

REQUEST FOR OFFERS DA-10/U/ZO/MIIZ/2023

SEQUENCING SERVICE WITH PREPARATION OF GENOMIC LIBRARIES

**Museum and Institute of Zoology of the Polish Academy of Sciences
ul. Wilcza 64, 00-679 Warsaw**

**Website: <https://miiz.waw.pl>, sekretariat@miiz.waw.pl
przetargi@miiz.waw.pl**

TABLE OF CONTENTS

- I. Information ON the ORDERING PARTY
 - II. Description of the subject of the contract
 - III. CONTRACT PERORMANCE DATE
 - IV. Information on Communication BETWEEN the ORDERING PARTY and the CONTRACTORs
 - V. Description of TENDER preparation MANER
 - VI. Method and date of submittal and opening of tenders
 - VII. Description of price calculation
 - VIII. Description of criteria which the ORDERING PARTY use to select the tender
 - IX. INFORMATION ON WHETHER THE ORDERING PARTY INTENDS TO SELECT A TENDER WITH THE POSSIBILITY TO NEGOTIATE AND ON THE FORMALITIES WHICH FOLLOW THE SELECTION OF THE TENDER
 - X. Article 13 GDPR information clause
 - XI. APPENDICES
-

I. INFORMATION ON THE ORDERING PARTY

1. The Ordering Party is: **Museum and Institute of Zoology of the Polish Academy of Sciences**
Address: **ul. Wilcza 64, 00-679 Warsaw**
Website address: <https://miiz.waw.pl/pl/>
2. The procedure is conducted pursuant to the provisions of the Act for contracts according to Art. 11 section 5 point 1) of the Act.
3. The Contractor shall submit a tender with the application of the attached form, Appendix no. 1
4. The Ordering Party specifies the essential provisions of the contract in Appendix no. 2

II. DESCRIPTION OF THE SUBJECT OF THE CONTRACT

Preparation of genomic libraries and next-generation sequencing using the DNA sequencing method to determine bacterial and fungal communities of environmental samples, with particular emphasis on the V3-V4 region of the 16S rRNA gene for the identification of bacteria (532 samples) and the ITS2 region on the need to identify fungi (173 samples).

The costs of sending samples for sequencing should be included in the price of the service provider offer.

Technical details about the order:

Targeted DNA Regions and Primers:

- Bacterial Community (V3-V4 region):
- Forward Primer: Bakt_341F (5'-CCTACGGGNGGCWGCAG-3')
- Reverse Primer: Bakt_805R (5'-GACTACHVGGGTATCTAATCC-3')
- Fungal Community (ITS2 region):
- Forward Primer: ITS3 (5'-GCATCGATGAAGAACGCAGC-3')
- Reverse Primer: ITS4 (5'-TCCTCCGCTTATTGATATGC-3')

Sequencing Platform and Specifications:

- Platform: Illumina NovaSeq PE250
- Read Type: Paired-end reads (R1+R2)
- Read Length: 250 bases
- Expected Read Yield: Approximately 100,000 paired-end reads per sample

Total Samples for Sequencing:

- Bacterial Community (V3-V4 region): 532 samples
- Fungal Community (ITS2 region): 173 samples
- Total: 705 samples

Quality Control and Assurance:

1. Inclusion of controls: Utilization of DNA from phage PhiX or non-methylated DNA from phage Lambda as controls.
2. Gel Electrophoresis/Bioanalyzer Assessment: Quality control assessment of genomic libraries using agarose gel and/or the Agilent 2100 Bioanalyzer system (Agilent DNA 1000 Kit or Agilent High Sensitivity DNA Kit) to verify DNA fragment size distribution.
3. Quantification: Genomic libraries must be quantified using the Qubit dsDNA HS Assay, and subsequent equimolar pooling for sequencing based on these quantification values.

Expected Data Output:

- Raw Data: Up to 19 Gb
- Project Timeline: Sequencing Duration: Results of all samples should be presented within 3 months

The next steps are expected during the sequencing process:

1. PCR Amplification.
2. Purification of PCR Products.
3. Library Preparation.
4. Quantification and Quality Control:
 - Inclusion of controls.
 - Quality control of genomic libraries.
 - Quantification of genomic libraries.
5. Pooling equimolar amounts of individual libraries into a single sample for sequencing.
6. High-Throughput Sequencing.

We emphasize the importance of maintaining the quality of DNA samples throughout the sequencing process, and we appreciate your attention to detail in implementing proper indexing/barcoding for sample distinction during data analysis.

