK

**1.3.) Department of the Contracting Authority:** Public Procurement Department

* 1. **National identification Number:** REGON 000288604
  2. **Address of the Contracting Authority:**

**1.5.1.) Street:** ul. Jana Kilinskiego 1

**1.5.2.) City:** Bialystok

**1.5.3.) Postcode:** 15-089

**1.5.4.) Voivodeship:** podlaskie

**1.5.5.) Country:** Poland

**1.5.6.) NUTS 3 code:** PL841 - Bialostoski

**1.5.7.) Phone number:** 85 6865137

**1.5.9.) Email address:** [kamila.kartaszow@umb.edu.pl](mailto:kamila.kartaszow@umb.edu.pl)

**1.5.10.) The Contracting Authority's website address:** [www.umb.edu.pl](http://www.umb.edu.pl/)

**1.6.) Type of the Contracting Authority:** Public Contracting Authority – unit of the public finance sector – public university

**1.7.) Main activity of the Contracting Authority:** Education

**SECTION II - BACKGROUND INFORMATION**

**2.1.) The announcement relates to:**

Public procurement

**2.2.) The announcement concerns social and other specific services:** No

**2.3.) Name of contract or framework Contract:**

Delivery, installation and implementation of the LIMS system for the purpose of management of the research laboratory meeting the requirements of the Medical University of Bialystok

**2.4.) Procedure identifier:** ocds-148610-c296a0dd-1404-11ee-a60c-9ec5599dddc1

**2.5.) Announcement number:** 2023/BZP 00275367

**2.6.) Announcement version:** 01

**2.7.) Announcement date:** 2023-06-26

**2.8.) Either the contract or the framework Contract has been included in the procedure plan:** No

**2.11.) Only the Economic Operators referred to in Article 94 of the Act may apply for the award of the contract:** No

**2.14.) Does the contract or framework Contract concern a project or programme co-financed by the European Union:** Yes

**2.15.) Name of project or programme**

3. The contract is financed by the European Union - the project "Centre for Innovative Research on the Prevention of Civilisation Diseases and Personalised Medicine (CBI PLUS)" co-funded by the European Regional Development Fund under Action 1.1 of the Regional Operational Programme

Podlaskie Voivodeship 2014-2020 .

**2.16.) Award procedure and legal basis**

The contract is awarded under the basic procedure on the basis of: article 275 item 2 of the Act

**SECTION III – DISCLOSURE OF THE PROCUREMENT DOCUMENTS AND COMMUNICATION**

**3.1.) Website address of the procedure**

https://platformazakupowa.pl/pn/umb

**3.2.) The Contracting Authority reserves access to the contract documents:** No

**3.4.) Economic Operators are obliged to submit their tenders, requests to participate, declarations and other documents only by electronic means of communication:** Yes

**3.5.) Information on the means of electronic communication to be used by the Contracting Authority to communicate with Economic Operators – website address:** https://platformazakupowa.pl/pn/umb

**3.6.) Technical and organisational requirements for electronic correspondence:** 1. The communication between the Contracting Authority and the Economic Operators shall take place, via the Purchasing Platform located at: https://platformazakupowa.pl/pn/umb.

1. Declarations, applications, notifications or information received by the Contracting Authority shall be considered documents submitted within the time limit, if their legible content reaches the Contracting Authority before the expiry of this time limit. The date of transmission (receipt) of declarations, requests, notifications and information shall be the date on which they are sent via the platform by clicking on the

"Send message to Contracting Authority" followed by a message that the message has been sent to the Contracting Authority.

1. The Contracting Authority will provide information to Economic Operators via the platform. Information on answers to questions, amendments to specifications, modification of submission deadline

and opening of tenders will be posted by the Contracting Authority on the platform in the "Announcements" section. Correspondence addressed to a specific Economic Operator in accordance with the applicable regulations will be forwarded via the platform to the specific Economic Operator.

1. The Economic Operator, as a professional entity, shall obliged to check the communication and messages sent directly to platformazakupowa.pl by the Contracting Authority, as the notification system may fail or the notification may be filtered out to the SPAM folder.
2. The Contracting Authority, in accordance with the Prime Minister's Decree of 30 December 2020.

on the manner of drawing up and transmitting information and the technical requirements for electronic documents and means of electronic communication in procedure

of awarding a public contract or a competition (Journal of Laws of 2020, item 2452), specifies the necessary hardware and application requirements for operation on platformazakupowa.pl, i.e.:

* 1. permanent access to the Internet with a guaranteed capacity of no less than 512 kb/s,
  2. PC or MAC computer with the following configuration: min. memory 2 GB RAM, Intel IV 2 GHZ processor or its newer version, one of the operating systems – MS Windows 7, Mac Os x 10 4, Linux, or their latest versions,
  3. any web browser is installed, except for Internet Explorer
  4. javaScript enabled,
  5. installed Adobe Acrobat Reader or another software application which supports the .pdf file format,
  6. encryption on platformazakupowa.pl is carried out through the TLS 1.3 protocol.
  7. indication of the time of data receipt by the purchasing platform is the date and exact time (hh:mm:ss) generated in accordance with the time of the local server synchronized with the clock of the Central Office of Measures.

