Procurement Policy of Solidarity Fund PL (SFPL)

Adopted by the Management Board of Solidarity Fund PL on 26 February 2026

Purpose and Scope of the Policy

This Procurement Policy governs the awarding of procurements within Solidarity Fund PL (SFPL).

SFPL conducts Procurement Procedures in accordance with the principles of equal treatment, fair competition, transparency of the procedure and Contractor selection, and proportionality, exercising due diligence to ensure the spending of SFPL funds is purposeful and economical. SFPL applies the principle of economic efficiency, understood as selecting the offer that ensures the best balance of price and quality.

Where the provisions of this Policy conflict with donor requirements, the stricter rule applies.

Individual Organizational Units may adopt local regulations to align with domestic law.

Table of Contents

Purpose and Scope of the Policy 2
Table of Contents 3
Definitions 5
Table of Thresholds 7
Part I — General Provisions 8
A. Scope of the Policy 8
B. Procurement Procedures 8
C. Procurements according to the Public Procurement Law 8
D. Procurement Plan 8
E. Description of the Subject of Procurement 9
F. Procurement Value 9
G. Exchange Rates 9
H. Establishing Procurement Value — Documentation 10
I. Evaluation of Offers 11
J. Documentation 11
K. Procurement Coordinator 11
L. Public Procurement Unit 12
M. Framework Procurements 13
N. Conflict of Interest 14
Part II — Award of Procurements Below the Basic Threshold (net value) 14
A. Launching the Procedure 14
B. Procedure 15
C. Security, Confidentiality and Opening Offers 16
D. Tender Committee 17
E. Due Diligence 17
F. Awarding the Procurement 17
G. Exemptions 18
H. Exclusions from Participation 19

I. Appeal Procedure 22
Part III — Awarding Procurements Equal to or Above the Basic Threshold (net value) 23
A. Launching the Procedure 23
B. Procedure 24
Part IV — Final Provisions 24
Annexes 25

Definitions

Act — the Polish Public Procurement Law of 11 September 2019.

Applicant — an SFPL employee requesting expenditure of funds through Procurement.

Application (Form) — the application to initiate a Procurement Procedure.

Basic Threshold — a net value (PLN) from which the Polish Public Procurement Law may apply as per donor terms.

Branch / Representative Office — a registered SFPL Unit outside Poland, subject to local law.

Compliance Department — the internal unit responsible for compliance at Headquarters.

Conflict of interest — a situation preventing objectivity and impartiality, as set out in the "Conflict of Interest Management Policy" in SFPL.

Construction Works — execution, or design and execution, of construction works.

Description of the Subject of Procurement — a precise, exhaustive specification of the subject matter.

Due diligence — verification of the credibility of potential Contractors to meet legal requirements, protect SFPL interests and good name, in line with SFPL procedures.

EU Threshold — the EU threshold value expressed in PLN at which EU procedures apply (including TED publication).

Framework Procurement — an agreement setting the conditions for future procurements (e.g., prices, quantities, delivery, or service terms) during a period under which SFPL may place individual orders.

Head of the Organizational Unit — the Management Board of SFPL or a person managing the Unit.

Market Research — a procedure in which SFPL selects the Most Advantageous Offer after comparing offers from potential Contractors.

Most Advantageous Offer — an offer that presents the best balance of price or cost and other criteria related to the subject of the Procurement, or the lowest price/cost where price/cost is the sole criterion.

Organizational Unit — Headquarters (HQ) and foreign Branch/Representative Offices.

Policy — this Procurement Policy.

Potential Contractor / Contractor — a natural/legal person or organizational unit without legal personality applying for, submitting an offer for, or awarded a Procurement contract.

Price — a monetary value to be paid by the buyer for goods or services.

Procurement (Contract) — a remunerated contract between SFPL and a Contractor for services, supplies or works.

Procurement Coordinator — an SFPL employee responsible for preparing, conducting, and documenting a Procurement Procedure.

Procurement Plan — planned Procurement Procedures—SFPL expenditures on supplies, services or works included in the Organizational Unit's budget for a given year.

Procurement Procedure (Procedure) — the process of selecting a Contractor in an appropriate mode.

Procurement Value — the total estimated Contractor remuneration net (without VAT) set by the Foundation.

Public Procurement Bulletin — the Polish official electronic gazette of public procurement notices published by the Public Procurement Office.

Public Procurement Unit — the Organizational Unit responsible for supporting and implementing Procurement Procedures within SFPL.

Request for Quotation (RFQ) — a procedure in which SFPL invites Potential Contractors to submit offers—either to selected entities or publicly via SFPL's website and/or platformazakupowa.pl.

SFPL / Fund / Foundation — Solidarity Fund PL.

SFPL funds — the financial resources of SFPL.

SFPL Personnel — persons hired to perform substantive or administrative tasks directly for SFPL.

Single-Source Procurement — a procedure where SFPL awards a Procurement after reviewing an offer or negotiating with only one Potential Contractor.

Supply — the acquisition of goods (movable property) and property rights, in particular under sale, supply, lease, tenancy, or leasing contracts.

Table of Thresholds

Threshold description	Net value
Threshold A • PLN 40,000 net (excl. VAT). Below: the Policy may be waived (single-source allowed); no obligation for a written contract; no due-diligence requirement. • At/above PLN 40,000: choose Market Research or RFQ; submit conflict-of-interest declarations; written contract required; due diligence required.	PLN 40,000 net
Threshold B • PLN 80,000 net. Mandatory RFQ; mandatory publication on the SFPL website and on platformazakupowa.pl (unless justified security concerns); mandatory Tender Committee; written contract; due diligence.	PLN 80,000 net
Basic Threshold: • Application of the Polish Public Procurement Law if required by donor agreement.	PLN 170,000 net
EU Threshold: • EU procedures apply, including publication in TED and the use of official certificates/documents instead of Contractor statements during due diligence.	PLN 560,300 net

Part I — General Provisions

A. Scope of the Policy

1) The Policy sets the rules, procedures, and forms for awarding Procurements within SFPL.

2) The monetary thresholds referenced herein are announced by Management Board communication; changing thresholds does not require amending the Policy text.

B. Procurement Procedures

1) For Procurements, whose net value **is lower than the Basic Threshold**, the applicable procedures are Market Research or Request for Quotation (described in Part II):

a) Procurements below **Threshold A** may be completed without the formal procedures set out in the Policy.

b) Procurements equal to or above **Threshold A** and below **Threshold B** follow the Policy:

(i) obligation to sign a written contract with the Contractor;

c) Procurements equal to or above **Threshold B** and below the **Basic Threshold** follow the Policy and require:

(i) appointing a Committee;

(ii) publishing on the SFPL website and on platformazakupowa.pl (unless justified security concerns);

(iii) a written contract with the Contractor.

C. Procurements according to the Public Procurement Law

1) For Procurements with net value equal to or exceeding the Basic Threshold, the Polish Public Procurement Law applies (and Part III of this Policy): (a) for all Organizational Units: the basic procedure(with or without negotiations) is recommended; (b) for foreign Branch/Representative Offices: other modes (including single-source) may be used under local law. These modes are applied as regulated in the Act.

2) The Basic Threshold is set in PLN directly by the Act.

3) Conversions into other currencies follow rules in Part I.G.1.

D. Procurement Plan

1) By February 15th, SFPL adopts the Procurement Plan for each Organizational Unit for the year, based on its budget (covering Procurements above **Threshold A**).

2) SFPL may award Procurements outside the Plan.

3) The Plan may be updated during the year due to budget or needs changes.

4) The Plan is published on SFPL's website; sensitive items may be withheld for safety/interests.

5) The Public Procurement Unit prepares and updates the Plan.

E. Description of the Subject of Procurement

1) The subject of the Procurement shall be described precisely and exhaustively with objective technical/quality/functional features, considering all requirements that may affect offers.