III. CONTRACT PERFORMANCE DATE

Order completion date: 3 months from signing the contract

IV. INFORMATION ON COMMUNICATION BETWEEN THE ORDERING PARTY AND THE CONTRACTORS

1. In the procedure, the communication between the Ordering Party and the Contractors is performed with electronic communication means to the e-mail address: przetargi@miiz.waw.pl with a following note: Request for proposal No. DA- -U-ZO-MIIZ-2023;
2. The Ordering Party appoints the following contact persons for communication with the Contractors:
 - 1) For the description of the subject of the contract: Eniko Csata i Daniel Sanchez Garcia
 - 2) For formal matters: Dr Anna Jachner - Miśkiewicz.

V. DESCRIPTION OF TENDER PREPARATION MANNER

- 1) The Contractor can submit one tender. The submittal of more than one tender will result in rejection of all tenders submitted by the Contractor.

The Ordering Party requires the submittal of the Tender in the form of a scan of the original signed tender by email [to przetargi@miiz.waw.pl](mailto:przetargi@miiz.waw.pl), no later than to Dec.19, 2023 by 11:00. Please add a note to the subject: TENDER IN RESPONSE TO REQUEST FOR PROPOSAL FOR DA--U-ZO-MIIZ-2023.

- 2) The following documents and declarations must be included in the tender for evaluation purposes:
 - a) tender form drawn up and filled in according to the template forming Appendix no. 1 to the RFP with a description of the offered service
 - b) power of attorney – if applicable
 - c) document authorizing the persons signing the tender for representation. If the authorisation to represent the person signing the tender does not derive from registration documents.
- 3) The Contractor has the right, before the expiration of the tender submittal date, to withdraw from the procedure by submitting a written statement. The tender withdrawal statement should be sent by e-mail to przetargi@miiz.waw.pl with the following note in the subject: "WITHDRAWAL".
- 4) The Contractor shall bear all costs related to the preparation and submission of the tender.

VI. METHOD AND DATE OF SUBMITTAL AND OPENING OF TENDERS

1. **Tender submittal to:**

The tender together with the required documents, should be sent by e-mail to: przetargi@miiz.waw.pl
2. **Tender submittal date: Dec.19, 2023 at 11:00, tender opening hour 11:15**

3. Immediately after the opening of tenders, the Ordering party will post information about the opening of tenders on the website.

VII. DESCRIPTION OF PRICE CALCULATION

1. Price - should include all costs related to the performance of the subject of the contract in accordance with the requirements of the RFO, which affect the final price offered for the subject of the contract; should include tax on goods and services and should be calculated in accordance with applicable law.
2. The price must include all costs related to the execution of the contract, including, inter alia: the value of the subject of the contract, all required arrangements, insurance, and other price factors.
3. Correct determination of VAT is the responsibility of the Contractor, in accordance with the provisions of the Act on Value Added Tax and excise duty.
4. The price of the offer must be given in a currency in PLN, excluding VAT
5. There can only be one price.
6. The price is a flat rate.
7. The price should be presented in the offer form.
8. In the event of incorrect calculations by the Contractor in the Offer Form, the Ordering Party will correct the accounting error based on the net unit price provided by the Contractor.

VIII. DESCRIPTION OF CRITERIA WHICH THE ORDERING PARTY USE TO SELECT THE TENDER

The offer with the lowest price, meeting the description of the order, will be considered the best offer.

IX. INFORMATION ON WHETHER THE ORDERING PARTY INTENDS TO SELECT A TENDER WITH THE POSSIBILITY TO NEGOTIATE AND ON THE FORMALITIES WHICH FOLLOW THE SELECTION OF THE TENDER

1. The ordering Party does not expect to conduct negotiations.
2. The Contractor submitting the most advantageous offer will sign a contract, the draft of which forms the Appendix no. 2

X. ARTICLE 13 GDPR INFORMATION CLAUSE

Pursuant Art. 13 sections 1 and 2 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons about the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ EU L 119 of 04.05.2016, p. 1) hereinafter referred to as the GDPR, I hereby inform that:

- 1) The Controller of your personal data is the Museum and Institute of Zoology of the Polish Academy of Sciences in Warsaw, ul. Wilcza 64, 00-679 Warsaw, Poland.
- 2) The Controller appointed the Data Protection Officer with whom it is possible to communicate by e-mail: daneosobowe@miiz.waw.pl; or by telephone 22/6293221 as well as by sending mail to the Controller's registered office address.
- 3) Your personal data will be processed based on Article 6 section 1 letter c of the GDPR for the purpose related to this contract awarding procedure conducted as an open tender.
- 4) The recipients of your personal data will be persons or entities to whom/which the documentation of the procedure will be made available pursuant to Art. 8 and Art. 96 section 3 of the Act of 29 January 2004 – Public Procurement Law (Journal of Laws of 2019, item 1843 as amended), hereinafter referred to as the "Act";

