|  |  |
| --- | --- |
| Case number: **176/ZZ/2025** | Gdańsk, 31.12.2025 r. |

**REQUEST FOR QUOTATION**

The Medical University of Gdańsk, located in Gdańsk (80-210) at 3A M. Skłodowska-Curie Street, NIP 5840955985, REGON 000288627, invites you to submit offers under this request for quotation.

**I. PROJECT OBJECTIVE AND SOURCE OF FUNDING**

As part of the project titled *“Innovative Workforce for the Biomedical Sector – GUMed’s Original Postgraduate Education Program”*, co-funded by the Medical Research Agency, the Medical University of Gdańsk will implement two postgraduate study programs: “Innovation in the Medical Technology Market – Design, Management, and Commercialization” and “MBA in Clinical Research.”

The aim of the project is to offer employees of the biomedical sector innovative forms of education delivered by instructors from one of the best Polish universities, supported by managers and practitioners from the healthcare and business sectors. The proposed study programs provide a unique opportunity not only to acquire essential knowledge but also to gain highly valuable and practical skills. The competencies obtained during the studies will be directly applicable upon completion, fully supporting the performance of professional duties in the biomedical sector, whose employees constitute the target group of this project.

**II. CONTRACT AWARD PROCEDURE**

The procedure is conducted with the exclusion of the provisions of the Public Procurement Law Act of 11 September 2019 (Journal of Laws of 2024, item 1320). The value of the contract is below 130,000 PLN (Article 2(1)(1)).

**III. LOCATIONS OF THE CONTRACT NOTICE PUBLICATION**

[**https://przetargi.gumed.edu.pl/**](https://przetargi.gumed.edu.pl/)

1. **SUBJECT OF THE CONTRACT**
2. The subject of the contract is the selection of a Lecturer who will conduct lectures and prepare script content and syllabi for participants of the postgraduate studies in the following subjects: Hematology –The Role of Laboratory Diagnostics in Modern Targeted Therapy of Hematologic Malignancies.
3. Detailed scope

|  |  |
| --- | --- |
| **Name of the Faculty for which the lecture is intended** | GUMEDICUM – College of Management and Human Resources Development |
| **Field and scientific discipline** | Field of medical sciences and health sciences – medical sciences |
| **Topic of the classes conducted** | Hematology – The Role of Laboratory Diagnostics in Modern Targeted Therapy of Hematologic Malignancies |
| **Target group** | Postgraduate students in the program “Innovation in the Medical Technology Market – Design, Management, and Commercialization” |
| **Number of participants** | 28 |
| **Number of teaching hours** | 2 x 45 min |
| **Language of instruction** | English |

1. The lectures will take place **online** via the MS Teams platform .
2. Detailed scope of lecture topics:

* Introduction to hematology
* Anemias and their classification
* Bone marrow aplasia – causes and consequences
* Introduction to laboratory diagnostics of hemostatic disorders; physiology of the blood coagulation system
* Hemorrhagic disorders – classification and the role of laboratory diagnostics in their identification
* Methods used in laboratory diagnostics of the hemostatic system
* Physiology of the hematopoietic system

1. CPV Code:

* 80300000-7 – Higher education services
* 80320000-3 – Medical education services

### **DATE AND PLACE OF PERFORMANCE OF THE CONTRACT**

1. **Scheduled dates of the lectures:**

**Online:** 11 January 2026 – 2 × 45 min – The Role of Laboratory Diagnostics in Modern Targeted Therapy of Hematologic Malignancies.

2. The exact dates will be confirmed after signing the contract. The schedule will constitute **Annex 1 to the Contract**.

3. The Ordering Party reserves the right to make changes to the schedule resulting from modifications in the organization of the academic year.

### **CONDITIONS FOR THE PARTICIPATION OF THE CONTRACTOR IN THE REQUEST FOR QUOTATION**

1. A contractor submitting an offer in response to this request for quotation must meet the following requirements:

a) Possess higher education – **minimum doctoral degree** – this requirement will be verified based on the declaration included in **Annex 1** and the CV.  
b) Have **at least 3 years of experience in molecular diagnostics in hematology** and experience working with clinical materials (blood, bone marrow) – this requirement will be verified based on the declaration included in **Annex 1** and the CV.  
c) Have **experience in managing a hematology department** – this requirement will be verified based on the declaration included in **Annex 1**.  
d) Must **not be personally or financially connected** with the Ordering Party – this requirement will be assessed based on the declaration included in **Annex 2**.

