**specification of the terms of the tender**

Łukasiewicz Research Institute — Institute of Organization and Management in Industry "ORGMASZ" with its registered office in Warsaw and address in Warsaw (00-879) at Żelazna 87 invites you to submit an offer in the public procurement procedure entitled "**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**", conducted in the basic procedure without negotiations, in accordance with article 275 point 1 of the Act of 11 September 2019 - Public Procurement Law (Journal of Laws of 2022, item 1710, as amended) hereinafter referred to as the PPL or PPL Act.

The subject of the contract is to provide the services of 6 experts with international experience in three fields (2 experts in each field):

1. **Part I - Strategic thematic and sectoral priority areas of the Łukasiewicz Research Network m.in Clean and Smart Mobility, Digital Transformation, Health, Sustainable Economy and Energy**

Estimated engagement hours

- 1 expert is 35 hours/month, 420 hours/12 months,

- 1 expert is 20 hours/ month, 240 hours / 12 months.

1. **Part II - Foresight, Socio-Technical Transformations, Innovation Policy**

Estimated engagement hours

- 1 expert is 20 hours /month, 240 hours / 12 months,

- 1 expert is 10 hours/ month, 120 hours / 12 months.

1. **Part III - International funds**

Estimated engagement hours

- 1 expert is 10 hours / month, 120 hours / 12 months,

- 1 expert is 10 hours/ month, 120 hours / 12 months.

This Specification of Tender Conditions, hereinafter referred to as 'SWZ', consists of the following chapters and annexes:

Chapter I Instructions for Contractors;

Chapter II Description of the subject of the contract (OPZ);

Chapter III Offer form with attachments;

Chapter IV Proposed Provisions of the Agreement (PPU).**Chapter I**

**Instructions for contractors**

**I. Name and address of the customer, website address**

1. Contracting Authority:

Łukasiewicz Research Agency — Institute of Organization and Management in Industry "ORGMASZ”, 00-879 Warsaw, Żelazna 87.

E-mail address: zamowienia@orgmasz.lukasiewicz.gov.pl.

Address of the proceedings: <https://platformazakupowa.pl/pn/orgmasz>

1. The tender documents, SWZ and all changes in/explanation to tender documents are available at:

<https://platformazakupowa.pl/pn/orgmasz>.

1. The person authorized to communicate with the Contractors is: Zbigniew Obłoza e-mail zamowienia@orgmasz.lukasiewicz.gov.pl, tel. +48 663 695 188.

**II. Procedure. General information**

1. The proceedings are conducted in the basic procedure without negotiations according to the Article 275 (1) of the PPL Act.
2. The Contracting Authority does not foresee for an electronic auction.
3. The Contracting Authority does not conduct proceedings to conclude a framework agreement.
4. The Contracting Authority does not reserve the right to apply for the award of a contract only by the contractors referred to in Article 94 of the PPL.
5. The Contracting Authority does not allow the submission of partial tenders except for parts (I-III) defined in this SWZ. As in each part there is 2 experts, for technical reason in Tender Publication we indicated 6 parts.
6. One Contractor may submit only 1 offer for one expert in a given part.
7. The Contracting Authority does not allow the submission of variant offers and offers in the form of electronic catalogues.
8. The Contracting Authority provide for the award of contracts referred to in Article 214(1)(7) and (8) of the PPL Act up to 50% of the basic contract amount.
9. Common Procurement Vocabulary:

*73200000-4 Research and development consultancy services.*

*79410000-1 Business and management consultancy services*

1. Term of the contract: 12 months from the date of conclusion of the contract (estimated initial date 01.02.2023r.)
2. The Contractor shall bear all costs related to the preparation and submission of the offer.
3. The provisions of the PPL Act and implementing acts issued on its basis shall apply to actions taken by the Contracting Authority and Contractors in the procurement procedure, and in unsettled matters the provisions of the Act of 23 April 1964. Civil Code (Journal of Laws of 2020, item 1740, as amended).

**III. Conditions for participation in the proceedings**

1. Contractors who are not subject to exclusion on the terms set out in point IV of the SWZ and meet the conditions for participation in the procedure specified by the Contracting Authority may apply for the award of the contract.

2. Contractors who fulfil the conditions relating to:

1. ability to occur in business transactions:

The Contracting Authority does not specify conditions in this respect.