2) **The subject of the Procurement shall not be described i**n a manner that could hinder fair competition.

3) Trademarks/patents/origin may not be indicated if it could favor or exclude Contractors/products, unless justified (e.g., below the Basic Threshold for standardization of IT equipment/software per SFPL IT recommendations). Each exception requires written justification in the file.

4) The description **of the subject of the Procurement may include requirements concerning the transfer of intellectu**al property rights or granting of licenses.

5) Where technical characteristics are used, equivalent solutions must be accepted.

F. Procurement Value

1) The value is set diligently based on total estimated Contractor remuneration (net). To determine whether a case is a single Procurement or separate Procurements, analyze:

(a) identity of the subject matter;

(b) performance period (usually a fiscal year or project period);

(c) feasibility by a single Contractor at the same time.

2) For Procurements equal to/above the Basic Threshold, the Act's valuation rules apply where required by the donor agreement.

3) Value is stated in local currency and PLN.

G. Exchange Rates

1) PLN against EUR:

a) the average PLN rate per the current announcement of the President of the Public Procurement Office.

b) **other currencies**: the average rate of the central bank of the given state on the day preceding valuation or award.

c) Where donor rules determine the method, those rules apply.

d) If none of the above can be used, the Applicant consults the Public Procurement Unit.

H. Establishing Procurement Value — Documentation

1) The Applicant establishes the value.

2) The Applicant establishes the value prior to launching the Procedure using at least one of the following:

a. By conducting telephone interviews with Potential Contractors;

b. Based on catalogues or price lists published on the websites or available at the points of sale of Potential Contractors, or on information provided in response to inquiries sent by SFPL.

c. Based on information or offers provided by Potential Contractors either submitted on their own initiative or in response to an inquiry sent by the SFPL via email, which includes a description of the subject of the Procurement and the expected delivery period.

d. Using other equivalent sources of information (such as publicly available or upon-request guidelines issued by SFPL's donors regarding standard remuneration rates for services; copies of offers or contracts from other procedures involving an analogous subject of Procurement, conducted prior to the valuation date).

e. If establishing the Procurement Value using the above methods is objectively impossible—by requesting a cost estimate prepared by an expert in the relevant field.

f. Based on a site visit carried out by a Potential Contractor or Contractors, where required due to the nature of the subject of the Procurement.

g. If the above methods cannot be applied or do not produce reliable results based on the estimated budget allocated for the implementation of the Procurement.

3) Evidence of the Procurement Value must be documented, in particular through:

a. notes from telephone interviews;
b. records, e.g., in PDF format, of information or offers, in particular price lists;
c. records, e.g., in PDF format, of the inquiry referred to in point H.2(c);
d. records, e.g., in PDF format, confirming the information referred to in point H.2(d).

4) The documents referred to in point three should contain the data of the Potential Contractor (if possible, to determine), the Procurement Value, and the date on which the information was obtained.

5) Proper determination of the Procurement Value requires performing at least one of the activities specified in point H.2 and obtaining, as a result, at least one piece of information that allows the Procurement Value to be determined (subject to point H.2(g)).

6) The monetary thresholds that make the above-mentioned activities obligatory are defined in a Management Board communication (the threshold table). Individual organizational units may adopt lower thresholds by preparing a table using the template from the Management Board communication.

I. Evaluation of Offers

The evaluation criteria for bids are established with consideration for the specific nature of the subject of the contract and the purpose for which its performance is intended.

2. The criteria must be:
   a. objective,
   b. measurable,
   c. clearly defined in the procurement documentation.

3. The price criterion should not be the only evaluation criterion unless the nature of the contract justifies otherwise. It is recommended to apply additional criteria, such as delivery time, warranty, or service.

4. Each criterion is assigned a percentage weight, in line with its importance for achieving the objectives of the contract. The total sum of the weights of all criteria must be 100%.

5. For each criterion, the method of awarding points must be described in detail (e.g., a point scale or a mathematical formula). This description must be unambiguous so that contractors have full knowledge of how their bid will be evaluated.

The use of evaluative criteria without indicating clear evaluation rules is not permitted.

6. After the publication of the procurement documentation, changes to the criteria or to the evaluation method are not allowed, except in cases formally permitted by law.

J. Documentation

1. The documentation of the Procurement Procedure, including the minutes of the work of the Committee, shall be stored by authorized personnel in accordance with SFPL's organizational rules for a minimum of 5 years after the end of the year in which the services, supplies, or construction works were purchased. The documentation shall be retained for a longer period if such a requirement is stipulated in the agreement under which the Procurement is financed.

K. Procurement Coordinator

1. The Procurement Coordinator is appointed by the head of the relevant team or organizational unit (including Branches) to conduct a specific procurement procedure and is responsible for the operational management of the procedure on behalf of that unit.

2. The tasks of the Procurement Coordinator include, in particular:

a. identifying the need and providing justification for the procurement, including estimating the Procurement Value and planning the timeline for its implementation;

b. preparing substantive input for the description of the subject matter of the contract, including quality and functional requirements;

c. proposing (in cooperation with the Public Procurement Unit) evaluation criteria appropriate to the purpose of the procurement;

d. participating in the substantive evaluation of offers and documenting the results of this evaluation to the extent required by the Policy;

e. cooperating with the Public Procurement Unit at every stage of the procedure, including providing complete information and documents necessary to ensure compliance with the process;

f. ensuring proper communication with contractors, including handling questions and requests for clarification, as well as publishing/making available documents in accordance with the established rules;

g. overseeing the performance of the contract after its conclusion, in particular regarding substantive acceptance, confirmation of performance, and reporting any non-conformities.

L. Public Procurement Unit

1. The Unit serves as central support and quality assurance for compliance with law, donor guidelines, and internal rules, and for transparency, competition, and equal treatment.

2. Participation of the Unit is mandatory above PLN 170,000 in every procedure, including branches (operational conduct remains with the Coordinator).

3. The SFPL Management Board may designate additional procurements carried out by branches in which the participation of the Public Procurement Unit is mandatory.

4. The Public Procurement Unit supports the preparation of procurement procedures, in particular by:

a. providing advice on procurement classification, selecting the appropriate process path and procedure type, and determining the required level of documentation;

b. preparing and harmonizing the procurement documentation based on information provided by the Procurement Coordinator, including the specification of requirements (terms of reference), description of the subject matter, participation conditions, evaluation criteria, and the draft contract, ensuring compliance and mitigating risks (including unjustified restriction of competition);

c. supporting the preparation and implementation of market research where required or recommended.

5. The Public Procurement Unit supports the conduct of procurement procedures, particularly by:

a. monitoring deadlines and procedural requirements and recommending corrective actions in case of risks of breach;

b. providing support in the formal aspects of evaluating and selecting the offer, including documenting activities, preparing justifications, and compiling declarations and documents required in the procedure.

6. The Public Procurement Unit supports contract conclusion and closure stages, particularly by:

a. verifying the compliance of the final contract text with the procurement documentation and the award decision, to the extent required by the Policy;

b. ensuring completeness of the protocol and full procurement documentation, as well as proper archiving.

The Public Procurement Unit is responsible for maintaining and developing SFPL's procurement system, in particular by:

a. preparing, updating, and disseminating document templates, instructions, checklists, and tools supporting procurement processes;

b. providing guidance and training to Procurement Coordinators and promoting good practices;

c. monitoring common risks and errors and recommending procedural and organizational improvements.

7. The Public Procurement Unit may refuse to process documents or recommend suspending actions in the procurement procedure until identified irregularities or deficiencies are corrected, if they are significant from the standpoint of compliance, transparency, or competitiveness.

