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**ANNOUNCEMENT OF QUESTION
for NGS transcriptome sequencing services using Illumina and PacBio
technology**

1. Description of the subject of the contract:

- 1) The object of the contract are services consisting in the sequencing of transcriptomes by the NGS method, using Illumina technology. The scope of the subject of the contract includes:
 - a) quality control of the provided RNA samples isolated from plant tissues,
 - b) preparing strand specific (stranded) RNA libraries after finely removing the rRNA from total RNA for all samples provided for sequencing using Illumina technology,
 - c) preparing Iso-Seq RNA libraries all samples provided for sequencing in PacBio technology,
 - d) sequencing of libraries (b) using paired-reads protocol 2x150 bp, with assumed output minimum 40 mln pairs of reads per sample, with Illumina-dedicated device (HiSeq 4000, Novaseq),
 - e) sequencing of libraries (c) with assumed output minimum 7 Gb per sample, with PacBio-dedicated device (Sequel),
 - f) quality control of obtained reads with removal of adapter-related sequences,
 - g) providing raw data in FASTQ format through a fast internet server.
- 2) The ordering party assumes providing the material in 1 batch.
- 3) Transport of samples from the Institute to the Contractor's in controlled conditions (constant temperature -20°C) seat at the expense of the Contractor (without the cost of packing and preparation of the parcel).

- 2. Deadline for the contract:** the order should be completed by 28 December 2018. The sending of samples will take place within 2 days from the date of signing the contract.

3. Conditions for participation in the proceedings:

The contractors who meet the conditions for participation in the procedure regarding technical or professional capacity may apply for the contract award.

The conditions referred to above will be met if the contractor demonstrates that:

- 1) during the last 5 years before the deadline for submitting bids, the contractor duly completed:
 - a) two or more services (completed contracts) of transcriptome sequencing using the NGS method, using Illumina technology with a total value not lower than PLN 80,000 gross,
and
 - b) using the PacBio technology with a total value not lower than PLN 40,000 gross.
- 2) has at least two people with minimum three years of experience in sequencing transcriptomes using the NGS method with Illumina and PacBio technology.
- 3) the company should be cited at least in 5 peer-reviewed scientific journals with international peer-review system.

4. Information on the method of communication between the awarding entity and the contractor, as well as the indication of persons authorized to communicate with the contractors:

- 1) It is allowed to communicate using a registered letter or fax or electronically.
- 2) Any questions to the proceedings should be directed to: jdut@igr.poznan.pl

5. The period of being bound by the offer: 30 days.

6. Description of how to prepare offers:

- 1) the offer will be made in accordance with the content of the Offer Form constituting attachment No. 1 to this announcement,
- 2) along with the Bid Form, completed and signed attachments No. 2-6 to this Announcement must be submitted,
- 3) each contractor will submit only one offer. Submitting more offers will result in the rejection of all bids submitted by the contractor,
- 4) incomplete offer will be rejected by the ordering party,
- 5) the offer will be written in Polish, on a typewriter, computer or by hand with a pen or indelible ink,
- 6) the offer must be submitted in the original or a photocopy certified for compliance with the original (each page) by the contractor or its representative. It is acceptable to send the offer by e-mail to the address office@igr.poznan.pl as a scan of the signed documents.

7. Description of the method of price calculation

The price given in the Offer Form - attachment No. 1 to the Announcement must include all the costs of the implementation of the future contract. The price must result from the sum of all items in the Price Form - attachment No. 2 to the Announcement.

Applicable VAT rate: 23%

WARNING:

The ordering party will regard the error in calculating the price as not being in accordance with the Polish payment system, based on:

- Art. 3 par. 1 point 1 and par. 2 of the Act of 9 May 2014 on information about prices of goods and services (consolidated text: Journal of Laws of 2017, item 1 830, as amended);
- Art. 31 of the Act of 29 August 1997 on the National Bank of Poland (consolidated text Journal of Laws of 2017, item 1373, as amended).

In accordance with the above regulations, the final price declared in the offer must contain the correct VAT rate and must be expressed in PLN to the nearest hundredth of the zloty, ie to the second decimal place.

8. Place and date of submission and opening of offers:

The offer must be submitted in writing in person or by mail / courier until **22/11/2018**, until **12:00** at the secretary's office of the Institute of Plant Genetics, Polish Academy of Sciences (room 124), 34 Strzeszynska street, 60-479 Poznan - on the attached Offer Form, in a sealed envelope with the note **"Response to a request for an RNA sequencing service"**. It is acceptable to send the offer by e-mail to the address office@igr.poznan.pl as a scan of the signed documents.

9. Description of the criterion, which the Employer will be guided in the selection of the offer, with the indication of the meaning.

Price – 100 %

The offer with the lowest price will receive 100 points, and the other offers proportionally less according to the following formula:

$$\text{price} = \frac{\text{the price offered is the gross minimum}}{\text{the price of the gross tender being examined successively}} \times 100 \text{ points}$$

The offer which will receive the highest sum of points in the above offer evaluation criterion will be selected

10. The provisions relevant to the parties that will be introduced to the concluded agreement are included in the attachment No. 7 to this Announcement - the draft contract.

Attachments to this Announcement:

1. Offer form
2. Price form
3. Declaration of compliance
4. List of services
5. List of persons
6. List of publications
7. The draft contract

Approved

The Director of the Institute

16.11.18 
date, signature

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