



POLSKA AKADEMIA NAUK
INSTYTUT PALEOBIOLOGII

im. Romana Kozłowskiego

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Warszawa, 9.04.2026

NOTICE OF INVITATION TO TENDER

The Institute of Paleobiology of the Polish Academy of Sciences, with its registered office in Warsaw, invites you to submit tenders for the performance, under Article 11 Section 5 item 1 of the Public Procurement Act of 11 September 2019. (consolidated text of 22 July 2022, Dz.U. of 2022, item 1710), of the contract entitled: **Delivery of microsampling device for high resolution milling, for the Institute of Paleobiology of the Polish Academy of Sciences.**

I. Description of the subject matter of the contract:

The subject of the contract is delivery of a microsampling device for high-resolution milling (MicroMill2 or equivalent), together with all required components and accessories, with the following minimum technical parameters:

- Microsampling device designed for high-resolution milling;
- Digital camera with a minimum resolution of 5 MP and optical resolution of 6.2 μm , with a zoom range from 10 mm to 42 μm ;
- Motorized X, Y, and Z stages with a travel range of at least 50 mm in each axis and sub-micron step resolution;
- Open-stage architecture enabling the accommodation of large samples;
- Software-selectable LED flood and transmitted illumination;
- Software-controlled rotating cross polarizers;
- Low-eccentricity, high-torque DC milling chuck with variable rotational speed in the range of 0–50,000 rpm;
- Precision tungsten carbide milling tools enabling high spatial resolution, with a drill angle range of 0–22.5°;
- Compatibility with a variety of drill bit types with a 1/8" shank, including an adapter for 3/32" shank drill bits;
- PC supplied with Windows 11™ or equivalent operating system, running control software (e.g. ActiveView2 or equivalent) with image import capability and a "Roaming Mode" function enabling the use of imported images and sample maps/mosaics to identify areas of interest and to add milling patterns to the queue during operation.

As part of the contract, the Contractor shall deliver a brand-new device, complete and ready for operation, at the Ordering Party's premises.

Required (minimum) guarantee period: 12 months

II. Time for completion: 4 weeks after receipt of order (signing the contract).

III. Terms and conditions of participation in the procedure

In order to confirm that the contractor has the necessary knowledge and experience allowing to perform the contract, the Ordering Party requires the submission of a list of similar supplies.

Similar supplies shall be considered by the Ordering Party as one or two supplies of microsampling device of the minimum value of PLN 100,000, including VAT (if contracts are demonstrated in other currencies, the Ordering Party shall translate the amounts into PLN at the exchange rate as at the date of publication of the notice).

IV. General terms and conditions of the agreement

1. The agreement shall be concluded in accordance with the civil trade regulations in force in this regard.
2. Place of delivery: Institute of Paleobiology of the Polish Academy of Sciences, ul. Twarda 51/55, 00-818 Warszawa.

V. Tender evaluation criteria:

The Ordering Party shall compare and evaluate tenders that have been submitted in a formally compliant manner by Contractors who meet the conditions for participation in the procedure specified in Section III.

The contract shall be awarded to the Contractor who submits the lowest price among tenders that comply with the technical requirements.

Price: If a price is quoted in a currency other than the Polish zloty (PLN), the Ordering Party shall convert it into PLN using the exchange rate applicable on the date of publication of the contract notice.

VI. Tender validity period: 30 days of the tender submission date.

VII. Form of submitting tenders:

1. Tenders prepared according to the template shall be submitted -
in writing, to the address of the Ordering Party's, indicated in the header of the notice (closed envelope marked "**Tender for the delivery of microsampling device for high resolution milling, for the Institute of Paleobiology of the Polish Academy of Sciences**")
or by e-mail to: paleo@twarda.pan.pl (scanned signed tender or electronically signed);
- **in Polish or English language.**
2. The tender shall include a declaration on the compliance of the subject matter of the contract described in item I (Annexe No. 1 to the tender) and, in addition, the technical specification (brochure) of the offered equipment, allowing to assess the compliance of the parameters of the offered equipment with the requirements described in the notice.
3. The contractor shall attach a power of attorney to the tender, if the tender is signed by an attorney.
4. The contractor shall incur any costs and expenses connected with preparing and submitting the tender. The price shall include all costs connected with the performance of the contract as well as all taxes applicable in the Republic of Poland. The price shall be indicated in PLN or EUR, with the accuracy to 2 decimal places.
5. The contractor may stipulate that information connected with this contract constituting a business secret may not be disclosed. A declaration on stipulating the business secret along with the indication of the range of pages of the tender shall be submitted with the tender.