8. The Public Procurement Unit cooperates with other SFPL Support Units, particularly Finance & Controlling, Compliance, and Internal Audit, ensuring implementation of recommendations issued by these units.

M. Framework Procurements

1. Framework contracts may be used in situations where purchasing needs are recurring and homogeneous.

2. A framework contract may be concluded for a fixed term not exceeding 4 years unless the specific nature of the subject matter of the procurement justifies a longer duration.

3. The estimated value of a framework contract is the total value of all individual orders planned for implementation during the term of the contract.

4. The selection of a contractor or contractors for the framework contract is conducted in accordance with the principles of transparency, fair competition, and equal treatment, using internal procedures applicable to procurements below the Basic Threshold.

5. If the cumulative value approaches the Basic Threshold, further orders under the framework contract require verification by the Compliance Unit.

N. Conflict of Interest

1. SFPL undertakes measures to prevent conflicts of interest in the procurement process, in accordance with the SFPL Conflict of Interest Management Policy.

2. Declarations regarding conflicts of interest must be submitted by all individuals who may influence the outcome of the procurement procedure, in particular: the Procurement Coordinator, members of the Tender Committee, staff of the Public Procurement Unit involved in the procedure, and the SFPL Management Board. This obligation applies to procurements above the A Threshold.

Part II — Award of Procurements Below the Basic Threshold (net value)

A. Launching the Procedure

1. The Applicant is responsible for preparing the Procurement Procedure, meaning all activities preceding its initiation.

2. A Procurement Procedure is initiated based on Part A of the electronic Application, prepared by the Applicant, and approved by the head of the organizational unit. The Compliance Unit defines the template of the Application.

3. The Procurement Coordinator is responsible for conducting the Procurement Procedure, meaning all activities following its initiation.

4. The Applicant and the Procurement Coordinator may delegate execution of individual tasks to other SFPL staff members.

5. The same person may perform the roles of both Applicant and Procurement Coordinator.

6. The Procurement Coordinator is responsible for proper storage and security of procurement documents, including maintaining a register of documents, assigning numbers in accordance with SFPL rules, and ensuring proper archiving. Access to procurement documentation is restricted to employees and collaborators participating in the procurement procedure.

B. Procedure

1. SFPL conducts the Procurement Procedure in the form of either a Request for Quotation or Market Research. A sample Request for Quotation template and publication format on the website is provided in Annex No. 1. A sample Offer Form is provided in Annex No. 5. The Compliance Unit is authorized to modify these templates, and such modifications do not require an update to the Policy.

2. The Procurement Procedure must be conducted in a manner that ensures submitted offers are protected from interference, prevents access to the content of offers before their opening, and prevents submission of offers after the deadline.

3. The Procurement Procedure is conducted in the language applicable in the country where the procedure is conducted, or in English. Statements, applications, notifications, and information—including Requests for Quotation and offers—are submitted, at SFPL's discretion, either in writing or electronically. SFPL may select the Most Advantageous Offer if:

a. at least one offer is submitted in response to at least three Requests for Quotation sent by SFPL or in response to an invitation published on the website.

i. Publishing the Request for Quotation on the website is mandatory for procurements with an estimated value equal to or exceeding the B Threshold, except where justified security concerns exist. The head of the organizational unit decides on such exceptions, based on a written justification submitted by the Applicant.

ii. Individual organizational units may adopt lower financial limits for this requirement.

b. in the case of Market Research, the comparison of at least three commercial offers from Potential Contractors has been documented. Documentation should include records—preferably electronic (e.g., PDFs)—of received information or offers, especially price lists.

4. For Procedures conducted under the Request for Quotation procedure with a value equal to or exceeding the B Threshold, the minimum deadline for submitting offers is seven calendar days from the date of publication. This deadline may be shortened

in extraordinary circumstances, and such justification must be published together with the announcement.

C. Security, Confidentiality and Opening Offers

1. SFPL ensures the security, integrity, and confidentiality of procurement procedure documents and offers, regardless of whether they are submitted in paper or electronic form. These rules apply from the moment the procurement documentation is created until the expiry of the retention periods.

2. The procurement documentation is recorded in the register of procedures. Documents are assigned identification markings (in particular the procedure number and date), and their versions are controlled in a manner that ensures the ability to reconstruct the history of changes.

3. Documents and offers are stored in a designated central location (physical or electronic), in conditions that minimize the risk of loss, destruction, unauthorized modification, or disclosure. Access to the documentation is limited exclusively to authorized persons, only to the extent necessary to perform their tasks in the procedure.

4. In the case of communication and submission of offers electronically, organizational and technical measures are applied ensuring at least: (a) protection of offers from access and disclosure before the submission deadline, (b) registration of the date and time of receipt, (c) the ability to automatically reject or block offers submitted after the deadline, and (d) archiving of correspondence and attachments in a manner that ensures accountability and auditability.

5. Opening of offers takes place after the submission deadline, in a manner ensuring transparency and accountability, in accordance with the rules established for the given procedure. Opening is conducted by at least a two-person team designated by the Foundation (e.g., a committee / procurement team or the person conducting the procedure together with an accompanying person). A protocol is prepared from the opening activities, covering at minimum: the date and time of opening, the list of received offers, information on timely submission, identification of bidders, and other elements required in the procurement documents (e.g., prices / variant offers), and in the case of electronic offers – also the system identifier or platform confirmation.

6. Any breaches of confidentiality suspected unauthorized access, loss of documents, or security incidents (including IT-related incidents) must be reported immediately in accordance with the incident-management rules applicable in SFPL, and corrective actions are documented in the procurement file.

D. Tender Committee

1. Offers received as part of the Procurement Procedure may be evaluated by a Tender Committee composed of SFPL employees or SFPL employees and experts. The composition of the Committee is proposed by the Applicant in the Application to initiate the procedure and is approved by the head of the organizational unit. The Committee consists of a minimum of three persons.

2. Members of the Committee are required to sign a declaration of no conflict of interest with the Potential Contractor (Annex No. 4). The Compliance Unit is authorized to modify the template, and this does not require an amendment to the Policy. If such a situation arises, the Committee member concerned by the conflict excludes themselves from their work. In such a case, a new member must be added to the Committee, who, before commencing work, signs a declaration of no conflict of interest.

3. The work of the Committee is conducted in accordance with the Rules of Procedure of the Tender Committee (Annex No. 6).

4. For Contracts, whose established net value is equal to or exceeds the THRESHOLD B specified in the Management Board communication, appointment of the Committee is mandatory.

E. Due Diligence

1. Before awarding the Contract, the Coordinator is obliged to verify the credibility of the potential Contractor (due diligence) in accordance with the procedures applicable in SFPL.

2. For Contracts, whose net value is lower than the THRESHOLD B, the Coordinator may refrain from conducting due diligence if prior cooperation with the potential Contractor or the circumstances, type, and nature of the transaction indicate negligible risk for SFPL.

3. In the case of conducting simplified verification or refraining from performing due diligence, the Coordinator records this fact along with justification in the procurement documents.

F. Awarding the Procurement

1. The basis for awarding the Contract is the Procurement Procedure protocol approved by the head of the organizational unit and prepared by the Procurement Coordinator. The template of such a protocol constitutes part B of the electronic application, the template of which is defined by the Compliance Unit.

2. The Procurement Coordinator informs the Potential Contractors about the outcome of the Procurement Procedure conducted in the Request for Quotation mode, in accordance with the template specified in Annex No. 2.

a. If more than one offer was submitted in the Procurement Procedure in the Request for Quotation procedure under public procurement rules, the contract may be concluded no earlier than seven calendar days after informing all Potential Contractors who submitted offers about the results of the procedure.

b. If the Contract concerns humanitarian assistance or other exceptional circumstances exist, the contract may be concluded after 2 working days from informing all Potential Contractors who submitted offers about the results of the procedure. The circumstances referred to above must be justified in writing.

