

Specification of Services

Plate-Based Single-Cell RNA Sequencing of 3,840
Human T Cells

OeA-263-26

Contracting Authority:
Technische Universität Berlin, represented by its President
Straße des 17. Juni 135
10623 Berlin

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1. DESCRIPTION OF THE SERVICES

Technische Universität Berlin (the Contracting Authority) intends to procure ten 384-well plates preloaded with lysis buffer, together with single-cell RNA library preparation and sequencing for a total of 3,840 human T cells.

Only new products may be supplied. Refurbished products, returned goods and grey-market imports are not permitted.

2. SCHEDULE OF REQUIREMENTS / MINIMUM CRITERIA

The required specifications for plate-based single-cell RNA sequencing of 3,840 human T cells are set out below. All components and parameters specified in the schedule of requirements are mandatory and must be met by the Contractor to ensure suitability for the intended purpose.

If the required components and parameters cannot be clearly established from the tender, or if the requirements are not met or fall below the specified minimum levels, the tender will be excluded from the procurement procedure.

In addition, tenderers must ensure that their tenders include any accessories and services which, although not expressly mentioned in this specification, are necessary for proper operation in accordance with the intended procurement purpose.

2.1. Minimum Technical Requirements

Parameter	Requirement
Sample material	Human T cells
Method	Plate-based single-cell RNA library preparation and sequencing
RNA capture	Full-length single-cell RNA-seq to capture transcripts across their full length
Plate format	384-well plates preloaded with lysis buffer
Quantity	10 plates containing a total of 3,840 individual cells
Sequencing depth	1 million reads per cell
Sequencing mode	Paired-end sequencing with 150 bases per read (PE150)
Processing time	Optimal: 40 days; maximum: 60 days (award criterion)

2.2. Performance of the Services

The Contractor shall first provide the ten plates preloaded with lysis buffer. It must be possible to supply the plates independently of the subsequent commencement of library preparation and sequencing.

The Contracting Authority shall sort the cells according to patient appointment schedules. The loaded plates shall subsequently be returned to the Contractor for processing. The return date cannot currently be scheduled on a binding basis and shall be agreed with the Contractor.

Following library preparation and sequencing, the Contractor shall provide sequencing data that can be assigned to the respective plates and individual cells. The necessary instructions for storing, handling and shipping the plates must be communicated before the cells are loaded.

3. PLACE OF PERFORMANCE

University Medical Center Schleswig-Holstein · Institute of Immunology
Michaelisstraße 5 24105 Kiel

4. DEADLINES / PERFORMANCE PERIOD

The plates preloaded with lysis buffer shall be delivered as soon as possible after the contract is awarded, but no later than three weeks after contract award. The proposed delivery period must be stated in the tender.

The maximum processing time between the return of the loaded plates to the Contractor and the provision of the sequencing data is 60 days.

The period begins when the Contractor receives the loaded plates. The agreed delivery deadlines are binding. TU Berlin must be notified without delay of any delays in delivery or performance. This also applies where significant and unforeseeable political and/or economic circumstances beyond the Contractor's control cause supply shortages or disruptions to supply chains. When notifying TU Berlin promptly of such circumstances, the Contractor must also provide the delivery dates anticipated at that time.

5. DOCUMENTS TO BE SUBMITTED

In addition to the forms to be submitted by the company (see procurement documents), the following information and documents must be provided in writing as part of the tender. Failure to provide the following items in writing will result in exclusion of the tender.

- **TUB – Tender Submission Form: Please submit the completed form with your tender.**
- **TUB – Pricing Schedule (AC¹): Please submit the completed document with your tender.**

¹ AC = Award Criterion

² SC = Selection Criterion

- **TUB – Wirt Declarations (SC²): Please submit the completed documents with your tender:**
 - Wirt-124
Where applicable:
 - Wirt-235
 - Wirt-236
 - Wirt-238

6. AWARD CRITERIA AND EVALUATION METHOD

The tender must state the total price for the specified services and separately itemise the costs of providing the plates, RNA library preparation and sequencing. Any shipping and transport costs must be stated separately; costs already included in the total price must be identified as such.

It must be possible to order and deliver the plates in advance.

It must be possible to invoice for library preparation and sequencing only after the loaded plates have been returned.

Taking all relevant circumstances into account, the contract will be awarded to the most economically advantageous tender. Evaluation will be based on the written tender. Tenderers should therefore provide all requested information as accurately and comprehensively as possible.

The award criteria are the total net tender price (70.00%) and the processing time from the return shipment of the loaded plates until receipt of the sequencing data (30%). A processing time of 40 days is considered optimal, with tenders offering shorter expected processing times preferred. Tenders specifying a processing time exceeding 60 days will be excluded.

The contract will be awarded to the most economically advantageous tender on the basis of the award criteria below. The values stated as binding in the tender shall apply.

Overview of Award Criteria

A maximum of 100 points may be awarded in total: up to 70 points for the total net tender price and up to 30 points for processing time.

Award criterion	Weighting	Maximum points	Evaluation method
Total net tender price	70 %	70	(Lowest evaluable wertbarer Total net tender price ÷ Total net tender price des Tenders) × 70

Processing time in calendar days	30 %	30	Fixed points according to the processing-time scale below (no proportional formula)
Overall evaluation	100 %	100	Sum of points awarded for price and processing time

Price Evaluation – Maximum 70 Points

The eligible tender with the lowest total net tender price receives 70 points. All other tenders receive points according to the following formula:

Price points = (lowest eligible total net tender price ÷ total net tender price of the tender concerned) × 70.

Processing Time – Maximum 30 Points

Points are awarded on the basis of the binding processing time offered, expressed in whole calendar days. Only the following points scale applies. A processing time exceeding 60 calendar days does not meet the minimum requirement.

Binding processing time offered	Processing-time points (max. 30)
Up to 40 calendar days	30
41–45 calendar days	25
46–50 calendar days	20
51–55 calendar days	10
56–60 calendar days	5
More than 60 calendar days	Exclusion

Calculation of the Total Score

Total points = Price points + Processing-time points. Price points are rounded to two decimal places; processing-time points are taken directly from the scale. The eligible tender with the highest total score will be awarded the contract.

Worked Example (for Illustration Only)

Tender	Net price	Processing time	Price / time points	Total points
A	10.000 €	45 days	70,00 + 25,00	95,00
B	12.000 €	42 days	58,33 + 25,00	83,33
C	11.000 €	40 days	63,64 + 30,00	93,64

In this example, Tender A achieves the highest total score with 95.00 points.