



Narodowe Centrum
Badań i Rozwoju


AUTOCOMP // MANAGEMENT



02
AUTOCOMP MANAGEMENT Sp. z o.o.
Koncesja MSWiA nr B-075/2007
ul. 1 Maja 36
71-627 SZCZECIN
tel. 91 462-40-84, fax 91 462-41-30
REGON 320324744, NIP 955-218-99-80

Szczecin, 26.07.2021

(Ordering party stamp)

AUTOCOMP MANAGEMENT Sp. z o.o.
Krzysztof Władysławski
(signature)
Prezes Zarządu

Inquiry 02/07/21/ZO

I. Ordering party

Autocomp Management Sp. z o.o.

ul. 1 Maja 36

71-627 Szczecin

Contact regarding the inquiry:

e-mail: biuro@ac-management.com.pl

Industry in which the Ordering party operates: Other service activities in the field of IT and computer technologies 62.09.Z.

II. Subject of the contract

The subject of the contract is "A sensor kit for measuring physical parameters related to stress". The description of the subject of the contract is attached as Appendix No. 2.

III. Completion date

The required completion date: 2 weeks

IV. CPV codes

31720000-9 Biometrische Sensoren

V. Conditions for participation in the procedure and description of the method of assessing their fulfilment

Project co-financed by the National Centre for Research and Development as part of Competition No. 10/2019 for the implementation of projects in the field of scientific research and development work for the defence and security of the state.

Project number: DOB-BIO10/08/01/2019

Title: Simulator of dynamic use of company vehicles

The Contractor participating in the procedure is obliged to submit a offer on the Tender Form, constituting Appendix No. 1 to the Inquiry.

Documentation should be prepared in Polish or in English.
Illegible documentation will not be taken into account in the evaluation process and will therefore be considered missing.

VI. Tender evaluation criteria

The Ordering party determines the following evaluation criteria:

1. Net price – 100%

VII. Information on the evaluation method and point or percentage weights and a description of the method of awarding points for meeting a given tender evaluation criterion

Criterion: Price

The price criterion will be assessed according to the formula:

$$\text{Price of the lowest tender} / \text{price of the evaluated tender} \times 100 \text{ points}$$

The basis for the calculation will be the net price of the contract given on the tender form or in the tender.

Calculations will be made to two decimal places.

VIII. Deadline for submitting tenders

1. Deadline for submitting tenders: **03.08.2021 until: 15.30.**
2. The tenders submitted on time will be analysed by the Ordering party within 7 working days from the date of submitting the tenders.
3. During the analysis of the tenders, the Ordering party may request the Tenderer for additional explanations or supplements, if the information contained in the tender does not allow for an objective evaluation of the tender.
4. 3 working days from the date of the Ordering party delivery of an inquiry/request for clarification are assumed to be sufficient to provide answers related to the clarification of the tender.
5. After analysing and considering the submitted tenders, the Ordering party shall inform about the selection of the most advantageous tender by announcing the results on the Ordering party website.

IX. Place and form of submitting tenders

1. Tenders can be submitted in person, by post or courier, as well as by e-mail. The date of submission of the tender is the date of its receipt at the registered office of the Ordering party.

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Title: Simulator of dynamic use of company vehicles*

2. Place of submission of written tenders. Tenders should be submitted at the registered office of the Ordering party at the following address: ul. 1 Maja 36, 71-627 Szczecin from 7.30 a.m. to 5.30 p.m.
3. Place of submitting tenders in electronic form: Tenders in electronic form should be sent to the following e-mail address: biuro@ac-management.com.pl
4. Tender preparation method:
 - a) Written form
The tender should be placed in a closed envelope with the following description: Name and address of the Ordering party, name and address of the Tenderer, title: "A sensor kit for measuring physical parameters related to stress". Do not open before the tender opening date.
 - b) Electronic form
A tender in electronic form is an offer submitted via e-mail. The electronic tender should be prepared in the same way as the tender submitted in writing, with a trusted signature or a personal signature or a qualified electronic signature of the Contractor. It is also allowed to submit scans of documents signed by an authorized person. The title of the e-mail should contain information that the e-mail contains a tender for this inquiry.
5. The tender for the performance of the tasks should contain:
 - a. total net price expressed in PLN
 - b. completion date
 - c. warranty period
6. Tenders shall be submitted by **03.08.2021 until 15.30**.
7. The cost of preparing and delivering the tender is covered by the Tenderer.
8. Tenders submitted in any other way shall not be considered.
9. Tenders received by the Ordering party after the deadline for submitting tenders shall not be considered.
10. Each Contractor has the right to submit only 1 tender. The Ordering party does not allow partial or variant tenders.
11. The amount of the tender must be expressed in PLN. Tenders with an amount in a different currency shall be rejected.
12. All declarations should be submitted as original documents.

X. Tender bond

The Ordering party does not demand a tender bond.

XI. Tender validity

Contractors shall be bound by the tender for a minimum of 90 days from the deadline for submitting tenders. The Ordering party reserves the right (with the consent of the Contractor) to extend the tender validity period for another specified period.