3. Contracts for a Procurement value equal to or exceeding the equivalent of the THRESHOLD A specified in the Management Board communication are concluded in written or documentary form.

4. Contracts for a Procurement value lower than the THRESHOLD A specified in the Management Board communication, in documentary form, must be confirmed by an accounting document: an invoice or a receipt.

5. Individual organizational units may adopt lower financial limits in the scope referred to in points 3 and 4 by preparing a table based on the template from the Management Board communication.

G. Exemptions

1. SFPL may award a Contract with the exclusion of the Request for Quotation or Market Research procedure if at least one of the following circumstances applies:

a. the supplies, services, or construction works can be provided only by one Contractor, e.g., for technical reasons of an objective nature, reasons related to the protection of exclusive rights, or reasons justified by the need to maintain continuity of a project carried out within the last twelve months;

b. urgent execution of the Contract is required – "**urgent execution of the Contract" shall be understood as an exceptional situation in which there is a necessity for the immediate, unforeseen award of a Contract (e.g., equipment failure, sudden unavailability of resources necessary to perform a task), and in addition, standard procurement procedures (Request for Quotation, Market Research) could:**

i. endangers timely implementation of the project, due to applicable schedules, grant agreements, or settlement deadlines,

ii. cause damage to SFPL or beneficiaries of SFPL activities (e.g., loss of funding, contractual penalties, interruption of substantive activities),

c. in the case of acquiring supplies, services, or performing construction works outside the country in which the relevant organizational unit is based;

d. due to an exceptional situation where execution of the Contract is related to the protection of data security or requires granting the Contractor direct access to the SFPL IT environment;

e. when the subject of the Contract is legal services (including notarial certification and authentication of documents);

f. when the subject of the Contract is the purchase of airtime or broadcasts from providers of audiovisual or radio media services;

g. when the subject of the Contract is the acquisition of ownership or other rights to existing buildings or real estate – in particular, lease or tenancy, in situations justified by local law.

h. in the case where extraordinary circumstances arise resulting from an unstable political situation (e.g., state of war, armed conflict, political crisis, introduction of sanctions or restrictions on trade, restrictions in international transport), which make it impossible or significantly hinder the conduct of the standard Contract award procedure.

2. The decision to exclude the use of the Request for Quotation or Market Research procedure is made by the head of the organizational unit after reviewing the Application.

3. SFPL awards a Contract with the exclusion of the Request for Quotation or Market Research procedure in the case of hiring SFPL personnel under civil-law contracts (equivalents of the Polish “umowa zlecenie” or “umowa o dzieło”). In such cases, a simplified exclusion procedure applies (submission of the Application is not required).

4. In cases where the net Procurement Value is equal to or lower than the equivalent of the THRESHOLD A specified in the Management Board communication, it is permissible to exclude the application of the Policy with respect to awarding the Contract, determining the Procurement Value, the Application, the Request for Quotation, and Market Research.

H. Exclusions from Participation

1. Entities are excluded from the procedure if, in relation to the persons representing them, persons with control or decision-making authority, or members of their management, supervisory, or administrative bodies, a final court judgment, final administrative decision, or binding disciplinary ruling has been issued, or if there are credible indications (including

information available to SFPL or the donor) that such persons have committed any of the following acts:

a. Participation in an organized criminal group or association whose purpose is the commission of offences, including fiscal crimes.

b. Human trafficking, including forced labour, prostitution, begging, slavery, or other forms of exploitation.

c. Bribery, corruption, taking or giving undue financial advantages in connection with public or professional functions, influence peddling, abuse of public office, and corruption in sport or healthcare.

d. Financing of terrorism or obstructing the detection of the criminal origin of financial resources, including concealing their source or money laundering.

e. Commission of a terrorist offence or participation in preparations to commit such an offence.

f. Employing children.

g. Economic fraud, including acting to the detriment of a company or institution, misappropriation of property, financial fraud, forging or using forged documents, submitting false statements, corruption in economic transactions, acting to the detriment of creditors, fiscal crimes, including tax evasion.

h. Employing foreign nationals illegally residing in the territory of the Republic of Poland without the required permits.

i. Arrears in taxes, fees, or social or health insurance contributions – unless the arrears were settled before the deadline for submitting offers or an agreement regarding their repayment was concluded.

j. A ruling prohibiting the entity from applying for public contracts.

k. Bid-rigging – meaning the conclusion of an arrangement with other contractors aimed at distorting fair competition, e.g. by submitting coordinated offers by entities from the same capital group without demonstrating their independence.

k. Being in a state of liquidation, bankruptcy, suspension of business activity, under court or liquidator administration, conclusion of an arrangement with creditors, or other situations that may indicate a lack of capacity to perform the contract.

l. Committing a serious professional misconduct, including misleading actions;

m. involvement in establishing, operating, or acting within an entity that constitutes a shell company or operates as a front – in particular for the purpose of concealing

the identity of actual beneficiaries, circumventing applicable regulations, or carrying out activities contrary to law or ethical standards

n. Engaging in discrimination or harassment, including sexual harassment, or participation in such actions.

2. SFPL reserves the right to discontinue, suspend, or refrain from entering cooperation with a contractor, even in the absence of a final conviction, if justified suspicions arise that may indicate an increased risk to SFPL's reputation, legal compliance, or ethical standards. This applies in particular to situations such as:

a. the contractor being listed as a wanted person by law enforcement authorities or included in public warning registries (e.g. sanctions lists, watchlists, AML/CFT),

b. having a questionable reputation, including media reports, industry information, or findings from due diligence that may raise concerns regarding the contractor's integrity, transparency, or compliance with applicable norms,

c. the existence of a significant number of criminal proceedings, especially those concerning corruption-related offences, money laundering, financing of terrorism, or other economic crimes.

3. It is prohibited to conduct purchases of goods or services on special terms from entities in which Members of the SFPL Council, Members of the Management Board, or SFPL employees and their close relatives participate. Close relatives are persons related through marriage, kinship (up to the third degree), affinity (up to the second degree), adoption, guardianship or custody, partner/companion (cohabitation), as well as those in other relationships whose nature may raise justified doubts as to impartiality, for example living in the same household.

4. A Potential Contractor shall not be excluded if they prove to SFPL that they have jointly met the following conditions:

a. repaired or committed to repairing the damage caused by the offence, misdemeanour, or their improper conduct, including through monetary compensation;

b. fully explained the facts and circumstances related to the offence, misdemeanour, or improper conduct and the resulting damage, actively cooperating with the relevant authorities, including law enforcement, or with the Foundation;

c. undertaken specific technical, organizational, and staffing measures appropriate for preventing further offences, misdemeanours, or improper conduct, in particular:

i. severed all links with the persons or entities responsible for the improper conduct of the contractor,

ii. reorganized the staff,

iii. implemented a reporting and control system,

iv. established internal audit structures to monitor compliance with laws, internal regulations, or standards,

v. introduced internal regulations concerning liability and compensation for non-compliance with laws, internal regulations, or standards.

5. SFPL assesses whether the actions taken by the Contractor, as mentioned above, are sufficient to demonstrate their reliability, considering the seriousness and specific circumstances of the contractor's conduct. If the actions taken by the Contractor are not sufficient to demonstrate their reliability, SFPL excludes the Contractor.

6. Potential Contractors, when entering the Request for Quotation procedure or before signing the Contract (Market Research mode), are required to submit a declaration in the above-mentioned scope, i.e. regarding exclusion from the procedure.

7. Contractors, before signing the Contract, are required to submit a declaration when acting as a natural person – a declaration for financial and tax settlement purposes and for health insurance purposes, the template of which is prepared by the HR Specialist, and legal persons are required to submit a declaration regarding ownership structure, the template of which is prepared by the Compliance Unit. Additionally, the Contractor is required to submit a declaration on the absence of links with the Russian Federation, the template of which is prepared by the Compliance Unit.

