

## Invitation to tender

### NEXT GENERATION SEQUENCING SERVICES

#### 1. THE PROCUREMENT OBJECT

For and on the behalf of the contracting entity University of Helsinki, (hereinafter referred to as the Buyer), we invite tenders for:

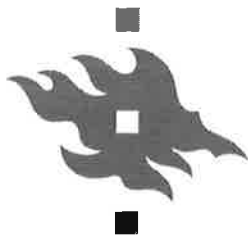
**Next Generation Sequencing services for whole and targeted sequencing of DNA and RNA samples derived from fresh frozen human cancer and normal tissues and cells. Additionally, sequencing services for a pilot study on free circulating tumor DNA (ctDNA) is requested starting from plasma samples. The study is part of the ongoing HERCULES (<http://www.project-hercules.eu/>) EU-project coordinated by Professor Sampsa Hautaniemi (University of Helsinki) focusing on finding solutions to drug resistance in high-grade serous ovarian cancer. We have already completed sequencing of some pilot samples. The existing sequence data have been produced with Illumina HiSeq4000 (RNAseq, methylome sequencing, exome sequencing), HiSeqX10 (WGS) and Illumina MiSeq/NexSeq500 (targeted/ amplicon sequencing). We have also developed a bioinformatics infrastructure (Anduril, <http://csbi.ltdk.helsinki.fi/site/#anduril>) and implemented a comprehensive tool box to manage and analyze Illumina short read (single and paired end reads of 50-300 bp). The data provided have to be comparable to our existing data and compatible with our existing bioinformatics pipelines in Anduril. Because our major focus is on heterogenous cancer samples, very high data quality is needed (for example low error rate even in low frequency variants and chromosomal level aberrations).**

The content of the needed service is explained more thoroughly in Attachment 3; Content of the service

The required services consist of sequencing of approximately 47 RNA samples for stranded totalRNA seq, 30 RNA samples from cell lines using polyA-RNA quantification, 55 DNA samples for whole genome sequencing, and approximately 40 samples for methylome sequencing. Also a pilot of 3 samples for ctDNA sequencing is required, with an option for a larger study of 20-100 samples based on the pilot results. This is a project based need of services.

The amount of services needed is close to the number estimated in this invitation to tender but the University of Helsinki does not guarantee or commit to any specific number of services to be purchased.

As a result of the competitive bidding process the University of Helsinki will choose one or more suppliers as a service provider and contract partner for this procurement. Tenders for the three subsections of the services as described in Attachments 3; Content of the services and Attachment 1; Price information can be considered, and separate suppliers for the sections can be selected. Also alternative technological solutions to the analyses, where such option is mentioned in Attachment 3, can be considered, provided



that they are compatible with the requirements. These solutions and the compatibility must be clearly described in attachment 2; Service specifications.

## **2. PROCUREMENT PROCESS AND PRINCIPAL TERMS AND CONDITIONS**

The procurement process will proceed according to procurement law of Finland and the procedure chosen for this tender is National thresholds exceeding open procedure.

Procurement contract will be signed of the services and the validity period of the contract will be defined to match the period where the services will be needed. The contract period will not however be longer than one year.

The general terms of public procurement for Finland in service contracts (JYSE 2014 SERVICES) shall be applied for this procurement.

The University of Helsinki reserves the right to not to choose any of the submitted tenders.

The University of Helsinki has the right to decline the supplier for using a certain subcontractor given if there is an agreeable reason for doing so. Subcontractor work can however be used as a part of the provided service.

Tenders should be submitted in Finnish or in English. The University of Helsinki is not responsible for any possible language translation cost.

A proposal for supply contract is requested to be enclosed as a part of the tender.

## **3. CONTENT OF THE TENDER**

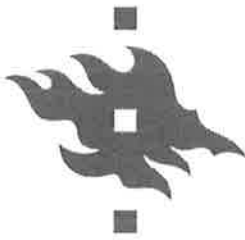
The tenders should include the following attachments and information.

1. Attachment 1; Price information
  - Price information for the needed services and a price for optional services should be enclosed with the tender according to the provided instructions (Attachment 1).
2. Attachment 2; Service specifications
  - Tender should include the clarifications concerning the provided service according to instructions provided in Attachment 2 to this invitation to tender. Also contact information for 2-3 previous clients of similar services from the last 3 years should be included.

