



Center of Cellular Immunotherapies

REQUEST FOR PROPOSAL No. 5/FENG-HAN/SGGW/2025

Pursuant to the Regulations on the award of public contracts for supplies or services used exclusively for research, experimental, scientific or development purposes or in the field of cultural activities, the value of which is equal to or exceeds PLN 130,000 net and is less than the value determined in accordance with Art. 3 sec. 2 of the Public Procurement Law, the Ordering Party – Warsaw University of Life Sciences – hereby requests a request for quotation for the price of supplies/services specified below:

1. Ordering Party: Warsaw University of Life Sciences, Cellular Immunotherapy Center, ul. Jana Ciszewskiego 8, 02–786 Warsaw

2. Subject of the order: Purchase of leukopaks in the FENG grant "Innovative cellular therapy for head and neck cancer", **CPV code: 33141510-8**, according to the description of the subject of the order constituting Annex No. 1

3. Deadline for order completion: successive deliveries – 12 deliveries, , end date of the planned contract and last delivery – 31.12.2026

Due to the specificity of the research conducted as part of the project "Cellular Therapy for Pancreatic Cancer", the Ordering Party reserves the right to limit the quantity of the order and the value to 6 deliveries. The conditions of a single delivery will be described in Annex No. 1 to the request for proposals.

The Ordering Party requires that the delivered Leukopaks have a quantity guarantee - minimum 8 billion cells, viability at the level of minimum 98%. Leukopaks will not be frozen, they will be used immediately, but the Ordering Party requires that such transport conditions are ensured that the above conditions are maintained. Additionally, the Ordering Party requires that the delivery time of Leukopak from the moment of collection is 24 hours.

4. Bid evaluation criteria and their percentage significance (price or other criteria for evaluating submitted bids)

- Price - 80%,
- Time to prepare Leukopak for shipping– 20%

The Ordering Party will evaluate offer based on the following criteria:
Methods of assessment – according to the formula below:

$$P_i = P_i(C) + P_i(T)$$

where:

P_i – the amount of points received

$P_i(C)$ – points for the „Price” criterium

$P_i(T)$ – points for the criterium "Time to prepare Leukopak for shipment"

a) **Criterium „Price” – weight 80%**

„Price” criterium will be calculated as follows:

$$P_i(C) = (C_{min} : C_i) \times 80$$

where:

$P_i(C)$ – the amount of points given for the „Price” criterium

C_{min} – the lowest price among all valid and non-rejected offers

C_i – the price of the currently evaluated offer

In the “Price” criterium Bidder may obtain 80 points.

b) **Criterium "Time to prepare Leukopak for shipment" – weight 20%**



The criterion will be assessed based on the declaration submitted by the Contractor in the offer form. The Ordering Party will award additional points for the maximum time offered by the Contractor to prepare a single Leukopak for shipment. This should be understood as the time between the Ordering Party placing an order and the moment of sending the prepared delivery. This time must include the time needed by the Contractor to find and prepare a donor for the leukapheresis process.

The criterium "Time to prepare Leukopak for shipment" will be assessed as follows:

- below 7 days - 20 points
- 7 - 14 days - 10 points
- 15 - 28 days - 5 points
- 29 – 35 days (maximum) - 0 points

In the "Time to prepare Leukopak for shipment" criterium Bidder may obtain 20 points.

- All calculations will be made to two decimal places.
- The most advantageous offer will be considered the one which obtains the highest number of points.

5. Other important terms of the order: The Contractor undertakes to confirm that leukopak meets the requirements and information on the course of Leukapheresis in Polish or English, test results from specialized cells, i.e. the laboratory may be sent in the official language of the Contractor, provided that the Ordering Party ensures the possibility of their verification without incurring additional costs. Detailed conditions for the execution of the order are specified in the contract template, constituting Annex No. 2 to this inquiry.

6. Method of preparing the offer.

The offer should be prepared on the attached form "OFFER" - appendix no. 1 to the request for quotation together with a description of the subject of the order. The offer should be prepared in Polish or English, in writing (can be sent by e-mail, fax), on a typewriter, computer, in indelible ink or pen. The offer should be signed by an authorized person. In the case of submitting the offer at the Ordering Party's office or by post, the envelope should be marked "Request for quotation - leukopaks".

You can submit an offer:

- in person at the ordering party: Warsaw University of Life Sciences, Cellular Immunotherapy Center, ul. Jana Ciszewskiego 8, 02-786 Warsaw, building 23, room 0/128

- by mail to the address: as above

- by e-mail to jakub_jarzabek@sggw.edu.pl or cik@sggw.edu.pl.

The offer must be consistent with the content of the request for proposals, and in particular consistent with the description of the subject of the order. If the offer is not consistent with the description of the subject of the order, such offer will not be taken into account - it will be rejected. The ordering party may also reject the offer if its submission constitutes an act of unfair competition.

The Ordering Party informs that if the price of the offer is abnormally low, i.e. unrealistic in relation to market prices or raising doubts as to the possibility of performing the entire subject of the order for it, the Contractor may be requested to provide explanations regarding the price of the offer.

All costs related to the preparation and submission of the offer are borne by the bidder.

The final price of the offer should be given in PLN (or in another currency, subject to point no. 11) in the gross amount rounded to two decimal places. Additionally, the net price and the value of VAT should be presented.



7. The offer may be submitted by a Contractor who is not subject to exclusion from the procedure for the reasons indicated in art. 7 sec. 1 points 1) - 3) of the Act of 13 April 2022 on special solutions in the field of counteracting support for aggression against Ukraine and serving to protect national security.

8. The Ordering Party provides for the possibility of requesting the Contractor to provide explanations of the content of the offer.

9. The Ordering Party reserves the right to cancel this procedure at any stage without giving a reason. In such a situation, the contractors shall not be entitled to any claims against the Ordering Party.

10. Place and date of submission of the offer.

The offer must be submitted by 10.04.2025 10:00.

11. The Ordering Party allows for the possibility of submitting an offer containing a price in a currency other than PLN (Polish zloty). Offers submitted with prices in different currencies will be compared - the currency accepted for comparison will be PLN and prices given in another currency for the purposes of comparison will be converted according to the NBP exchange rate applicable on the day of the deadline for submission of offers.

.....
mgr Jakub Jarząbek
(date, signature of the person handling the case)

-1 Delete where not applicable

Szkoła Główna

Gospodarstwa
Wiejskiego w Warszawie

Center of Cellular
Immunotherapies

Jana Ciszewskiego 8 St.
02-786 Warsaw
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Attachments:

Attachment No. 1 – offer template and description of the subject of the order together with the calculation of the offer price
Attachment No. 2 – agreement template
Attachment No. 3 - Information clause related to the public procurement procedure
Attachment No. 4 – delivery protocol template