I. Appeal Procedure

1. A Potential Contractor who submitted an offer has the right to appeal the decision on the Award of the Contract or the decision on exclusion from the procedure under section II.6 of the Policy.

2. The appeal, together with justification, may be submitted within seven working days from receipt of the information on the outcome of the Procurement Procedure conducted in the Request for Quotation mode, or from the decision on exclusion from the procedure under section II.6 of the Policy. In the case where the period referred to in II.4.2.2) has been shortened, the deadline for filing an appeal is reduced to two working days (or the deadlines indicated by the donor). Submission of the appeal is understood as sending it electronically to the address provided in the request for quotation.

3. Upon receiving the Appeal, the head of the organizational unit appoints a Tender Committee in a composition different from the Committee that evaluated the offers initially. The new Tender Committee conducts a reevaluation of the offers. The reevaluation is final, and no further appeal is permitted against the decision made

based on the Committee's work. A protocol is prepared from the meeting of the Tender Committee appointed in the appeal procedure, containing the date, place, composition of the Committee, course and result of the offer evaluation, and signatures of the members. The protocol constitutes part of the procurement documentation.

Part III — Awarding Procurements Equal to or Above the Basic Threshold (net value)

1. In cases where the net Procurement Value is equal to or above than the Basic Threshold, the Public Procurement Law shall apply accordingly to the award of Contracts. If the agreement with the donor does not include a requirement to apply the Law, an opinion from the Compliance Unit must be obtained.

A. Launching the Procedure

1. The Procurement Procedure for awarding a Contract whose net value is equal to or greater than the Basic Threshold is initiated at SFPL on the basis of part A of the electronic Application prepared by the Applicant and approved by the head of the organizational unit, in accordance with the template defined by the Public Procurement Unit.

2. The Procurement Value must be established while respecting the prohibition on dividing Contracts into parts and on underestimating the Procurement Value to avoid the application of the Public Procurement Law.

3. The determination of the Procurement Value is made:

a. no earlier than 3 months before the date of initiating the Procurement Procedure, if the subject of the Contract consists of supplies or services;

b. no earlier than 6 months before the date of initiating the Procurement Procedure, if the subject of the Contract consists of construction works;

c. in the case of Contracts awarded in parts, the above deadlines apply to the initiation of the first procedure.

4. If, after determining the Procurement Value, circumstances arise that affect the determination, the Applicant adjusts the Procurement Value before initiating the Procedure.

5. When determining the Procurement Value, the Applicant is required to seek the opinion of the Public Procurement Unit with respect to aggregating Procurement Values of the same type.

6. To validly initiate the Procedure, it is necessary to publish a notice of the Procedure in the Public Procurement Bulletin via the portal that provides free electronic services supporting the Contract awarding process conducted in accordance with the Public Procurement Law. An exception applies to Contracts awarded under the single-source procurement procedure.

7. After publishing the Contract notice in the Public Procurement Bulletin, SFPL may directly inform known Potential Contractors, who during their operations provide the services or supplies that are the subject of the Contract, about the initiation of the Procurement Procedure.

B. Procedure

1. The Procedure is conducted by the Tender Committee, in accordance with the Rules of Procedure of the Tender Committee (Annex No. 6).

2. The following modes are recommended for awarding Contracts:

a. for all organizational units: the basic procedure (without negotiations or with negotiations);

b. for SFPL branches and representations located outside the territory of Poland, the single-source procurement procedure is also permissible, considering the provisions of the applicable local law.

Part IV — Final Provisions

1. The Policy is adopted by the SFPL Management Board.

2. This Policy enters into force on the day following its adoption, replacing previously applicable documents in this area. Field Offices implement the provisions of the Policy within 60 days of its entry into force.

3. The Public Procurement Unit conducts a periodic review of the Policy, at least once every 5 years, to assess its relevance. A review of the Policy is mandatory before the expiry of 5 years if significant amendments to the Public Procurement Law occur

Annexes

Annex No. 1 – Request for Quotation for a Procedure whose net value (excluding VAT) is lower than the Basic Threshold (Template)

Annex No. 2 – Information on the Outcome of the Procedure in the Request for Quotation Procedure (sent to Contractors) for a Procedure whose net value (excluding VAT) is lower than the Basic Threshold (Template)

Annex No. 3 – Information for Publication on the Website on the Outcome of the Procedure in the Request for Quotation Procedure for a Procedure whose net value (excluding VAT) is lower than the Basic Threshold (Template)

Annex No. 4 – Declaration of a Committee Member on the Absence of a Conflict of Interest (Template)

Annex No. 5 – Offer Form (Template)

Annex No. 6 – Rules of Procedure of the Tender Committee

Annex No. 1

Request for Quotation for a Procedure whose net value (excluding VAT) is lower than the Basic Threshold (TEMPLATE)

Contractor Details (company, address)

.....

.....

.....

.....

(contractor details to be completed when the Request for Quotation is sent directly to Contractors by the Foundation via correspondence)

<*name of organizational unit*> SFPL Solidarity Fund Poland, based in <*city*>, invites you to submit an offer for the execution of a Contract whose value does not exceed the Basic Threshold,

.....

.....

.....

1. Description of the subject of the Contract (technical or substantive requirements – for experts/services, background (optional):

.....

.....

.....

2. Expected date (and place) of performance of the Contract:

.....

3. OPTIONAL: Maximum gross amount the Contractor intends to allocate for performance of the Contract:

.....

4. Conditions for participation in the Procedure:

.....

.....

5. Offer evaluation criteria:

.....

.....

6. Requirements for bidders.

.....

.....

7. Description of the method for calculating the price (what is included in the price, in which currency the price should be given, and in which currency the settlement will be made):

.....

.....

8. Communication between the Contracting Authority and Contractors

8.1. In the procurement procedure, communication between the Contracting Authority and Contractors takes place using the purchasing platform https://platformazakupowa.pl/.

8.2. Technical and organizational requirements for sending and receiving electronic documents, electronic copies of documents and statements, and information transmitted by these means are described in the Instruction for Contractors: https://platformazakupowa.pl/strona/45-instrukcje.

8.3. Electronic correspondence (other than the Contractor's offer and attachments) is conducted via https://platformazakupowa.pl/ using the "Send message" form. In all correspondence related to this procedure, the Contracting Authority and Contractors use the announcement number (No. SFPL-.....).

8.4. Electronic documents, statements, or electronic copies of documents or statements are submitted by the Contractor via https://platformazakupowa.pl/, in accordance with the Instruction for Contractors, using the "Send message" button as attachments.

8.5. The method for preparing electronic documents, statements, or electronic copies of documents or statements must comply with the requirements set out in the Regulation of the Prime Minister of 31 December 2020 "On the method of preparing and transmitting information and on technical requirements for electronic documents and means of electronic communication in procurement procedures or contests."

8.6. A size limit applies for files or compressed folders making up the entire offer or application: up to 1 GB and a maximum of 20 files or compressed folders.

8.7. The date of submission of the offer or applications is the date they are submitted in the system through clicking the "Submit offer" button in step two and receiving confirmation that the offer has been submitted.

8.8. A link to the procedure is available on the operator's website platformazakupowa.pl and in the Buyer Profile.

8.9. In correspondence related to this procedure, Contractors should use the procedure number: No. **SFPL.....**

8.10. The Contracting Authority does not provide any other form of communication with Contractors than electronic communication.

8.11. The Contracting Authority is not responsible for the Contractor failing to receive information related to the procedure if the Contractor provided an incorrect e-mail address in the offer.

9. Description of the Method for Preparing Offers

9.1. The offer must be prepared in accordance with the requirements contained in the Request for Quotation and must include all required documents and statements.