VIII. Time limit for submitting tenders: 20th April 2026, 12 a.m.

IX. Time of opening tenders: without unnecessary delay following the lapse of the time limit for submission of tenders.

X. Exclusions:

The Ordering Party shall exclude from the procedure a contractor under the principles specified in Article 7 of the Act on Special Solutions to Prevent Support for Aggression against Ukraine and to Protect National Security of 13 April 2022 (Dz.U. of 2022, item 835), i.e. a contractor:

1) entered into the lists specified in Regulation 765/2006 and Regulation 269/2014, or entered into the list on the basis of a decision on entry into the list, determining the application of the measure referred to in Article 1 Section 3 of the aforesaid Act;

2) whose beneficial owner within the meaning of the Prevention of Money Laundering and Financing Terrorism Act of 1 March 2018 (Dz.U. of 2022, items 593 and 655) is a person entered into the lists specified in Regulation 765/2006 and Regulation 269/2014, or entered into the list or being such beneficial owner since 24 February 2022, provided that he/she has been entered into the list on the basis of a decision on entry into the list, determining the application of the measure referred to in Article 1 Section 3 of the aforesaid Act;

3) whose parent company within the meaning of Article 3 Section 1 item 37 of the Accounting Act of 29 September 1994 (Dz.U. of 2021, items 217, 2105 and 2106) is an entity entered into the lists specified in Regulation 765/2006 and Regulation 269/2014, or entered into the list or being such parent company since 24 February 2022, provided that he/she has been entered into the list on the basis of a decision on entry into the list, determining the application of the measure referred to in Article 1 Section 3 of the aforesaid Act.

XI. The Ordering Party reserves the right to close the procedure without selecting any of the tenders, as well as to cancel the procedure for reasons analogous to those listed in Articles 255-257 of the Public Procurement Act.

XII. The Ordering Party reserves the right to require clarifications and to make corrections in the tender under the procedure analogous to that provided for in Article 223 of the Public Procurement Act, and to reject tenders in the events listed in Article 226 Section 1 of the aforesaid Act.

XIII. The terms and conditions of this procedure may be amended upon prior notice published on the Ordering Party's website.

XIV. Contacts:

1) in matters connected with the notice - by e-mail to: paleo@twarda.pan.pl, phone number +48 22 697 88 50,

2) in substantive matters: paleo@twarda.pan.pl
or in writing to the addresses indicated in the header.

XV. Information about the processing of personal data for the purpose connected with the contract award procedure and the conclusion and performance of a contract:

Pursuant to Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons 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) (O J EU L 119 of 4 May 2016, page 1) (the "GDPR"), please be kindly informed that:

- the Controller of your personal data is the Institute of Paleobiology of the Polish Academy of Sciences in Warsaw, address: 00-818 Warszawa, ul. Twarda 51/55;
- The Data Protection Officer at the Institute of Paleobiology of the Polish Academy of Sciences may be contacted by e-mail to: iodo_paleo@twarda.pan.pl, with the word "GDPR" and the type of the case indicated in the subject;
- Your personal data will be processed on the basis of Article 6(1)(c) of the GDPR for the purpose relating to the contract award procedure: "Tender for the delivery of microsampling device for high resolution milling, for the Institute of Paleobiology of the Polish Academy of Sciences", conducted in the form of a Request for Proposals;
- the recipients of your personal data will be persons or entities to whom the procedure documentation will be made available under the provisions of the Public Procurement Act;
- Your personal data will be stored for the period of 4 years of the date of the completion of the contract award procedure, and if the term of the contract exceeds 4 years, your personal data will be stored throughout the term of the contract;
- your obligation to provide the personal data concerning you directly is a statutory requirement, specified in the provisions of the Public Procurement Act, relating to participation in the contract award procedure;

- No automated decision-making will be carried out in respect of your personal data, in accordance with Article 22 of the GDPR;
- You have the right to:
 - access your personal data under Article 15 of the GDPR;
 - request rectification of your personal data under Article 16 of the GDPR;
 - under Article 18 of the GDPR, the right to request the Controller to restrict the processing of your personal data, subject to the cases referred to in Article 18(2) of the GDPR**;
 - file a complaint with the President of the Personal Data Protection Office, if in your opinion the processing of your personal data violates the provisions of the GDPR.
- you do not have the right to:
 - request erasure of your personal data, in connection with Article 17(3)(b), (d) or (e) of the GDPR;
 - data portability as referred to in Article 20 of the GDPR;
 - object to the processing of your personal data under Article 21 of the GDPR, since the legal basis for the processing of your personal data is Article 6(1)(c) of the GDPR.

Annexes:

- 1) offer form template
- 2) list of completed deliveries

Prof. Jarosław Stolarski
Director of the Institute of Paleobiology PAS