1. economic or financial standing:

The Contracting Authority does not specify conditions in this respect.

1. technical or professional ability, i.e.:

The Contractor shall demonstrate that he has an expert capable of performing the contract, with at least the following experience and qualifications:

For Part I – Strategic thematic and sectoral priority areas of the Łukasiewicz Research Network m.in Clean and Smart Mobility, Digital Transformation, Health, Sustainable Economy and Energy,

Experience, knowledge and qualifications listed in Chapter II of the SWZ, point III (1-16 OPZ). In the presented list (expert's CV) it should be indicated which listed elements of the required expert profile were acquired on the occasion of the implementation of a given activity.

For Part II - Foresight, Socio-Technical Transformations, Innovation Policy, Experience, knowledge and qualifications listed in Chapter II of the SWZ, point IV (1-15 OPZ). In the presented list (expert's CV) it should be indicated which listed elements of the required expert profile were acquired on the occasion of the implementation of a given activity.

For Part III - International Funds

Experience, knowledge and qualifications listed in Chapter II of the SWZ, point V (1-14 OPZ). In the presented list (expert's CV) it should be indicated which listed elements of the required expert profile were acquired on the occasion of the implementation of a given activity.

**IV. Grounds for exclusion of the Contractor from the procedure**

* + - 1. The Contracting Authority shall exclude the contractor from participation in the procedure (subject to Article 110(2) of the PPL Act) in the case of the circumstances indicated:
1. in Article 108(1) of the PPL;
2. in respect of which the conditions referred to in Article 7(1) apply. Act of 13 April 2022 on special solutions in the field of counteracting support for aggression against Ukraine and protecting national security (Journal of Laws 2022.835):
3. an contractor and a participant in a design contest included in the lists set out in Regulation 765/2006 and Regulation 269/2014 or entered on the list on the basis of a decision on entry on the list determining the application of the measure referred to in point (3) of Article 1;
4. the contractor and the participant of the competition, whose beneficial owner within the meaning of the Act of 1 March 2018 on counteracting money laundering and terrorist financing (Journal of Laws of 2022, items 593 and 655) is a person listed in the lists specified in Regulation 765/2006 and Regulation 269/2014 or entered on the list or being such a beneficial owner from 24 February 2022, if it has been entered on the list on the basis of a decision on entry on the list determining the application of the measure referred to in point (3) of Article 1;
5. a contractor and a participant in a competition whose parent undertaking within the meaning of Article 3(1)(37) of the Accounting Act of 29 September 1994 (Journal of Laws of 2021, items 217, 2105 and 2106) is an entity listed in the lists set out in Regulation 765/2006 and Regulation 269/2014 or entered on the list or being such a parent company from 24 February 2022, in so far as it has been entered on the list on the basis of a decision on entry on the list determining the application of the measure referred to in point (3) of Article 1.
	* + 1. The exclusion of the contractor takes place in accordance with Article 111 of the PPL.

**V. Statements and documents that the contractor is obliged to provide to in order to confirm compliance with the conditions for participation in the proceedings and to demonstrate the absence of grounds for exclusion (subjective means of proof).**

1. The contractor is obliged to attach to the offer a statement valid as of the date of submission of the offer on meeting the conditions for participation in the procedure and on the lack of grounds for exclusion from the procedure in accordance with Annexes 1 and 2 to the SWZ;

1. The information contained in the statement referred to in points 1 and 2 constitutes a preliminary confirmation that the contractor is not subject to exclusion and meets the conditions for participation in the procedure.
2. The Contracting Authority shall call upon the contractor whose bid has received the highest ranking in given lot to submit within the prescribed period, no shorter than 5 days from the date of the request, subjective means of proof, valid as of the date of their submission.
3. **List of subjective means of proof required of the contractor to demonstrate the absence of grounds for exclusion and eligibility for the criteria for the evaluation of tenders:**

*(Not applicable)*

1. **List of subjective means of proof required from the contractor to confirm compliance with the conditions for participation in the procedure:**
	1. a list of persons referred by the contractor to perform a public contract, in particular those responsible for the provision of services, quality control or management of construction works, together with information on their professional qualifications, qualifications, experience and education necessary to perform the public contract, as well as the scope of their activities and information on the basis for these persons being at his disposal, the model of which is attached as Annex 3 to the SWZ.
2. The Contractor is not obliged to submit the subjective means of proof that the Contracting Authority already has, if the Contractor indicates these means and confirms their correctness and timeliness.
3. To the extent not regulated by the PPL Act or this SWZ, the provisions of the Regulation of the Minister of Labour Development and Technology of 23 December 2020 on subjective means of proof and other documents or statements that may be requested by the Contracting Authority from the contractor and the Regulation of the Prime Minister of 30 December 2020 on the method of preparing and providing information shall apply to statements and documents submitted by the contractor in the proceedings and technical requirements for electronic documents and means of electronic communication in a public procurement procedure or design contest.

