



Łukasiewicz Research Institute – Institute of Organization and Management in Industry "ORGMASZ", as the Contracting Authority in the proceedings **Provision of services for the international activities of the Center for Foresight and Internationalization (CFI) operating as part of the Łukasiewicz Research Network – Institute of Organization and Management in Industry "ORGMASZ". Reference number: 03/01/2023/W** would like to remind all the interested parties that:

- the deadline for submission of offers ends on **Friday, 20th January 2023 at 12:00**
- the offers must be submitted via the Contracting Authority's purchasing platform, available at <https://platformazakupowa.pl/transakcja/713503>
- the offers must be signed electronically, in electronic form (with a qualified electronic signature) or in electronic form with a trusted signature or a personal signature. The providers of trusted signature or personal signature depend on the country of residence.
- for your information, the list of trusted services in European Union member states that provide qualified electronic signature that meet the legal requirements is available at <https://esignature.ec.europa.eu/efda/tl-browser/#/screen/home>
- the offer should be submitted on the form provided by the Contracting Authority, within the file „Chapter III – Forms”, available at <https://platformazakupowa.pl/transakcja/713503>
- The offer should be accompanied by a statement of non-exclusion, meeting the conditions for participation in the procedure. The form for the statement is available in the file „Chapter III – Forms”.
- the Contractor can submit only 1 offer (for part 1, part 2 or part 3 of the proceedings). If the Contractor wants to change or amend the submitted offer, they must first withdraw the offer at <https://platformazakupowa.pl/transakcja/713503> and submit the new version **before the deadline on 20.01.2023 at 12:00**. Any offers or changes submitted after the deadline will not be valid.
- the encryption of the offers is done automatically via the purchasing platform at <https://platformazakupowa.pl/transakcja/713503>
- in Criterion 2 (Expert experience), the points for the offer shall be calculated basing on the information submitted in **Attachment No. 4 to SWZ - List of expert experience for the purposes of the evaluation criteria**, available in the file „Chapter III – Forms”, available at <https://platformazakupowa.pl/transakcja/713503>.
- the Contracting Authority may ask the Contractor to submit the rest of necessary documents **after** the deadline for submitting the offers.

