

REQUEST FOR QUOTATION**CONTRACTING AUTHORITY**

Institute of Bioorganic Chemistry, Polish Academy of Sciences
 Noskowskiego 12/14
 61-704 Poznań

The request for quotation concerns the execution of work within the Virtual Research Institute program; title of the Research Task: *Targeted single-cell technology for cancer diagnostics – towards cell-oriented interceptive medicine* (acronym: INTERCEPT) Financing Agreement Number: UoF/02-WIB-3/2023-004

Due to the value of the contract, the provisions of the Public Procurement Law of 11 September 2019 (Journal of Laws 2019, item 2019, as amended) do not apply.

This request for quotation is conducted by the *General Rules on the Eligibility of Expenditures for Research Teams Conducting Scientific Activities within the Virtual Research Institute* (WIB-APL-PZ-03/01.05/1 of 10 July 2023).

I. Description of the Subject of the Contract:

The subject of the contract is the delivery of chemical reagents for conducting organic syntheses to the Contracting Authority's headquarters, meeting the minimum technical parameters specified in the technical specification below.

This purchase is essential for the tasks planned under the project *Targeted single-cell technology for cancer diagnostics – towards cell-oriented interceptive medicine* (INTERCEPT, UoF/02-WIB-3/2023-004).

Technical Specification

The reagents must meet the following minimum parameters:

No.	Product name	CAS No. Or chemical formula	Description	Quantity
1	deoxy Adenosine (n-bz) CED phosphoramidite	CAS: 207347-42-0	Freeze-dried product/powder, minimum purity 95%	25 g
2	deoxy Cytidine (n-acetyl) CED phosphoramidite	CAS: 154110-40-4	Freeze-dried product/powder, minimum purity 95%	25 g
3	deoxy Guanosine (n-ibu) CED phosphoramidite	CAS: 93183-15-4	Freeze-dried product/powder, minimum purity 95%	25 g

4	Thymidine CED phosphoramidite	CAS: 98796-51-1	Freeze-dried product/powder, minimum purity 95%	25 g
5	2'-tBDSilyl Adenosine (n-acetyl) CED phosphoramidite	C ₄₈ H ₆₄ N ₇ O ₈ PSi	Freeze-dried product/powder, minimum purity 95%	25 g
6	2'-tBDSilyl Cytidine (n-acetyl) CED phosphoramidite	CAS: 121058-88-6	Freeze-dried product/powder, minimum purity 95%	25 g
7	2'-tBDSilyl Guanosine (n-ibu) CED phosphoramidite	CAS: 147201-04-5	Freeze-dried product/powder, minimum purity 95%	25 g
8	2'-tBDSilyl Uridine CED phosphoramidite	CAS: 118362-03-1	Freeze-dried product/powder, minimum purity 95%	25 g
9	2-Cyanoethyl N,N,N,N-tetraisopropyl phosphane	CAS: 102691-36-1	product in oil/liquid form, minimum purity 95%	5 x 1 g
10	Bis (diisopropylamino) chlorophosphine	CAS: 56183-63-2	Freeze-dried product/powder, minimum purity 95%	3 x 1 g
11	2'-tBDSilyl Uridine CED phosphoramidite	CAS: 118362-03-1	Freeze-dried product/powder, minimum purity 95%	2 x 2 g
12	2'-tBDSilyl Adenosine (n-acetyl) CED phosphoramidite	C ₄₈ H ₆₄ N ₇ O ₈ PSi	Freeze-dried product/powder, minimum purity 95%	2 x 2 g
13	2'-tBDSilyl Cytidine (n-acetyl) CED phosphoramidite	C ₄₂ H ₅₂ N ₅ O ₉ P	Freeze-dried product/powder, minimum purity 95%	2 x 2 g
14	2'-tBDSilyl Guanosine (n-acetyl) CED phosphoramidite	C ₄₈ H ₆₄ N ₇ O ₉ PSi	Freeze-dried product/powder, minimum purity 95%	2 x 2 g

Additional Information:

A. Delivery Time: **Maximum of 4 weeks** from the date of offer selection notification.

B. Shelf Life: At least 80% of the maximum shelf life the manufacturer provides.

C. Warranty: The Contracting Authority may submit quality complaints to the Contractor until the expiration date of the purchased reagents. The Contractor must review complaints within seven business days of submission and, if the complaint is accepted, supply a suitably qualified replacement within 14 business days.