## **4. COMPARISON OF THE TENDERS**

The most economically advantageous tender will be chosen based on the criteria mentioned below. Tenders will be assessed against each other based on the clarifications specified in the tenders. The evaluation criteria is divided in parts and will be weighted as described below.

- **QUALITY OF THE SERVICE BASED ON THE DECLARATIONS OF THE SERVICE PROVIDER 40%**
  - 1) Detailed description of the sequencing design.



- 2) Amount and quality of the data guaranteed.
- 3) State any limitations such as minimum number of samples in a batch.
- 4) Days from receiving the samples to delivering the data in Phase I and Phase II separately. RNA, WGS and methylation data may have different throughput times.
- 5) General sample requirements.

- PRICE INFORMATION 60%
  - Prices of the specified services and all related costs
  - Price of optional services to be ordered

Price comparisons are done as follows. The subsection of the tender with the lowest price will get 60 points and the corresponding subsections of the other tenders will get points in relative to the lowest price. Formula;  $(\text{lowest price}/\text{tenderer's price}) * 60$ .

## 5. CONTACT DETAILS, COMMUNICATION, AND ADDITIONAL INFORMATION

Tenderers should enclose with the tenders an e-mail contact information which the university of Helsinki will use to notify of the contract award decision and to provide any other necessary information concerning the tendering process.

Tenderers can ask questions concerning the invite to tender or the procurement process by e-mail. The questions should be send to the following address [tiia.pelkonen@helsinki.fi](mailto:tiia.pelkonen@helsinki.fi) by 31.5.2016 and the e-mail should be titled as '**HERCULES NGS Services**'.

Answers to any questions received by aforementioned date will replied by 2.6.2016. Summary of all the questions with the answers will be send to all tenderers.

To ensure equal treatment of all tenderers the University of Helsinki rejects the possibility to answer any questions presented by any other manner than e-mail.

## 6. SUBMISSION OF TENDER AND VALIDITY PERIOD

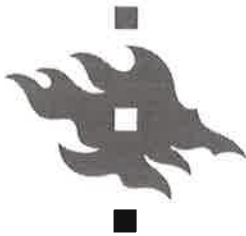
All tenders must be submitted in English or in Finnish by 6.6.2016 at 12.00 noon (Eastern European time) and in pdf-format. Tenders should be addressed to the following e-mail address of the Registry of the University of Helsinki:

[HY-kirjaamo@helsinki.fi](mailto:HY-kirjaamo@helsinki.fi)

E-mails including the tenders should be titled as '**Tender for HERCULES NGS services**'. For ensuring the registration of the e-mail message (tender) the message size should be no larger than 25MB. Tenders arriving later than requested will be rejected and returned to the sender unopened.

Tenders should be valid for at least six (6) months.

The University of Helsinki has the right to reject all the tenders that do not fulfill the minimum requirements of the tenders or do not include all the necessary information requested.



## 7. CONTRACT TERMS

The following contract terms will be applied to this procurement; JYSE 2014 SERVICES. 30 day net payment term shall be applied to the contract.

- Invoicing not accepted before service provider has started sample processing.
- Max 50% of the phase cost can be invoiced before 50% of each phase has been completed.
- Phases I and II need to be invoiced separately according to the final actualized project cost.
- Last part of the payment need to be at least 25% of the phase cost and can be invoiced not earlier than 30 days after final approval of the data.

## 8. THE PUBLICITY OF THE PROVIDED TENDERS

Publicity of the documents associated with competitive tendering is governed by the Finnish Act on the Openness of Government Activities (No. 621/1999). The Tenderers are advised to clearly indicate if any information contained in their tenders is to be considered to constitute business or trade secrets and to clearly separate such information from the rest of the tender. The overall price offered in the tender cannot be seen as a business or trade secret (Section 11 of the Finnish Act on the Openness of Government Activities). The University of Helsinki reserves the right to treat all documents that have not been identified as confidential in the aforementioned manner as public information.

## 9. DATE AND SIGNATURES

Helsinki, 26.05.2016

Tiia Pelkonen  
Project manager

<http://www.project-hercules.eu/>  
<http://research.med.helsinki.fi/gsb/hautaniemi/default.html>

Attachments:

1. Attachment 1; Price information
2. Attachment 2; Service specifications
3. Attachment 3; Content of the services