9.2. Each contractor may submit only one offer for the entire contract in this procedure. Submission of more than one offer will result in rejection of all offers submitted by the contractor.

9.3. The Contractor bears all costs associated with preparing and submitting the offer.

9.4. Contractors are required to submit the following documents and statements:

9.4.1. The Offer Form (Annex No. 1) – in the case of a joint offer, the names and addresses of all contractors submitting the joint offer must be provided.

9.4.2. A power of attorney to represent the contractor in the procedure or to represent the contractor in the procedure and conclude the contract, in the case of jointly applying contractors.

9.4.3. A power of attorney to act on behalf of the contractor if the person signing the documents does not have authority arising from the relevant registry or business records.

9.5. The documents and statements referred to in section 9.4 must be attached to the offer along with the offer files, in accordance with the Instructions for Contractors.

9.6. The documents or statements referred to in sections 9.4.1–9.4.3 must, under penalty of invalidity, be prepared in electronic form and signed with a qualified electronic signature, EPUAP signature, or trusted signature, in accordance with the Instructions for Contractors.

9.7. After completing the offer, the Contractor must sign it with a qualified electronic signature, EPUAP signature, or trusted signature, and must encrypt the offer using the encryption tool available on platformazakupowa.pl, in accordance with the Instructions for Contractors.

9.8. Any information constituting a trade secret under the Act of 16 April 1993 on Combating Unfair Competition, and designated by the Contractor as such, must be submitted in a separate location in step 1 of offer submission reserved for trade secrets. It is recommended that each document containing a trade secret be placed in a separate file. The Contractor must demonstrate that the protected information meets the requirements of Article 11(2) of the Act. It is recommended that the justification for designation be written in a form that can be disclosed.

9.9. Electronic documents, statements, or electronic copies submitted by the Contractor are attached via the communication form in accordance with the Instructions for Contractors.

9.10. When submitting a compressed electronic file, applying a qualified electronic signature to the compressed file is equivalent to certifying all electronic copies

of documents contained within it as true copies, except for those certified by another contractor in a joint offer, by an entity relied upon, or by a subcontractor.

10. Place and Deadline for Submitting Offers

10.1. The Contractor submits the offer via the offer submission form available on platformazakupowa.pl.

10.2. The method of submitting the offer/application, including encryption, is described in the Instructions for Contractors.

10.3. Annex No. 1 to the Request for Quotation (Offer Form) must be attached electronically and then encrypted with the offer files.

10.4. The Contractor may withdraw the offer/application before the deadline through the submission form. Offers cannot be edited once encrypted; any change requires submitting a new offer and withdrawing the previous one before the deadline.

10.5. After the deadline for submitting offers, the Contractor cannot amend or withdraw the submitted offer.

10.6. Offers must be submitted by ..... at .....

10.7. The submission date is the moment the system confirms submission via the "Submit offer" button.

10.8. The Contracting Authority will reject offers submitted after the deadline.

10.9. Opening of offers will take place on ..... at .....

10.10. Opening of offers is carried out using the decryption mechanism on platformazakupowa.pl

10.11. After opening the offers, the Contracting Authority will publish on platformazakupowa.pl:

10.11.1. the amount allocated for financing the Contract;
10.11.2. the names and addresses of Contractors submitting timely offers;
10.11.3. the prices, delivery/performance terms, warranty periods, and payment conditions included in the offers.

11. Grounds for Exclusion

11.1. A Contractor shall be excluded from the procurement procedure, subject to Article 110(2) of the Public Procurement Law, if:

a) any of the circumstances indicated in Article 108(1) of the Public Procurement Law apply to the Contractor,

b) liquidation has been opened, bankruptcy declared, assets are managed by a liquidator or court, an arrangement with creditors has been concluded, business activity has been suspended, or the Contractor is in another similar situation arising from a corresponding procedure in the jurisdiction where such procedure was initiated, in accordance with Article 109(1)(4) of the Public Procurement Law,

c) the Contractor is subject to exclusion from public procurement procedures under Regulation (EU) 2022/576 of the Council amending Regulation (EU) 833/2014 concerning restrictive measures in connection with Russia's destabilising actions in Ukraine, and under the Act of 13 April 2022 on special measures to counteract support for aggression against Ukraine and to protect national security.

11.2. The Contractor may be excluded by the Contracting Authority at any stage of the procedure, including after the announcement of the results – during the verification phase prior to signing the contract (e.g. presence on sanctions lists, involvement of Russian contractors, etc.).

12. Examination of Offers

12.1. During the examination and evaluation of offers, the Contracting Authority may request Contractors to provide explanations concerning the content of their submitted offers.

12.2. The Contracting Authority will correct in the offer:

12.2.1. obvious typographical errors,

12.2.2. obvious arithmetic errors, considering the arithmetic consequences of the corrections made,

12.2.3. other errors consisting of non-compliance of the offer with the Request for Quotation that do not cause significant changes to its content,

– notifying the Contractor whose offer has been corrected without delay.

12.3. In the case referred to in point 12.2.3 of the Request for Quotation, the Contracting Authority shall set the Contractor an appropriate deadline to agree to the correction or to contest it. Lack of response within the specified deadline shall be deemed acceptance.

12.4. The Contracting Authority shall reject an offer if:

12.4.1. it was submitted after the deadline,

12.4.2. it was submitted by a Contractor:

a) subject to exclusion, or

b) not meeting the participation conditions,

12.4.3. its content is inconsistent with the contract requirements,

12.4.4. it was not prepared or submitted in accordance with the technical or organizational requirements for electronic communication specified by the Contracting Authority,

12.4.5. it was submitted under conditions constituting an act of unfair competition within the meaning of the Act of 16 April 1993 on Combating Unfair Competition,

12.4.6. it contains an abnormally low price or cost in relation to the subject of the contract,

12.4.7. it contains errors in calculating the price or cost,

12.4.8. the Contractor contested the correction of an error within the designated deadline,

12.4.9. the Contractor did not give written consent to extend the period of offer validity,

12.4.10. the Contractor did not give written consent to the selection of its offer after the validity period expired,
12.4.11. its acceptance would violate public security or an essential national security interest, and such security cannot be ensured otherwise,
12.4.12. it was submitted without the required site visit or without reviewing documents necessary for performing the contract at the Contracting Authority's premises, where such requirements were indicated.
12.5. The Contracting Authority may reject an offer if the total bid price exceeds the amount intended for contract performance.

13. Offer Evaluation Criteria

Offers not rejected for formal reasons shall be evaluated. Points will be awarded on a total scale of ..... points according to the following breakdown.....

14. Selection of the Offer and Contract

14.1. The offer that receives the highest number of points will be selected as the most advantageous.
14.2. A contract will be concluded with the selected Contractor.
14.3. The Contractor whose offer is selected will be informed by the Contracting Authority of the place and date of contract signing.
14.4. Before signing the contract, the Contractor shall provide all information necessary to complete the content of the contract upon the request of the Contracting Authority.
14.5. If a joint offer is selected, the Contracting Authority may require submission of an agreement regulating cooperation between the Contractors before signing the contract.
14.6. If the Contractor whose offer was selected as the most advantageous refuses to sign the contract, the Contracting Authority may re-examine and re-evaluate the remaining offers or annul the procedure.
14.7. Persons representing the Contractor at contract signing must present documents confirming their authority to act, unless this authority arises from documents already included in the offer.
14.8. If a joint offer is selected, the Contractors shall appoint an attorney-in-fact to sign the contract.
14.9. Information about the outcome of the procedure will be provided to the bidders via an announcement on www.platformazakupowa.pl and on www.solidarityfund.pl.
This Request for Quotation is not a Procurement Procedure within the meaning of the Public Procurement Law and does not create an obligation for SFPL to accept any of the submitted offers. SFPL reserves the right to withdraw from the Contract without selecting any offer.