**VI. Reliance on the resources of others**

1. With regard to conditions relating to education, professional qualifications or experience, contractors jointly applying for the award of a contract may rely on the capacities of those contractors who will perform the services for which those capacities are required.
2. The contractor may, in order to confirm compliance with the conditions for participation in the procedure or the selection criteria, where appropriate and for a specific contract or part thereof, rely on the technical or professional capacity or the financial or economic situation of the entities providing resources, irrespective of the legal nature of its legal relationship with them.
3. At the same time, the Contracting Authority informs that the "appropriate situation" referred to above will occur only if the Contractor, which relies on the capabilities or situation of other entities, proves to the Contracting Authority that by performing the contract, it will have at its disposal the necessary resources of these entities, in particular by presenting the obligation of these entities to make available to it the necessary resources for the purpose of performing the contract.

(1) With regard to conditions relating to education, professional qualifications or experience, contractors may rely on the capacities of providers of resources if they provide the services for which those capacities are required.

(2) An contractor which relies on the capacities or situation of the entities providing resources shall submit, together with the request to participate in the procedure or together with the tender, as appropriate, an undertaking of the entity providing resources to make available to it the necessary resources for the performance of a given contract or other personal means of proof that the contractor will have at its disposal the necessary resources of these entities when performing the contract.

(3) The obligation of the provider of resources referred to in § 5 confirms that the relationship between the contractor and the providers of resources guarantees effective access to those resources and shall specify in particular:

(a)the extent of the resources available to the contractor of the resource provider;

(b)the manner and duration of making available to the contractor and its use of the resources of the entity making those resources available for the performance of the contract;

(c)whether and to what extent the provider of resources on whose capacities the contractor relies for the conditions for participation in the procedure relating to education, professional qualifications or experience will carry out the works or services to which those capacities relate.

1. The Contracting Authority shall assess whether the technical or professional capacities or their financial or economic situation made available to the contractor by entities providing resources allow the contractor to demonstrate compliance with the conditions for participation in the procedure referred to in § 1, and shall also examine whether the grounds for exclusion referred to in § 6 above do not apply to that entity.
2. If the technical or professional capacity, economic or financial standing of the entity providing the resources does not confirm that the contractor fulfils the conditions for participation in the procedure or there are grounds for exclusion for that entity, the Contracting Authority shall request that the contractor replace that entity with another entity or entities within the time limit specified by the Contracting Authority or demonstrate that it itself fulfils the conditions for participation in the procedure.
3. An contractor may not, after the expiry of the time limit for the submission of requests to participate in the procedure or tenders, rely on the capacities or situation of providers of resources if, at the stage of submission of requests to participate or tenders, it has not relied to a given extent on the capacities or situation of providers of resources.

**VII. Information for contractors jointly applying for the award of a contract**

1. Contractors may jointly apply for the award of a contract. In such a case, the Contractors shall appoint a representative to represent them in the proceedings or to represent and conclude a public procurement contract. The power of attorney should be attached to the offer.
2. In the case of contractors jointly applying for the award of a contract, the declaration referred to in point V.I. of the SWZ shall be submitted by each of the contractors. This statement confirms the lack of grounds for exclusion and the fulfilment of the conditions for participation to the extent that each of the contractors demonstrates compliance with the conditions for participation in the procedure – in accordance with Annex 1 to the SWZ.
3. Contractors jointly applying for the award of a contract shall attach to their tender a statement indicating which services will be performed by each contractor.
4. Declarations and documents proving the absence of grounds for exclusion from the procedure shall be submitted by each of the contractors jointly applying for the contract.