Through joining the public procurement procedure, the Economic Operator:

* 1. accepts the terms and conditions for the use of platformazakupowa.pl as set out in the Terms and Conditions placed on the website under the link in the tab "Terms and Conditions" and acknowledges them as binding,
  2. has read and complies with the Instructions for Submission of Tenders/Applications available at the link.

1. The Contracting Authority shall not be liable for tenders submitted in a manner inconsistent with the instructions for use of platformazakupowa.pl, in particular if the Contracting Authority reads

the contents of the tender before the deadline for submission of tenders (e.g. submission of the tender under "Send a message to the awarding authority"). Such a bid will be considered by the Contracting Authority as a commercial bid and will not be taken into account in the present procedure because the obligation imposed

in Article 221 of the Public Procurement Act.

1. The Contracting Authority informs that the instructions for use of platformazakupowa.pl concerning

in particular logging in, submitting requests for clarification of the content of the ToR, submitting tenders and other actions undertaken in this procedure using platformazakupowa.pl are located in the tab “Instructions for the Economic Operators” on the website at: https://platformazakupowa.pl/strona/45-instrukcje

**3.8.) The Contracting Authority requires that tenders be prepared and submitted using electronic construction data modelling tools or other similar tools that are not generally available:** No

**3.12.) Offer - electronic catalogue:** 3 N/A

**3.14.) Languages in which documents submitted in the procedure may be drawn up:**

Polish

English

**SECTION IV - SUBJECT MATTER OF THE CONTRACT**

**4.1.) General information relating to the subject matter of the contract.**

**4.1.1.) A market consultation was carried out prior to the initiation of procedure:** No

**4.1.2.) Reference number:** AZP.25.1.39.2023

**4.1.3.) Type of order:** Access

**4.1.4.) The Contracting Authority shall award the contract in parts, each of which shall be the subject of a separate procedure:** No

**4.1.8.) Partial bids are possible:** No

**4.1.13.) The Contracting Authority shall take into account social, environmental or labelling considerations in the description of the subject matter of the contract:** No

**4.2. Specific information relating to the subject matter of the contract:**

**4.2.2.) Brief Description of the Object of Contract**

The subject of the contract is the delivery, installation and implementation of a LIMS system for the management of a research laboratory for the needs of the Medical University of Bialystok's organisational units

2. A detailed Description of the Object of Contract is contained in Attachment No. 3 to the ToR – Description of the Object of Contract

**4.2.6.) Main CPV code:** 48000000-8 - Software packages and information systems **4.2.8.) The order includes options:** No

**4.2.10.) Period of performance of the contract or framework Contract:** 26 days

**4.2.11.) The Contracting Authority envisages renewals:** No

**4.2.13.) The Contracting Authority envisages awarding contracts for similar services or works to the existing Economic Operator:** No

**4.3.) Tender assessment criteria:**

**4.3.1.) Tender assessment method:** The following criteria will be used by the Contracting Authority to select the most advantageous tender: Tender assessment criteria:

* 1. Offer price (C) - 60%
  2. Time of Delivery (TD) - 40%.

**4.3.2.) Method of determining the weighting of the criteria for evaluating tenders:** Percentage

**4.3.3.) Applicable bid evaluation criteria:** Price and quality criteria

**Criterion 1.**

**4.3.5.) Criterion name:** Price value

**4.3.6.) Weight:** 60

**Criterion 2.**

**4.3.4.) Criterion type:**

Others.

**4.3.5.) Criterion name:** Time of Delivery

**4.3.6.) Weight:** 40

**4.3.10.) The Contracting Authority shall specify social, environmental or innovative aspects, request labels or apply life-cycle costing to the tender evaluation criterion:** No

**SECTION V – QUALIFICATION OF ECONOMIC OPERATORS**

**5.1.) The Contracting Authority provides for optional grounds for exclusion:** No

**5.3.) Conditions for participation in the procedure:** No

**5.5.) The Contracting Authority requires the submission of the declaration referred to in Article 125(1) of the Act:** Yes

**5.6.) List of subjective evidence of non-exclusion:** The Contracting Authority shall request

The Economic Operator whose tender was awarded the highest score to submit

within a designated period, not shorter than 5 days from the date of the request, instead of subjective means of proof - in order to confirm the lack of grounds for exclusion – a statement of the Economic Operator, up-to-date as of the date of submission, on the validity of the information contained in the statement on the lack of grounds for exclusion submitted with the tender – in accordance with Appendix No. 6 to the ToR.

**5.7.) List of means of proof of fulfilment of the conditions for participation:** not applicable

**5.8.) List of the evidence in question:**

the means of proof in question, as referred to in Section V(4) of the ToR (if applicable).

**5.9.) The Contracting Authority envisages supplementing the evidence in question:** Yes

**5.10.) Evidence in question subject to post-offer completion:**

the means of proof in question, as referred to in Section V(4) of the ToR (if applicable).