XII. Information on the scope of the exclusion

In accordance with the provisions of the guidelines, in order to avoid a conflict of interest, the contract may not be awarded to entities personally related or equity linked with the Ordering party. Personal relation or equity link are understood as mutual relations between the Ordering party or persons authorized to incur obligations on behalf of the Ordering party or persons performing activities related to the preparation and conduct of the Contractor selection procedure on behalf of the Ordering party, and the Contractor, involving in particular:

- a) participating in the company as a partner in a civil partnership or partnership;
- b) owning at least 10% of shares or stocks;
- c) acting as a member of the supervisory or management body, proxy, attorney;

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- d) being married, in relationship of direct kinship or affinity, in relationship of secondary kinship or affinity up to second degree, or being in an adoption, custody or guardianship relationship.

Along with the tender, the Contractor is obliged to submit a declaration of not remaining in any of the relations described above with the Ordering party.

XIII. Change of the inquiry. Closing without selecting any tender.

1. The Ordering party may change the content of the inquiry before the deadline for submitting tenders.
2. The Ordering party shall immediately publish the change of the Inquiry on their website where the Inquiry was posted and inform the contractor.
3. The Ordering party, by changing the content of the Inquiry, may at the same time extend the deadline for submitting tenders, shall immediately publish the change of the Inquiry on their website where the Inquiry was posted and inform the contractor.
4. The Ordering party reserves the right to close the tender without selecting any of the tenders at any stage of the procedure, both before and after the deadline for submitting tenders.

XIV. The method of communication with the Ordering party

1. Notifications, explanations, statements, applications and any other information provided by the Ordering party and Contractors during the tender may be provided in writing, by fax or via e-mail.
2. Contact person on behalf of the Ordering party to contact the Contractors is Mrs. Agnieszka Szymoniak fax +48 91 46 24 130, e-mail biuro@ac-management.com.pl

XV. Protection of personal data

In connection with the provisions of art. 13 and art. 14 of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals 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) (Journal of Laws of 2016, L 119, item 1), please be advised that:

1. **Administrators** of your personal data are AUTOCOMP MANAGEMENT sp. z o.o., ul. 1 Maja 36, 71-627 Szczecin and AUTOCOMP SERWIS sp. z o.o. ul. 1 Maja 36, 71-627 Szczecin (further referred to as ACM and ACS or Administrator).
2. The **Administrator processes your personal data in a strictly defined, minimum scope** necessary to conclude, properly perform, terminate or undertake other actions necessary to perform the concluded agreement or fulfil obligations resulting from legal provisions.
3. The **legal basis** for the processing of your personal data obtained by ACM and ACS is the agreement for the provision of services, as well as the cooperation agreement related to the activities of ACM and ACS. The legal basis for the processing of personal data is also the legitimate interests pursued by ACM and ACS. If the basis for data processing is consent, ACM and ACS informs that the consent may be withdrawn at any time. Withdrawal of consent does not affect the validity of the processing that took place before the withdrawal of consent.

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4. The **purpose** for which ACM and ACS process personal data is the conclusion and performance of an agreement related to the activities of ACM and ACS. The purpose of processing is also, inter alia, implementation of legitimate interests by ACM and ACS. Furthermore, the purpose of the processing of personal data by ACM and ACS is:
 - a. pursuing potential claims in connection with the damage suffered by ACM and ACS caused by the person whose data is processed, as well as possibly other cases pursued amicably or in court,
 - b. documenting the performance of agreements for tax purposes,
 - c. ensuring the highest quality of agreements.
5. In special situations, the **Administrator may transfer/entrust** your data to other entities. The legal provisions are the basis for the transfer of data. ACM and ACS share personal data with the following categories of entities:
 - a. the administration of justice,
 - b. tax administration and entities related to the service of the social sphere (e.g. Social Insurance Company, State Fund of Rehabilitation of Handicapped People),
 - c. institutions related to the service of broadly understood EU funds,
 - d. companies providing ACM and ACS with IT support services and providing IT software,
 - e. law firms providing legal advisory services and legal representation,
 - f. the Marshal's Office of the West Pomeranian Voivodeship, the West Pomeranian Voivodeship Office and other authorized institutions and control bodies.
6. **The basis for entrusting data** are properly constructed data processing agreements, ensuring the security of personal data (e.g. with entities from the ICT and telecommunications sector, data processing).
7. Personal data processed by ACM and ACS shall be stored for the **period necessary to achieve the purpose** for which it was collected and in accordance with the archiving periods specified by the provisions of the currently applicable law. In particular, personal data:
 - a. obtained in connection with the concluded agreement shall be processed by ACM and ACS for the period of limitation of tax or civil law claims or the person whose data is processed, depending on which of these events will occur later,
 - b. obtained in connection with the implementation of a legitimate interest by ACM and ACS shall be processed for the period required by law,
 - c. obtained in connection with the implementation of other purposes shall be processed in the time necessary to achieve the purpose.
8. Every person whose data is processed by ACM and ACS - with exceptions reserved by law - has the option to access their personal data in the ACM and ACS database and rectify, delete, limit its processing, as well as the right to object to its processing. Access to data is possible at the registered office of ACM and ACS. ACM and ACS provide the e-mail address rodo@autocomp.com.pl, through which you can contact them regarding personal data.
9. Depending on the area in which personal data is processed at ACM and ACS, providing personal data is a statutory or contractual requirement. In special cases, its provision is a condition for concluding an agreement. You will be informed by the technical departments of ACM and ACS about the details of the basis for collecting personal data and the possible obligation or voluntary provision of such data, as well as the potential consequences of failure to provide data.