**VIII. Information on means of electronic communication used for sending and receiving correspondence**

* + - 1. The proceedings are conducted in Polish in electronic form via the purchasing platform (hereinafter referred to as the "Platform") at the following address: <https://platformazakupowa.pl/pn/orgmasz>.
			2. In order to shorten the time of answering questions, it is preferable that communication between the Contracting Authority and the Contractors, including all statements, requests, notifications and information, is provided in electronic form via the site <https://platformazakupowa.pl/pn/orgmasz> and using the "Send a message to the Contracting Authority" form.
			3. The date of transmission (receipt) of statements, applications, notifications and information is assumed to be the date of their transmission via https://platformazakupowa.pl/pn/orgmasz by clicking the "Send a message to the Contracting authority" button, after which a message will appear that the message has been sent to the Contracting authority.
			4. The Contracting Authority will provide the contractors with information in electronic form via the site <https://platformazakupowa.pl/pn/orgmasz>. Information on answering questions, changes in specifications, changes in the deadline for submitting and opening the tender will be posted by the Contracting Authority on the platform in the "Announcements" section.
			5. Correspondence, which in accordance with applicable regulations, is addressed to a specific Contractor, will be transmitted in electronic form via <https://platformazakupowa.pl/pn/orgmasz> to the specific Contractor.
			6. The Contractor, as a professional entity, is obliged to check messages and messages directly on the Platform sent by the Contracting authority, due to the possibility of notification system failure or the notification being directed to the SPAM folder.
			7. The Contracting authority, in accordance with § 3 section 3 of the Regulation of the Prime Minister on the use of electronic means of communication in the procedure for the award of a public contract and the provision and storage of electronic documents (Journal of Laws of 2017, item 1320; hereinafter: "Regulation on means of communication"), defines the necessary equipment and application requirements enabling work on the platformazakupowa.pl, i.e.:

a) permanent access to the Internet with a guaranteed bandwidth of not less than 512 kbps,

b) PC or MAC class computer with the following configuration: memory min. 2 GB RAM, Intel IV 2 GHZ processor or its newer version, one of the operating systems - MS Windows 7, Mac Os x 10 4, Linux, or their newer versions,

c) any web browser installed, in the case of Internet Explorer minimum version 10.,

d) JavaScript enabled,

e) Adobe Acrobat Reader or another program that supports the .pdf file format installed,

f) Platformazakupowa.pl works according to the standard adopted in network communication - UTF8 encoding,

g) The time of data collection by the purchasing platform is the date and exact time (hh:mm:ss) generated according to the local time of the server synchronized with the clock of the Central Office of Measures.

6. When joining this public procurement procedure, the Contractor shall:

a) accepts the terms of use of the platformazakupowa.pl specified in the Regulations posted on the website under the link in the "Regulations" tab and considers it binding,

b) has read and applies to the Instructions for submission of tenders/applications available on the platformazakupowa.pl website,

**The Contracting Authority shall not be liable for submitting an offer in a manner inconsistent with the Instructions for using platformazakupowa.pl**, in particular for the situation when the Contracting Authority becomes acquainted with the content of the offer before the deadline for submitting offers (e.g. submission of an offer in the "Send a message to the Contracting authority" tab).

c) Such an offer will be considered by the Contracting Authority as a commercial offer and will not be taken into account in the proceedings in question because the obligation imposed in Article 221 of the Public Procurement Law has not been fulfilled.

d) The Contracting Authority informs that the instructions for using platformazakupowa.pl concerning, in particular, logging in, submitting requests for clarification of the content of the SWZ, submitting tenders and other actions taken in this procedure using platformazakupowa.pl can be found in the "Instructions for Contractors" tab on the website at:

https://platformazakupowa.pl/strona/45-instrukcje

7. The Contracting Authority also provides for the possibility of communicating with the Contractors by e-mail: zamowienia@orgmasz.lukasiewicz.gov.pl

**IX. Clarification of the content of the SWZ**

* 1. The Contractor may ask the Contracting Authority to clarify the content of the SWZ. A letter in this matter should be sent in electronic form to the Contracting authority's e-mail address: zamowienia@orgmasz.lukasiewicz.gov.pl or via platformazakupowa.pl
	2. The Contracting Authority is obliged to provide explanations immediately, but not later than 2 days before the deadline for submitting tenders, provided that the request for clarification of the content of the SWZ was received by the Contracting Authority no later than 4 days before the deadline for submitting tenders.
	3. If the Contracting Authority does not provide explanations within the period referred to in point 2, it shall extend the deadline for the submission of tenders by the time necessary to make all interested contractors aware of the explanations necessary for the proper preparation and submission of tenders. If the request for clarification of the content of the SWZ has not been received within the time limit referred to in point 2, the Contracting Authority is not obliged to provide explanations to the SWZ and the obligation to extend the deadline for submitting tenders.
	4. The extension of the deadline for the submission of tenders referred to in point 3 does not affect the deadline for submitting an application for clarification of the content of the SWZ.

