



Gdańsk, 09.11.2017 r.

**CALL FOR OFFERS no. 28/U/ApBad/2017
09.11.2017**

Procedure in accordance with Art. 4.8 of the Public Procurement Law Act in the call for offers procedure in accordance with the Public Procurement Regulations of IMP PAN

Subject of service:

Assistance in preparing a project (Topic: MSCA-ITN-2018 European Training Networks) in the frame of Horizon 2020 programme call

1. Tender submission deadline: **16.11.2017 r. at 10:00**
2. The tenders can be submitted:
 - a) Via email to the following: pflaszyn@imp.gda.pl and estacel@imp.gda.pl
(the email should be sent to BOTH of the above mentioned email).
 - b) Via post of courier service:
IMP PAN office 120
Fiszera 14
80-231 Gdańsk, Poland
For the offer to be taken into account it must arrive at the office of the Purchaser by **16.11.2017 r. until 10:00.**
 - c) Can be submitted in person;
3. Criteria:
 - price – 100%
4. The Purchaser envisages submitting partial tenders.
5. Deadline for proposal submission: **17 January 2018**
6. The opening of the submitted offers is set for **16.11.2017 r. at 10:05** in the HQ of the Purchaser.
7. The price of the offer should include all the costs – taxes, import taxes, customs, transport etc. if applicable
8. The Purchaser sets a date for asking questions related to the subject of the call for offers for **14.11.2017 r. till 15:00**. The Purchaser without revealing the source of the questions, will answer them publically via the website.
9. In the event of any questions concerning the subject of the Call for offers, which could not be explained by e-mail replies, or the explanation could cause the procedure to be extended in time, the Purchaser may, at the request of the Contractor or through its own initiative, schedule a joint meeting of Contractors interested in participating in the procedure. Such information will be posted on the Purchasers website no later than 15.11.2017 until 15:00. In such a situation, the deadline for the submission of tenders is changed. The contracting party will schedule a joint meeting within 48



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hours of the date of submission of applications. In the case of a personal inability to arrive, the Employer shall allow telephone contact, which shall be recorded.

10. If there is a common meeting of Contractors, the Purchaser will set another deadline for submitting the offers, by submitting a revised version of the subject of the call for offers, together with all the explanations and agreements, that were raised during the meeting, however this deadline can not be shorter than 3 days after the submission of this information.
11. The contractor accepts the Essential Terms of Contract contained in the annex to this inquiry.
12. The Orderer reserves the right to cancel the inquiry without giving a reason in case of circumstances unknown to the Purchaser at the date of this inquiry.

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(signature)