2. Contractors who are personally or financially connected with the Ordering Party will be excluded from the procedure. Personal or financial connections are understood as:  
a) participation in a company as a partner in a civil or personal partnership,  
b) holding at least 10% of shares or stocks,

c) serving as a member of a supervisory or management body, proxy, or attorney,

d) being in a legal or factual relationship that may raise justified doubts about impartiality in the selection of the Contractor, in particular being married to, related by blood or affinity in a straight line, related by blood or affinity in a collateral line up to the second degree, or in a relationship of adoption, guardianship, or curatorship. This requirement will be verified based on the declaration included in **Annex 2** to the request.

3. The Ordering Party will exclude from the possibility of performing this contract entities referred to in **Article 7 of the Act on Special Solutions to Counter Supporting Aggression Against Ukraine and for the Protection of National Security (Journal of Laws 2022, item 835)** – this requirement will be verified based on the declaration included in **Annex 3**.

Due to the fact that the project is co-financed by the **Medical Research Agency** under the program for the development and implementation of an original postgraduate study program in biomedical sciences, the Contractor will be obliged to:

* Make available, upon request, documentation related to the performance of the contract,
* Personally perform the subject of the contract,
* Use the documentation specified by the Ordering Party,
* Maintain the confidentiality of data entrusted in the course of providing the service.

1. **EVALUATION CRITERIA OF OFFERS**
2. Offers that meet the participation conditions described in Section VI will be evaluated according to the following criteria and their weights:
   1. Gross-to-gross price for the performance of the entire service (C) – 100% – 100 points
   2. Gross Price\* (C)

When awarding C points, the Ordering Party will use the following formula:

***C = (C min / C x ) x 100***

where: C - number of points in the gross value criterion

C min - the lowest gross value of the submitted offers

Cx - the gross value of the evaluated offer

1. The Ordering Party will select the offer that obtains the **highest number of points (C)**.

*\* For individuals not running a business, the service price for conducting lectures and preparing scripts and syllabi includes all costs incurred by the Ordering Party, in particular the advance payment for personal income tax, social security contributions, i.e., the gross-to-gross cost.*

1. DESCRIPTION OF THE METHOD OF PREPARING THE OFFER

The Contractor shall submit an offer in accordance with the requirements set out in the request for quotation.

The offer must be prepared in English, and the price must be quoted in Polish zloty (PLN).

During the examination and evaluation of offers, the Ordering Party reserves the right to:  
a) request the Contractor to correct formal deficiencies in the offer,  
b) submit appropriate declarations, explanations, or documents within a specified period,  
c) correct obvious computational errors in the price calculation (with the Contractor’s consent),  
d) correct obvious typographical errors.

The Contractor bears all costs associated with the preparation and submission of the offer, regardless of the outcome of the request for quotation.

A complete offer should include:

a) Offer form – in accordance with Annex 1,

b) Declaration of no personal or financial connections – in accordance with Annex 2,  
c) Declaration of not being excluded from contract execution under Article 7(1)(1-3) of the Act of 13 April 2022 on Special Solutions to Counter Supporting Aggression Against Ukraine and for the Protection of National Security – in accordance with Annex 3,  
d) CV of the person conducting the lecture.

1. DEADLINE AND METHOD OF SUBMITTING OFFERS

Offers must be submitted by 10:00 A.M. on 9 January 2026 via email in the form of signed and scanned documents to: [olga.prusinowska@gumed.edu.pl](mailto:olga.prusinowska@gumed.edu.pl)

Offers submitted after the deadline will not be considered.

The person authorized by the Ordering Party to contact Contractors is MSc Olga Prusinowska, email: [olga.prusinowska@gumed.edu.pl](mailto:olga.prusinowska@gumed.edu.pl)

Organizational unit: Procurement Department.

