



UNIwersytet  
Warszawski

Wydział Psychologii



Warsaw, January 27th, 2026

## OPEN PROCEDURE

for the purchase of a base and amplifier module for EEG

(W.Ps.-361/11/2025)

### 1. PURCHASER

Faculty of Psychology, University of Warsaw  
ul. Stefana Banacha 2D, 02-097 Warsaw

REGON 24000001258

Tax ID: 525-001-12-66

[www.psych.uw.edu.pl](http://www.psych.uw.edu.pl)

e-mail: [sekog@psych.uw.edu.pl](mailto:sekog@psych.uw.edu.pl)

Email address for inquiries:

e-mail: [zamowienia@psych.uw.edu.pl](mailto:zamowienia@psych.uw.edu.pl)

### 2. SCOPE OF THE ORDER

This order concerns the purchase of equipment for recording electroencephalographic (EEG) data, together with the specified consumables. The device offered must be brand new, unused, including for demonstration purposes, and approved for use in the Republic of Poland, marked with the CE mark. As confirmation of compliance with the essential requirements, the device must meet the following standards: EN60601-1 and EN61326.

The detailed scope of the order and the technical specifications of the ordered devices are provided in Appendix 1 to this request for quotation (RFQ).

Upon delivery, the Contractor is required to provide warranty documents and operating instructions in paper or electronic form, if provided by the manufacturer.

### 3. ORDER COMPLETION DATE:

Delivery time: 60 days from the date of awarding the order

Payment will be made within 30 days of receipt of the invoice, which may be issued immediately after the order is placed.

#### **4. GROUNDS FOR EXCLUSION AND CONDITIONS FOR PARTICIPATION IN THE PROCEDURE**

All Contractors who:

- are not subject to exclusion from the procedure on the grounds referred to in Article 108(1) and Article 109(1) of the Act of September 11, 2019 – Public Procurement Law (consolidated text: Journal of Laws of 2024, item 1320, hereinafter: the "Public Procurement Law"),
- are not subject to exclusion from the proceedings on the basis of Article 7(1) of the Act of April 13, 2022 on special measures to counteract support for aggression against Ukraine and to protect national security (Journal of Laws, item 835).

#### **5. CONDITIONS FOR PARTICIPATION IN THE PROCEDURE**

1. All Contractors who:

- are not subject to exclusion from public procurement procedures in the circumstances referred to in Article 108(1) and Article 109(1) 1 of the Public Procurement Law and Article 7(1) of the Act of April 13, 2022, on special measures to counteract support for aggression against Ukraine and to protect national security (Journal of Laws, item 835).
  - conduct business activity in the field of supply of goods specified in Annex 1 (OPZ),
  - have an economic and financial situation allowing for the performance of the contract,
  - have at least 15 years of experience in offering the sale of equipment listed in Annex 1 (OPZ),
  - offer equipment from a manufacturer who has supplied equipment used for research whose results have been published in peer-reviewed scientific journals,
  - submit a complete and signed offer within the specified time limit.
2. Contractors who have submitted false statements or documents as part of this procedure will be excluded from the procedure.
3. The Contracting Authority will exclude a contractor whose bid in previous proceedings conducted by the University of Warsaw was rejected due to false certification.
4. Compliance with the conditions for participation in the procedure will be assessed on the basis of statements/documents submitted by the Contractor together with the bid form.
5. The contracting authority does not allow variant or partial bids in relation to the scope of the contract (changes in parameters, scope of equipment or specifications of parts, etc.).
6. The Contracting Authority shall reject the Contractor's bid if:
- its content does not correspond to the content of this request for proposals in an open procedure,

- it is inconsistent with the Civil Code and the regulations governing the approval of the device for use in the territory of the Republic of Poland,
  - it does not meet the conditions for participation in the procedure,
  - the Contractor submitted the offer after the deadline for submission of offers,
  - its submission constitutes an act of unfair competition within the meaning of the provisions on combating unfair competition,
  - it contains a grossly low price in relation to the subject of the contract,
  - it is invalid on the basis of separate regulations,
  - it contains errors in the calculation of the price or cost,
  - The contractor is subject to exclusion from participation in the procurement procedure
7. The contracting authority shall correct the following in the tender:
- obvious clerical errors,
  - obvious calculation errors,
  - other errors consisting in the non-compliance of the bid with the open inquiry, which do not result in significant changes to the content of the bid,
- immediately notifying the Contractor whose bid has been corrected.
8. The Ordering Party shall consider the following, in particular, to be obvious arithmetic errors:
- any errors in arithmetic operations on numbers, taking into account their consequences,
  - errors consisting in discrepancies in the price of the offer entered in numbers and words, accepting as correct the entry resulting from correctly performed arithmetic calculations.
9. In the course of examining and evaluating bids, the Ordering Party may request Contractors to provide explanations regarding the content of submitted bids, as well as explanations regarding the content of statements, documents, and powers of attorney attached to the bid, and to supplement the required statements, documents, and powers of attorney. The Ordering Party may request additional information or documents in this regard directly from the relevant entity for which the services were or are being performed.
10. If the offered price appears to be abnormally low in relation to the subject of the contract and raises doubts on the part of the Contracting Authority as to the possibility of performing the contract in accordance with the requirements specified by the Contracting Authority or resulting from separate regulations, the Contracting Authority shall request explanations, including the submission of evidence, concerning the calculation of the price. The obligation to demonstrate that the offer does not contain a grossly low price or cost shall rest with the Contractor.
11. The Ordering Party shall reject the offer of a Contractor who fails to provide explanations (the submission of laconic, vague explanations not supported by evidence shall also be considered a failure to provide explanations) referred to in section 9 above, or if the assessment of these explanations together with the