10. Each person whose data is processed by ACM and ACS has the right to lodge a complaint with the supervisory body, which is the President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warszawa.
11. ACM and ACS do not make automated decisions based on personal data, including profiling.

XVI. **Appendixes**

Appendix No. 1: Tender form

Appendix No. 2: Description of the subject of the contract



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Appendix No. 1 to Enquiry No. 02/07/21/ZO

Tender form

Name, address, telephone, e-mail,
REGON and NIP of the Contractor
(stamp)

Place and date

PROPOSAL FOR
Autocomp Management Sp. z o.o.
ul. 1 Maja 36
71-627 Szczecin
NIP (Tax Identification Number): 955-218-99-80

In response to enquiry no. 02/07/21/ZO of July 26, 2021, regarding the subject of the contract: "A sensor kit for measuring physical parameters related to stress" related to the project co-financed by the National Centre for Research and Development under Competition No. 10/2019 for the implementation of projects in the field of scientific research and development work for defence and security of the state. Project number: DOB-BIO10/08/01/2019

I submit the following tender for the execution of the above-mentioned contract.

I Name and address of the Contractor

Name of the Company:.....

Address:.....

NIP (Tax Identification Number):.....

REGON (Polish Business Registry Number):

Contact person:

Telephone number:

E-mail address:.....

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II Price conditions of the tender

No.	Product name	Quantity / sets	Net price	VAT	Gross value
1		1			
Total price:					

Gross price of the tender PLN.....
 (in words:.....)
 Net value PLN
 (in words:)
 VAT..... %

Contract implementation dates:

.....

Warranty period:

.....

Tender validity: days from the end of the tender submission deadline (minimum 90 days).

III Declarations of the Contractor

I (we), the undersigned (i) declare that:

- 1) I/we declare that we have read the terms of the enquiry and we do not raise any objections to it and that we have obtained the information necessary to prepare the tender, and that we meet all the conditions set out in it.
- 2) I/we declare that we have permissions to perform a specific activity or operation if the legal regulations impose an obligation to have them.
- 3) I/we declare that we are in an economic and financial situation ensuring the execution of the contract within the indicated period.
- 4) I/we declare that we have the appropriate technical potential and people capable of performing the contract.
- 5) I/we declare that if this tender is selected, we undertake to enter into an agreement at the place and time specified by the Ordering party.
- 6) I/we declare that we are not in bankruptcy and we are not in liquidation.
- 7) I/we declare that the price given in the tender includes all costs of the contract. We guarantee that the price given in the tender will not change during the period of the contract.
- 8) I/we declare that we do not participate in any other tender concerning the same proceeding.
- 9) I/we declare that payment terms and conditions may be negotiable.
- 10) I/we declare that the tender may be made public in connection with the planned implementation of the project by the Ordering party and that I/we will not raise any objections in this regard.
- 11) I am/we are aware of the criminal liability for providing false data or submitting false statements.

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12) The Contractor declares that they are not personally related or equity linked with the Ordering party. Personal relation or equity link are understood as mutual relations between the Ordering party or persons authorized to incur obligations on behalf of the Ordering party or persons performing activities related to the preparation and conduct of the Contractor selection procedure on behalf of the Employer, and the Contractor, involving in particular:

- a) participating in the company as a partner in a civil partnership or partnership;
- b) owning at least 10% of shares or stocks;
- c) acting as a member of the supervisory or management body, proxy, attorney;
- d) being married, in relationship of direct kinship or affinity, in relationship of secondary kinship or affinity up to second degree, or being in an adoption, custody or guardianship relationship.

(date and signature of an authorized person
stamp of the tenderer)*

* obligatory data

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Appendix No. 2 to Enquiry No. 02/07/21/ZO

Description of the subject of the contract

The subject of the contract is the purchase of A sensor kit for measuring physical parameters related to stress

The aforementioned device should meet the following requirements:

- Device in form of a watch or wristband,
- Measurement of at least 3 biomedical parameters, including heart rate, body temperature, galvanic skin response (GSR), blood volume pulse (BVP), oxygen saturation (SPO2), blood pressure, respiration rate,
- real-time biomedical data transmission,
- minimum measurement and transmission frequency: 4Hz,
- wireless data transmission,
- no calibration method,
- run time: minimum 4 hours of continuous operation without charging,
- software API for connection management and data access (c++/c#/python languages preferred)

Warranty: minimum 24 months