The period of binding the offer is 30 days from the date specified by the Ordering Party as the deadline for submitting offers.

1. OTHER IMPORTANT TERMS OF THE CONTRACT WITHIN THE CONDUCTED PROCEDURE

Due to budget assumptions, if the amounts presented in the responses to the request exceed the planned project budget, the Ordering Party reserves the right to negotiate with Contractors who have not been excluded from the procedure. The final selection of Contractors with whom contracts will be signed will take place after the completion of any negotiations.

Form of engagement: civil law contract.

The Ordering Party reserves the right to withdraw from or cancel this request at any time without providing a reason. In the event of cancellation, Contractors have no claims against the Ordering Party.

The Ordering Party will announce the selected Contractor by posting the information on the Ordering Party’s website: <https://przetargi.gumed.edu.pl/>

The Contractor whose offer is selected in this procedure will be informed of this fact.

The Ordering Party reserves the right to select another offer among the most advantageous ones if the Contractor whose offer was selected as the most advantageous refuses to sign the contract regarding the execution of the subject of this order.

1. ANNEXES:

Annex 1 – Offer form

Annex 2 – Declaration of no personal or financial connections

Annex 3 – Declaration of not being excluded from contract execution under Article 7(1)(1-3) of the Act of 13 April 2022 on Special Solutions to Counter Supporting Aggression Against Ukraine and for the Protection of National Security

Annex 4 – Key provisions of the contract

NOTE:  
Individuals, prior to signing the contract, are required to submit a declaration for tax and social security purposes.

p.o Kanclerza

/-/

prof. dr hab. Jacek Bigda

**Information Clause for Contractors (Agreement Performers) of the Medical University of Gdańsk and Their Representatives and Employees**

In accordance with Articles 13 and 14 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, “GDPR”), the Ordering Party informs that:

1. The administrator of your personal data is the Medical University of Gdańsk,  
   ul. M. Skłodowskiej-Curie 3a, 80-210 Gdańsk, hereinafter referred to as the “Administrator” or “MUG.”
2. Contact with the Data Protection Officer is possible via email: [iod@gumed.edu.pl](mailto:iod@gumed.edu.pl)
3. Your personal data will be processed based on:

a) Article 6(1)(b) GDPR in connection with the execution of the agreement regarding the personal data of the contracting party;

b) Article 6(1)(f) GDPR for the purpose of pursuing a legitimate interest:

* If you are an employee or collaborator of MUG’s contractor, and your data (i.e., basic personal data – first name and surname, the entity you may represent, job title, official contact details – phone number, email address) has been provided by your employer, principal, or directly by you, personal data is processed for the purpose of performing the agreement concluded between MUG and your employer or principal. In this case, the legal basis for data processing is MUG’s legitimate interest as the data controller in performing the aforementioned agreement.
* To secure information for potential legal needs, such as establishing, pursuing, or defending claims in connection with the execution of the agreement concluded between MUG and the contractor.  
  c) Article 6(1)(c) GDPR for the purpose of fulfilling accounting and tax obligations in accordance with the Accounting Act.

1. Providing personal data is voluntary but necessary for the execution of the agreement concluded between MUG and the contractor. Failure to provide data may result in the inability to conclude and perform the agreement.
2. Information on possible sources of personal data acquisition for the contracting party: Your data, in order to ensure integrity (accuracy, verification, correctness, and completeness of data), may also be obtained from publicly available records and registers, e.g., CEiDG, KRS, or lists of entities registered as VAT taxpayers.
3. Information on possible sources of personal data acquisition for representatives, persons designated to perform the subject of the agreement, and employees: Your personal data was obtained in connection with the concluded agreement directly from the contracting party (contractor, service provider).
4. Recipients of your personal data may include public authorities or other entities authorized under legal provisions, or entities providing services based on agreements for data processing.
5. Your personal data will be processed by MUG for the duration of the agreement, and thereafter until the expiration of the limitation period for any claims arising from the agreement, and in connection with the obligation to archive documents for tax purposes.
6. You have the right to: request access to your personal data, rectify personal data, request the deletion of personal data if it is no longer necessary for the purposes for which it was collected or otherwise processed (with exceptions under Article 17(3)(b), (d), or (e) GDPR), restrict the processing of personal data (with exceptions under Article 18(2) GDPR), and data portability if your personal data is processed in an automated manner. You also have the right to object to the processing of personal data in connection with your specific situation. To exercise these rights, you can contact the Administrator in writing at its registered office or via email at [iod@gumed.edu.pl](mailto:iod@gumed.edu.pl)
7. You have the right to lodge a complaint with the supervisory authority, which is the President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw, Poland.
8. No automated decision-making, including profiling, will be made based on the personal data provided.
9. The data controller does not intend to transfer your personal data to a third country or an international organization, including countries for which the European Commission has determined an adequate level of protection.