**SECTION VI - TERMS AND CONDITIONS OF THE CONTRACT**

**6.1.) The Contracting Authority either requires or allows variant tenders:** No

**6.3.) The Contracting Authority plans to carry out an electronic auction:** No

**6.4.) The Contracting Authority requires a tendering security:** No

**6.5.) The Contracting Authority requires a performance bond:** No

**6.6.) Requirements for the submission of a tender by Economic Operators jointly tendering for the contract:**

1. Economic Operators may jointly submit an offer to the tender. In such event, they shall appoint a representative who is going to represent them in the public procurement procedure or to represent them in the procedure and to conclude the public procurement Contract. The provisions concerning Economic Operators shall apply *mutatis mutandis* to Economic Operators who jointly apply for the award of the tender. The power of attorney must be attached to the tender and include, in particular, clear indications of: the public procurement procedure to which it relates, the Economic Operators who jointly apply for the tender, the appointed representative and the scope of his or her power of attorney, including in particular: representing the Economic Operators who jointly apply for the award of the tender, incurring obligations on behalf of the Economic Operators jointly applying for the award of the tender, joint submission of the tender, conducting correspondence and undertaking obligations related to the public procurement procedure.
2. The document of power of attorney must be signed by all Economic Operators applying jointly for the award of the contract, including the Economic Operator appointed as a proxy and by the persons authorised to make declarations of will listed in the Economic Operator’s relevant register or records. The power of attorney document (original or notarised photocopy), must be attached to the offer in electronic form, signed with a qualified electronic signature or in electronic form signed with a trusted or personal signature.

All correspondence and settlements will be made exclusively with the entity acting as a proxy for the others, with payments being made directly to the account of the entity in question (only the one named in the Contract) or to a joint settlement account to be used for payments for services rendered by individual entities.

1. Economic Operators competing jointly for the award of a public contract shall be jointly and severally liable for the performance of the contract.
2. The Contracting Authority reserves the right to request, prior to the conclusion of a public procurement contract, a contract governing the principles of cooperation between Economic Operators jointly applying for the award of the contract.

**6.7.) The Contracting Authority envisages the cancellation of the procedure if the public funds which it intended to allocate to finance all or part of the contract have not been awarded:** No

**SECTION VII - DRAFT CONTRACTUAL PROVISIONS**

**7.1.) The Contracting Authority envisages granting advance payments:** No

**7.3.) The Contracting Authority envisages changes to the contract:** Yes

**7.4.) Type and scope of contract amendments and the conditions for making them:**

1. Amendments to the provisions of the Contract in relation to the contents of the offer on the basis of which the Economic Operator was selected shall be prohibited, with the exception of the grounds provided for in Article 455 of the PPL Act and the following cases:
   1. The Parties shall allow for an amendment to the Contract consisting in the performance of the subject of the Contract with the application of other technical or technological solutions than those indicated in the Economic Operator’s Offer in the event that the application of the provided solutions would pose a risk of non-performance or faulty performance of the subject of the Contract.
   2. The parties allow for an amendment to the Contract consisting in a change to the gross remuneration due to the Economic Operator in the event of a statutory change to the VAT rate. The change will take place in relation to all or part of the contract affected by the changed VAT rate - with the proviso that the net value specified in the Contract is not subject to change. If the Parties agree that there are grounds for a change in gross remuneration

payable to the Economic Operator due to a change in the VAT rate, the Contracting Authority will prepare an Appendix to the contract.

* 1. The parties shall allow for amendments to the Contract resulting from the need to take account of mandatory legal provisions to the extent that they affect the performance of the Contract. In such a case, the Party that draws attention to the need to amend the Contract shall immediately notify the other Party of the change in the provisions affecting the performance of the Contract and submit a proposal to amend the Contract. If the Parties agree that there are grounds for amending the Contract, the Contracting Authority will prepare an Appendix to the Contract.
  2. An amendment to the Contract is also permissible if:
     1. regulations have changed which affect the rights and obligations of the Parties,
     2. there is a need to postpone the execution of the Contract for reasons attributable to the Contracting Authority,
     3. there is a change or withdrawal of a product from sale; the Economic Operator shall then immediately inform the Contracting Authority of this change and propose an equivalent product, which must be accepted by the Contracting Authority.

1. In the event of any obstacle to the Economic Operator’s performance of the Contract, the Economic Operator shall immediately notify the Contracting Authority of the obstacle. In such a situation, the Parties shall agree on the course of further procedure and possible new terms and conditions for the performance of the Contract (within the limits set by the provisions of the Contract and provisions of the Public Procurement Law).

**7.5.) The Contracting Authority has taken into account social, environmental, innovation or labelling aspects in relation to the performance of the contract:** No

**SECTION VIII - PROCEDURE**

**8.1.) Closing date:** 2023-07-14 09:00:00

**8.2.) Place of submitting tenders:** The bid should be submitted through the system at https://platformazakupowa.pl/pn/umb

**8.3.) Tender opening date:** 2023-07-14 09:05:00

**8.4.) Period of validity of the offer:** until 2023-08-12

**8.5.) The Contracting Authority envisages selecting the most advantageous offer with the possibility of negotiation:** Yes