evidence submitted confirms that the offer contains a grossly low price in relation to the subject of the contract.

12. The Contracting Authority reserves the right to negotiate with all Contractors who have not been excluded and whose bids have not been rejected.
13. The Contracting Authority reserves the right to select the next highest-rated bid from among the remaining valid bids (according to the bid ranking) if the Contractor whose bid is selected as the most advantageous refuses to accept the contract for performance. The Contracting Authority may repeat the selection of the next highest-rated bid from among the remaining valid bids (in accordance with the bid ranking) if the next Contractor refuses to perform the contract.
14. The Ordering Party reserves the right to:
  - change the content of the open inquiry before the deadline for submitting bids,
  - cancel the procedure at any stage, including after selecting the most advantageous bid and before awarding the contract, without giving a reason.
15. All costs related to the preparation and submission of the offer shall be borne by the Contractor. Contractors shall not be entitled to make any monetary or non-monetary claims against the Ordering Party in connection with this Request for Quotation, including for costs incurred by them and any damages, in particular in the event of the Ordering Party canceling this procedure.

## **6. DESCRIPTION OF HOW TO PREPARE THE OFFER**

1. The offer should be prepared in accordance with the template constituting Appendix 2 to this Request for Quotation in Polish or English.
2. The offer must be signed by the Contractor, the Contractor's representatives listed in the current registration documents of the company, or persons on the Contractor's side authorized to incur liabilities on its behalf. In such a case, the power of attorney should be attached to the offer.
3. The price offered in the bid must include all costs and fees related to the performance of the contract.
4. The Contracting Authority does not allow partial bids.
5. The Contractor shall bear all costs related to the preparation and submission of the bid.
6. The bid should be unambiguous, i.e., prepared without any additions, options, or variants.
7. The contractor shall be bound by the bid for a period of 30 days. The period of validity of the bid shall commence upon the expiry of the deadline for submission of bids.
8. The Contracting Authority reserves the right to disregard bids that do not comply with the requirements of this request, i.e., that do not meet the formal or substantive requirements.

**The offer must be submitted in Polish or English, prepared in electronic form and signed by the Contractor with a qualified electronic signature or a trusted signature**

or a personal signature (e-ID), or in the form of a scan of a document prepared in paper form and signed by the Contractor. The content of the offer must correspond to the content of this Request.

Offers should be sent to the following address: [zamowienia@psych.uw.edu.pl](mailto:zamowienia@psych.uw.edu.pl)

The offer must be submitted by February 3, 2026, 8:00 p.m. Polish time.

## 7. EVALUATION OF BIDS

1. Only bids that contain all the elements listed in points 4 and 5 will be evaluated.
2. When selecting bids, the Ordering Party will be guided by the following criteria:

Description of the scoring method

Evaluation criteria:

	Criterion	Weight
1	Order price	100
	TOTAL	100

### Order price

This criterion is assigned 100 points.

The number of points for this criterion will be awarded according to the following rule:

The offer with the lowest price will receive 100 points.

Other offers - the number of points calculated according to the formula:

$$Ci = \frac{\text{lowest price}}{\text{price of the bid under consideration}} \times 100 \text{ points}$$

i - number of the bid under consideration

Ci - number of points for the "PRICE" criterion (offer under consideration)

offer price - gross price from the OFFER.

## **8. ADDITIONAL INFORMATION**

- The Contracting Authority reserves the right to negotiate the detailed terms and conditions of the contract with the best bidders.
- The Contracting Authority reserves the right not to select any Contractor.
- The Contracting Authority reserves the right to cancel the procedure without giving a reason.

### **Attachments**

Attachment No. 1 – Description of the Subject of the Contract.

Attachment No. 2 – Bid form with attachment.

Attachment No. 3 – Information on the processing of personal data.