15. PERSONAL DATA *(to be adapted to national requirements)*

We inform you that the controller of personal data provided in this procedure is SFPL Solidarity Fund Poland, based in Warsaw [*exact address*].

The Contractor declares that they have fulfilled the information obligation under Articles 13 or 14 of the GDPR with respect to natural persons whose data have been obtained directly (employees, associates) or indirectly (third parties) and made available for the purpose of participating in the procurement procedure in the Request for Quotation mode conducted by the Solidarity Fund Poland. Providing personal data of natural persons to the extent necessary to conduct the procedure is voluntary but required for participation. Natural persons have the right of access to their data, the right to data portability, and the right to rectify their data. For voluntarily provided but unnecessary data, natural persons have the right to restrict processing, withdraw consent, or request deletion. Withdrawal of consent does not affect prior lawful processing. They also have the right to lodge a complaint with the supervisory authority (President of the Personal Data Protection Office in Warsaw).SFPL has appointed a Data Protection Officer available at: iod@solidarityfund.pl.

16. Appeal Procedure

.....

Annex No. 2

Information on the Outcome of the Procedure in the Request for Quotation Mode (sent to Contractors) for a Procedure whose net value (excluding VAT) is lower than the Basic Threshold (TEMPLATE)

Information on the outcome of the Procedure in the Request for Quotation mode

No. ……

for

……

< *name of organizational unit* > **kindly informs you that in the Procedure in the Request for Quotation mode No. …… for ……..**

the offer submitted by your company has been selected as the most advantageous.

In view of the above, < *name of organizational unit* > proceeds with the steps necessary to conclude the Contract.

Date and signature of the Procurement Coordinator:

……

Information on the outcome of the Procedure in the Request for Quotation mode

No. ……
for ……

< *name of organizational unit* > kindly informs you that in the Procedure for Awarding a Contract in the Request for Quotation mode No. …… for …….. **submitted offer has not been selected.**

The Bidder has the right to appeal the outcome of the Procedure within 7 days from receiving this information, in accordance with section II.7 of the Contract Award Policy of SFPL Solidarity Fund PL._ [1]

Date and signature of the Procurement Coordinator

……

[1] Applies to Procedures with a value equal to or exceeding THRESHOLD G

Annex No. 3

Information for publication on the website on the outcome of the Procedure in the Request for Quotation mode for a Procedure whose net value (excluding VAT) is lower than the Basic Threshold (TEMPLATE)

Information on the outcome of the Contract Award Procedure

We kindly inform you that the Contract Award Procedure conducted by <*name of organizational unit*> has been concluded.

By _____ at _____, in response to announcement No. _____, _____ offers were received.

The list below is a consolidated presentation of the gross offer prices proposed by Potential Contractors.The offers are ordered according to the date of submission.

The following table is a consolidated presentation of the points awarded during the evaluation of offers submitted by Potential Contractors in the Procedure _____ in the Request for Quotation mode.

The offers are ordered according to the number of points received in the Procedure.

The offer submitted by _____ has been considered the most advantageous, meeting all requirements set by the Contracting Authority.

The Bidder has the right to appeal the outcome of the Procedure within 2 working days from receiving this information, in accordance with section II.7 of the Contract Award Policy of SFPL Solidarity Fund Poland._[2]

[2] Applies to Procedures with a value equal to or exceeding THRESHOLD G.

Annex No. 4

Declaration submitted pursuant to Article 56 of the Act of 21 September 2019 – Public Procurement Law and the SFPL Contract Award Policy by:

X member of the Tender Committee

in the procedure for awarding a contract No. _____, **the subject of which is** _____

	Bidder name
1	

I, the undersigned, having been informed of criminal liability for making a false statement (Article 233 of the Penal Code), hereby declare that:

1. I am not seeking award of this contract;
2. I am not in a marital relationship, direct-line kinship or affinity, collateral-line kinship or affinity up to the second degree, nor am I related through adoption, guardianship, or custody, and I am not in an intimate partnership (cohabitation) with the Contractor, their legal representative, or members of the management or supervisory bodies of the Contractors applying for the award of the contract;
3. in the 3 years preceding the initiation of the procurement procedure, I have not been in an employment or commission-based relationship with the Contractor, have not received remuneration from the Contractor on any basis, and have not been a member of the management or supervisory bodies of the Contractors applying for the award of the contract;
4. I am not in any legal or factual relationship with the Contractor that could give rise to justified doubts as to my impartiality or independence in relation to the procurement procedure, due to possessing a direct or indirect financial, economic, or personal interest in a specific outcome of the procedure;
5. I have not been validly convicted of an offence committed in connection with a procurement procedure, as referred to in Articles 228–230a, 270,

276, 286, 287, 296, 296a, 297, 303, or 305 of the Act of 6 June 1997 – Penal Code (Journal of Laws of 2022, item 1138, as amended).

Annex No. 5

Offer Form (TEMPLATE)

1. Name / Full name of the Contractor: .....
2. Address: .....
3. Tel.: .....
4. E-mail: .....
5. Tax ID (NIP): .....
6. REGON: .....

In response to the Request for Quotation issued by SFPL Solidarity Fund Poland for the execution of the Contract, the subject of which is .....

I/we hereby submit this offer for execution of the Contract and:

1. I/we declare that I/we have read the requirements of the Contracting Authority regarding the subject of the Contract, as set out in the Request for Quotation, and I/we raise no objections to them.
2. I/we declare that I/we meet the participation conditions specified by the Contracting Authority as described in point 4 of the Request for Quotation.
3. I/we declare that I/we are not subject to exclusion from the Procedure under Article 108(1) and Article 109(1)(4) of the Public Procurement Law.
   OR
   I/we declare that grounds for exclusion under Article ..... of the Public Procurement Law apply to me/us *(please indicate the applicable basis)*. At the same time, I/we declare that in relation to the above circumstance, pursuant to Article 110(2) of the Public Procurement Law, I/we have undertaken the following corrective measures:
   1)
   2)
4. I/we declare readiness to perform the service within the timeframe indicated in point 2 of the Request for Quotation and within the scope indicated in point 1 of the Request for Quotation.

5. I/we declare that I/we have fulfilled the information obligation under Articles 13 or 14 of Regulation (EU) 2016/679 of 27 April 2016 (GDPR) with respect to natural persons whose personal data I/we have obtained directly (employees, associates) or indirectly (third parties) and provided for the purpose of participating in this Procedure in the Request for Quotation mode.
6. I/we declare that I/we consider myself/ourselves bound by this offer for a period of 30 days from the deadline for submitting offers.
7. I/we declare that I am/we are not:

   a) a Russian citizen or a natural or legal person, entity, or body established in Russia;

   b) a legal person, entity, or body whose ownership rights are directly or indirectly held in more than 50% by an entity referred to in point a);

   c) a natural or legal person, entity, or body acting on behalf or at the direction of an entity referred to in point a) or b), including subcontractors, suppliers, or entities relied upon within the meaning of the public procurement directives, if more than 10% of the contract value concerns them. Legal basis: Council Regulation (EU) 2022/576 amending Regulation (EU) 833/2014 concerning restrictive measures in view of Russia's actions destabilising the situation in Ukraine, and the Act of 13 April 2022 on specific measures to counteract support for aggression against Ukraine and to protect national security.
8. I/we declare that the information and documents contained in the Offer on pages **no. ..... to no. .....** constitute a **trade secret** within the meaning of the Act on Combating Unfair Competition, and I/we request that they not be disclosed. Information and documents on all remaining pages of the Offer are public.