D. CPV Code: 33696300-8 *Chemical reagents*

E. Delivery Address: Noskowskiego 12/14, 61-704 Poznań

II. Submission of Offers:

Offers should be submitted electronically as a scanned document to the email address: zampub@ibch.poznan.pl by 20.05.2026.

Offers submitted after this deadline will not be considered.

The offer must remain valid for **30 days**, i.e., until 19.06.2026 r.

III. Pricing:

The gross price must be stated numerically. The Contractor must provide a clear and final price in their offer. The price should be expressed in Polish zlotys (PLN). If the offer price is given in another currency, it will be converted to PLN using the average exchange rate of the National Bank of Poland (NBP) on 20.05.2026. Prices must be stated and rounded to two decimal places (rounding rule: below 0.005 – round down, 0.005 and above – round up). The Contracting Authority will compare gross prices when evaluating offers. The price must include all costs related to the execution of the contract, including VAT, insurance, delivery to the Contracting Authority's headquarters, and any other obligations of the Contractor necessary for fulfilling the order. Any costs not accounted for in the Contractor's offer will not be grounds for additional charges to the Contracting Authority at a later stage.

The Contracting Authority reserves the right to cancel the procedure at any time or not to select a Contractor without providing reasons.

IV. Questions and Clarifications:

Any questions should be directed to zampub@ibch.poznan.pl

V. GDPR Information Clause

The GDPR Information Clause of the Institute of Bioorganic Chemistry, PAN, regarding the processing of personal data of representatives and employees of the Contractor:

Under Articles 13 and 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals concerning the processing of personal data and the free movement of such data (General Data Protection Regulation – GDPR), the Director of the Institute of Bioorganic Chemistry, PAN, informs that:

I. DATA CONTROLLER

The data controller is the Institute of Bioorganic Chemistry, Polish Academy of Sciences, based at Noskowskiego 12/14, 61-704 Poznań, Poland.+48 61 852 85 03
ibch@ibch.poznan.pl

II. DATA PROTECTION OFFICER

The Data Controller has appointed a Data Protection Officer, who can be contacted via dpo@ichb.poznan.pl Inspektor Ochrony Danych, ICHB PAN, Noskowskiego 12/14, 61-704 Poznań.

III. PURPOSES AND LEGAL BASIS FOR PROCESSING

Personal data is processed for:

1. The execution and performance of the contract (*legal basis: legitimate interests pursued by each Party – Article 6(1)(b) GDPR*).
2. Compliance with legal obligations of the Data Controller (*legal basis: Article 6(1)(c) GDPR*).
3. The establishment, exercise, or defense of legal claims (*legal basis: legitimate interest – Article 6(1)(f) GDPR*).
4. Ensuring accountability (*legal basis: Article 6(1)(f) GDPR*).

IV. CATEGORIES OF PERSONAL DATA PROCESSED

The Administrator processes the following personal data: **name and surname**.

V. DATA RETENTION PERIOD

Personal data will be processed:

1. **For no longer than necessary** to fulfill the purposes arising from the contract.
2. **In the case of complaints** – for **6 years or until the limitation period** for potential claims.

VI. RECIPIENTS OF PERSONAL DATA

Data may be disclosed to authorized employees of the Institute, entities with which the administrator contracts for service execution, or legally authorized bodies.

VII. DATA TRANSFER TO THIRD COUNTRIES OR INTERNATIONAL ORGANIZATIONS

Personal data will **not be transferred** outside the European Economic Area (EEA).

VIII. RIGHTS OF DATA SUBJECTS

Under GDPR, individuals have the right to:

- Access, rectify, delete, or restrict processing of their data.
- Object to processing.
- File a complaint with the President of the Personal Data Protection Office.