- 5) Your personal data will be stored under Article 97(1) of the Act for a period of 4 years from the date of completion of the contract awarding procedure and if the duration of the contract exceeds 4 years, the storage period covers the entire duration of the contract.
- 6) The obligation for you to provide personal data concerning you directly is a statutory requirement specified in the provisions of the Act, related to participation in the contract awarding procedure; the consequences of failure to provide certain data result from the Act;
- 7) no automated decisions shall be taken in relation to your personal data pursuant to Art. 22 of the GDPR;
- 8) You have the right:
 - under Art. 15 of the GDPR, to access personal data concerning you;
 - under Art. 16 of the GDPR, to rectify your personal data **;
 - under Art. 18 of the GDPR, to request the controller to restrict the processing of personal data, subject to the cases referred to in Art. 18 section 2 of the GDPR ***;
 - to lodge a complaint with the President of the Personal Data Protection Office if you consider that the processing of personal data concerning you violates the provisions of the GDPR;
- 9) you are not entitled to:
 - under Art. 17 section 3 letter b, d or e of the GDPR, the right to erase personal data;
 - the right to personal data portability referred to as in Art. 20 of the GDPR;

** **Explanation:** this information is required if there is an obligation for the controller or processor to appoint a personal data protection officer.*

*****Explanation:** the exercise of the right of rectification cannot alter the outcome of the contract awarding procedure or change the terms and conditions of the agreement in the scope non-compliant with the PPL Act and cannot affect the integrity of the minutes and their appendices.*

******Explanation:** the right to restrict processing shall not apply about storage, in order to ensure the exercise of remedies or in order to protect the rights of another natural or legal person or due to important grounds of public interest of the European Union or of a Member State.*

XI. APPENDICES:

- 1) Tender form
- 2) Draft agreement, i.e. the material provisions of the agreement;

TENDER OFFER DA-10/U/ZO/MIIZ/2023
SEQUENCING SERVICE WITH PREPARATION OF GENOMIC LIBRARIES

THE ORDERING PARTY: MUSEUM AND INSTITUTE OF ZOOLOGY OF POLISH ACADEMY OF SCIENCES
REGISTERED OFFICE: Ul. Wilcza 64, 00-679 Warsaw
Website: <https://miiz.waw.pl>

THE CONTRACTOR: *BUSINESS NAME OR NAME AND SURNAME OF THE CONTRACTOR:*
REGISTERED OFFICE OR PLACE OF RESIDENCE OF THE CONTRACTOR:

.....

STREET
PLACE
POSTAL CODE
NIP [Tax Identification Number]:
TEL:

CONTRACTOR'S WEBSITE ADDRESS:..... .
EMAIL ADDRESS OF CONTACT PERSON:

Request for Proposal for an estimated contract value less than the amounts specified in Art. 11 section 5 point 1) of the Act.

We offer to perform the contract, in accordance with the requirements specified in the Request for Proposal, for the total price of:

- Gross price PLN (say:) Including % VAT rate.
- Net price PLN (say.) Including the transportation cost to the Contractor from the Ordering Party.
- Price for a single reading: Gross price PLN (say.).

1. I / we declare that the indicated gross price covers the entire scope of the subject of the order specified by the Ordering Party in the RFP, includes all the required fees and costs necessary to complete the entire subject of the order, regardless of the circumstances and sources of their origin., Including the price of each transport of products PCR to the Contractor.
2. I / we declare that the indicated gross price of a single reading includes all the required fees and costs necessary to make a reading, regardless of the circumstances and sources of their origin.
3. We will carry out the order on our own / we will implement it with the participation of Subcontractors:
.....
4. We declare that we complied with the information obligations specified in Art. 13 or Art. 14 of the GDPR 1) towards natural persons from whom we have directly or indirectly obtained personal data to compete in this contract awarding procedure *.
5. The tender shall be submitted on _____ consecutively numbered pages.

Appendices to the tender:

.....pp.

.....pp.
.....pp.
.....pp.

1) Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons regarding the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ EU L 119 of 04.05.2016, p. 1)

* If the Contractor does not provide personal data other than those which concern it directly or the application of the information obligation is excluded pursuant to Art. 13 section 4 or Art. 14 section 5 of the GDPR, the Contractor shall not submit the declaration (delete the content of the declaration, e.g. by crossing out).