(In the case of classifying parts of the offer as confidential, the Contractor must, no later than by the offer submission deadline, demonstrate that the designated information meets the conditions of Article 11 point 4 of the Act of 16 April 1993 on Combating Unfair Competition, namely:

1. *it has technical, technological, organizational, or other economic value;*
2. *it has not been made public;*
3. *necessary measures have been taken to maintain its confidentiality.)*

9. I/we declare that I/we intend to assign the execution of the Contract to the following persons:.....
10. Other required descriptions of Contractor experience/technical standards confirming that the bidder:
    a) meets the minimum requirements;
    b) meets requirements influencing the evaluation criteria.

Price Offer: hourly/daily/monthly rate ..... total rate ..... based on an estimated ..... hours of work required for execution of the Contract.

Statement on the price offer

I/we declare that the price offer includes all costs incurred by the Contracting Authority under the service provided by the Contractor (VAT or mandatory statutory contributions of both the Contractor and the Contracting Authority as the Payer), computer equipment, mobile communication, and any software necessary to perform the Contract.

OPTIONAL *"I/we declare that the price offer does not include the following costs to be incurred by the Contracting Authority: (list)."*

The Contractor declares that they have fulfilled the information obligation under Articles 13 or 14 of GDPR or applicable local data protection laws with respect to natural persons whose personal data were obtained directly (employees, associates) or indirectly (third parties) and provided for the purpose of applying for the Contract ..... within the Request for Quotation Procedure conducted by <*name of organizational unit*>.

....

Place, date Contractor's signature

Annex No. 6

Rules of Procedure of the Tender Committee

appointed to prepare and conduct the Contract Award Procedure at Solidarity Fund PL (SFPL)

1. Organisation and composition of the Committee

1.1. The composition of the Tender Committee is determined by a decision of the head of the SFPL organizational unit, based on the Application initiating the Procedure.

1.2. The Committee appointed to prepare and conduct, or to conduct only, the Contract Award Procedure shall consist of at least three persons from among the employees of the organizational unit, including:

1. the Chairperson,
2. the Deputy Chairperson,
3. the remaining Members.

2. Operating mode of the Committee

2.1. The Committee begins its work on the day of appointment.

2.2. In the Procedure, the Committee completes its work on the day the contract is concluded or the Procedure is annulled, or, if an appeal is submitted, after its final resolution.

3. Work of the Committee

3.1. A Committee Member appointed by the Chairperson shall continuously keep minutes and document all actions performed in the Contract Award Procedure, provided that for contracts with a value equal to or greater than the Basic Threshold, the documentation rules defined in the Public Procurement Law and its implementing regulations shall apply.

3.2. The Committee adopts decisions with the presence of at least half of its members, by voting or based on a summary of individual assessments.

3.3. If during voting a decision cannot be reached due to an equal number of “for” and “against” votes, the Chairperson has the casting vote.

3.4. A Committee Member cannot abstain from voting. They may, however, request that their written position be attached to the minutes of the Procedure.

3.5. If fewer than three Committee Members are present, the Chairperson adjourns the meeting and sets a new date that does not violate statutory deadlines.

4. Experts

4.1. If evaluation of offers or other actions in the Procedure require specialised knowledge, the Chairperson of the Committee may request that the head of the organizational unit appoint an expert to perform specified tasks.

4.2. The request must include the expert’s name, the subject matter, and the deadline for submitting a written opinion.

4.3. When commencing work in the Procedure, the expert must:

1. submit a written declaration of absence of conflict of interest,
2. perform the assigned tasks reliably and objectively, guided solely by the law, knowledge, and experience,
3. present a written opinion and, upon request of the Committee, participate in its meetings in an advisory capacity and provide additional explanations.

5. Rights and obligations of Committee Members

5.1. Committee Members have the right to:

1. participate in all Committee activities,
2. access all documents related to the Committee’s work, including offers, attachments, explanations submitted by Contractors, and expert opinions,
3. report comments and issues concerning the Committee’s functioning to the Chairperson at any time. If the Chairperson does not accept them,

the Member has the right to submit objections to the head of the organizational unit.

6. Preparation and conduct of the Procedure

6.1. The tasks of the Committee in preparing and conducting the Contract Award Procedure include in particular:

1. reviewing the description of the subject of the Contract prepared by the Applicant,
2. preparing drafts of announcements and invitations appropriate for the particular Procedure mode.

7. Duties of the Tender Committee for Procedures with a value equal to or exceeding the Basic Threshold

7.1. The Committee prepares the draft Terms of Reference (SWZ) and submits it for approval to the head of the organizational unit.

7.2. The Committee prepares proposals for invitations to negotiate in the single-source procurement mode, indicating the entity to be negotiated with, if the Contract Value is equal to or exceeds the EU thresholds published in the current notice of the President of the Public Procurement Office.

7.3. The Committee performs all procedural actions required by the Public Procurement Law, including:

1. publishing announcements in the Public Procurement Bulletin or transmitting notices to the Publications Office of the European Union as required,
2. notifying Contractors about initiation of the Procedure,
3. providing access to the SWZ,
4. conducting negotiations with Contractors, where permitted by law,
5. providing explanations regarding the SWZ by forwarding questions and responses to Contractors and publishing them on the Procedure's website if applicable,

6. convening meetings with Contractors to clarify SWZ-related issues, preparing minutes of such meetings, and publishing them,
7. amending the SWZ and extending the offer submission deadline when justified, and publishing such amendments,
8. requesting Contractors to extend the offer validity period and the validity of bid securities, or to submit new security,
9. announcing immediately before opening offers the amount that SFPL intends to allocate for the Contract.

8. Evaluation of offers

8.1. The Committee opens the offers.

8.2. The Committee publishes on the Procedure website all information required by the Public Procurement Law.

8.3. The Committee requests submission, supplementation, or clarification of documents.

8.4. The Committee evaluates fulfilment of participation conditions, verifies absence of exclusion grounds, and recommends exclusion of Contractors where required by the SFPL Contract Award Policy or the Public Procurement Law.

8.5. The Committee rejects offers that fail to meet the formal requirements specified in the announcement or in the Public Procurement Law.

8.6. The Committee evaluates offers not subject to rejection.

8.7. The Committee corrects obvious typographical errors, arithmetic errors, and other errors not causing significant changes to the offer and immediately notifies the Contractor.

8.8. The Committee assesses whether an offer contains an abnormally low price.

8.9. The Committee adds VAT to the price indicated in the offer.

8.10. The Committee conducts an electronic auction where provided for by the Public Procurement Law.

8.11. The Committee proposes annulment of the Procedure where grounds exist and notifies all Potential Contractors.

8.12. The Committee prepares the proposal for selecting the most advantageous offer, unless grounds for annulment exist.

8.13. The Committee notifies all Potential Contractors of the outcome and publishes this information on the Procedure website, and performs all other closure actions required by the Public Procurement Law.

8.14. The Committee undertakes actions required in connection with any appeal submitted.

8.15. The Committee performs, repeats, or annuls actions ordered by the National Appeals Chamber when an appeal is upheld (applies only to contracts above the Basic Threshold).

8.16. The Committee submits the Procedure protocol for approval by the head of the organizational unit.

8.17. Committee Members are obliged to comply with all detailed requirements and principles concerning the protection of classified information, as defined in separate regulations.

9. Approval of the Procedure

The Chairperson of the Committee submits the written protocol with attachments, containing the proposal for selection of the most advantageous offer or annulment of the Procedure, for approval by the head of the organizational unit.

For contracts with a net value lower than the Basic Threshold, the protocol may take the form of a request for approval of the Procedure results, in accordance with template Annex 1B of the SFPL Contract Award Policy.

Document Data:

	Position	Name and Surname	Date
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Reviewed and approved by	Chief Compliance Specialist	Rafał Ciesielski	07.01.2026
Approved by	SFPL Management Board	Justyna Janiszewska, Teresa Zagrodzka	26.02.2026
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