*Annex No. 1 to the Request for Proposal*

Case number: **176/ZZ/2025**

**Medical University of Gdańsk**

ul. Marii Skłodowskiej - Curie 3a,

80-210 Gdańsk

**OFFER FORM**

**Contractor: ………………………………………………………………………………………………………………………**

*(First and Last Name / Company Name, Address, Contact Phone, Email Address, Personal ID / Tax ID)*

**In response to the Request for Proposal issued by the Medical University of Gdańsk,**  
ul. Marii Skłodowskiej-Curie 3a, 80-210 Gdańsk, regarding the engagement of a Lecturer to prepare and conduct educational classes in Polish for participants of the postgraduate studies at the Medical University of Gdańsk (MUG) as part of the project entitled *“Innovative Human Resources for the Biomedical Sector – MUG’s Original Postgraduate Education Program”*, co-financed by the Medical Research Agency, **I hereby submit my offer:**

|  |  |  |
| --- | --- | --- |
| **Lp.** | **Name of the Service** | ***Gross-to-Gross* Amount in PLN per Hour of Classes** |
| 1 | Conducting a total of 2 hours of classes for postgraduate study participants in the following subjects:  The Role of Laboratory Diagnostics in Modern Targeted Therapy of Hematologic Cancers – 2 hours | …….………………… zł  (słownie: ……………..) |
| 2 | Preparation of Course Materials and Syllabi | …….………………… zł  (słownie: ……………..) |
|  | Total order value |  |

*\* In the case of natural persons, the service fee for conducting the lecture includes all costs incurred by the Ordering Party, in particular the advance payment of income tax and social security contributions, i.e., the so-called total gross-to-gross cost.*

* I declare that I have read the description of the subject of the contract and raise no objections to it, and I accept the terms contained therein.
* I declare that I meet the participation conditions specified in point VI, including:

a) I hold a higher education degree – at least a Doctoral degree (PhD).

b) I have at least 3 years of experience in molecular diagnostics in hematology, as well as experience working with clinical materials (blood, bone marrow).  
c) I have experience in managing a hematology department.

* I declare that I am not subject to exclusion as referred to in points VI.2 and VI.3 of the Request for Proposal.
* I declare that, in the event that this offer is selected by the Ordering Party, I undertake to sign the contract(s) at the time and place indicated by the Ordering Party.

………………………………………………….

“(Signature of the person submitting the offer)”

*Annex No. 2 to the Request for Proposal*

Case number: 176/ZZ/2025

………………………, ……….. 2025 r.

…………………………..

…………………………..

…………………………..

*(Full Name, Contractor’s Address,*

*Contact Phone, Email Address)* **Medical University of Gdańsk**

ul. Marii Skłodowskiej - Curie 3a,

80-210 Gdańsk

**DECLARATION OF NO FINANCIAL OR PERSONAL CONNECTIONS**

In response to the Request for Proposal issued by the Medical University of Gdańsk,  
ul. M. Skłodowskiej-Curie 3a, 80-210 Gdańsk, regarding the engagement of a Lecturer to prepare and deliver a lecture for participants of the postgraduate studies at the Medical University of Gdańsk (MUG) as part of the project *“Innovative Human Resources for the Biomedical Sector – MUG’s Original Postgraduate Education Program”*, financed by the Medical Research Agency.

I, the undersigned, declare that I have no personal or capital connections with the Ordering Party (Medical University of Gdańsk).

I declare that there are no mutual capital or personal ties, understood as mutual connections between the Ordering Party or persons authorized to incur obligations on behalf of the Ordering Party, or persons performing activities on behalf of the Ordering Party related to the preparation and conduct of the contractor selection procedure, and the Contractor, in particular in the form of:

* participation in a company as a partner in a civil law partnership or personal company,
* holding at least 10% of shares or stocks, unless a lower threshold results from legal provisions or is specified by the Managing Authority of the Operational Programme,
* serving as a member of a supervisory or management body, proxy, or attorney,
* being in a marital relationship, direct-line kinship, second-degree kinship, second-degree affinity in the collateral line, or in a relationship of adoption, guardianship, or custodianship.

……………………………………….

“(Signature of the person submitting the offer)”

*Annex No. 3 – Statement of Non-Exclusion from Contract Performance pursuant to Article 7(1)(1-3) of the Act of 13 April 2022 on Special Measures to Counteract Support for Aggression against Ukraine and Protect National Security*

|  |
| --- |
| **CONTRACTOR’S STATEMENT REGARDING GROUNDS FOR EXCLUSION FROM CONTRACT PERFORMANCE** |

By participating in the Request for Proposal concerning the selection of a Lecturer, who will deliver lectures along with the preparation of course materials and syllabi for postgraduate study participants:

**Nr zapytania ofertowego: 176/ZZ/2025**

I, (Full Name) .....................................

representing the Company............................................................................, NIP: ......................, Regon: ...............................

I declare that I am not subject to exclusion from performing the contract pursuant to Article 7(1)(1-3) of the Act of 13 April 2022 on Special Measures to Counteract Support for Aggression against Ukraine and to Protect National Security.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I declare that the grounds for my exclusion from performing the contract exist pursuant to Article 7(1)(…) of the Act on Special Measures to Counteract Support for Aggression against Ukraine and to Protect National Security (please specify the applicable ground for exclusion from those listed in Article 7(1) of the Act of 13 April 2022 on Special Measures to Counteract Support for Aggression against Ukraine and to Protect National Security).*\*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I declare that all information provided in the above statement is current and true, and has been presented with full awareness of the consequences of misleading the Ordering Party by providing false information.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*) if applicable*

......................................*.......*

*Signature (Place, Date)*

*Annex No. 4 to the Request for Proposal*

**Key Terms of the Agreement**

1. Under this Agreement, the Ordering Party commissions, and the Contractor undertakes, to prepare and deliver a lecture in Polish for students of the Medical University of Gdańsk (MUG) as part of the project: “Innovative Human Resources for the Biomedical Sector – MUG’s Original Postgraduate Education Program,” financed by the Medical Research Agency.
2. The classes shall comprise a total of 4 teaching hours, with the detailed schedule provided in Annex No. 1 to the Agreement (1 teaching hour = 45 minutes) for one target group of participants.
3. The Contractor undertakes to:
   1. prepare the materials necessary for conducting the lecture. The materials must be based on the current state of knowledge regarding the given topic. Teaching materials must comply with the project branding guidelines, and the required logos will be provided to the Contractor by the Ordering Party;  
      b) conduct the lecture in accordance with the date and time specified in the schedule;  
      c) perform the subject of the Agreement to the best of their knowledge and with the utmost diligence, taking into account their skills and experience;  
      d) transfer to the Ordering Party the proprietary copyrights to the Works.
4. The Ordering Party undertakes to:
   1. inform the Contractor about the class schedule;  
      b) enable consultations with the Ordering Party’s representatives regarding the detailed content of the ongoing classes;  
      c) notify the participants of the location and time of the classes;  
      d) approve the materials prepared by the Contractor, provided they are properly executed and the required logos are supplied;  
      e) provide a venue for the lecture along with the equipment necessary to conduct the lecture.
5. Payment method and deadline – the remuneration for the performed services shall be paid after the completion of the lectures by bank transfer to the Contractor’s account within 21 days from the date of submission of correctly completed documents signed by the Contractor and accepted by the Ordering Party.