**X. Description of the method of preparation of the offer and formal requirements for submitted statements and documents**

1. The offer shall be drawn up and completed in accordance with the model set out in Chapter III. The "Offer Form" must be attached to the offer.
2. Together with the offer must be submitted:
3. statements on the lack of grounds for exclusion and meeting the conditions for participation in the proceedings (referred to in point V.1 of the SWZ);
4. the obligation of the entity providing resources referred to in point VI of the SWZ - if applicable;
5. power of attorney (if applicable) together with documents from which the right to sign the offer arises;
6. registration documents or indication where the Contracting Authority may download it by itself;
7. List of expert experience for the purpose of assessing compliance with the conditions for participation
8. A list of the expert's experience for the purposes of the criteria for the evaluation of tenders.
9. The tender should be signed by a person authorized to represent the contractor, in accordance with the form of representation of the contractor specified in the register or other document appropriate to the given organizational form of the contractor or by an authorized representative of the contractor. In order to confirm that a person acting on behalf of the contractor is authorized to represent him, the Contracting Authority requests from the contractor a copy or information from the National Court Register, the Central Register and Information on Economic Activity or another relevant register.

The Contractor is not obliged to submit the above-mentioned documents if the Contracting Authority can obtain them using free and publicly available databases, provided that the Contractor has indicated data enabling access to these documents.

1. The tender and other statements and documents for which the Contracting Authority has specified templates in the form of forms set out in the annexes to the SWZ should be drawn up in accordance with these templates, as regards the content and description of columns and rows.
2. The offer should be prepared in Polish or English.
3. Subjective means of proof or other documents, including documents confirming the authorization to represent, drawn up in languages other than those indicated in point 5 shall be provided together with a translation into Polish or English.
4. All costs related to participation in the procedure, including those related to the preparation and submission of the offer, shall be borne by the contractor submitting the offer. The Contracting Authority does not provide for reimbursement of the costs of participation in the proceedings.

**XI. Method and deadline for submitting the offer**

* + - * 1. The offer must be submitted by **12:00 CET** (UTC +1), **20.01.2023 r.**
				2. The contractor submits an offer via the purchasing platform (<https://platformazakupowa.pl/pn/orgmasz>).
				3. The Contractor may submit only one offer, only for one Part.
				4. The offer is submitted, in order to be valid, in electronic form (with a qualified electronic signature) or in electronic form with a trusted signature or a personal signature.
				5. The method of submitting an electronic offer is described on the www.platformazakupowa.pl.
				6. The offer should be accompanied by a statement of non-exclusion, meeting the conditions for participation in the procedure, in electronic form or in electronic form with a trusted signature or a personal signature, and then encrypted together with the files constituting the offer.
				7. An offer may be submitted only until the deadline for the submission of offers.
				8. The contractor may withdraw the tender via [the https://platformazakupowa.pl/pn/orgmasz](https://platformazakupowa.pl/pn/orgmasz) before the deadline for submission of offers.
				9. The Contractor may not effectively amend or withdraw the submitted tender after the deadline for submission of tenders. The Contracting Authority rejects any offer submitted after the deadline.

**XII. Deadline for opening offers**

* + - 1. The opening of the offers shall take place on **20.01.2023 at 12:30 CET (UTC+1).**
			2. The opening of offers is public at the registered office of the Contracting authority. Persons wishing to take part in the opening session should report to the Secretariat of the Institute 5 minutes before the deadline mentioned in point 1.
			3. At the latest before the opening of offers, the Contracting Authority will make available on the website of the procedure information on the amount it intends to spend on financing the contract.
			4. The opening of offers will take place by using the mechanism to decrypt the offers available on the purchasing platform. Subsequently, offers that have been received in writing will be opened.
			5. Immediately after the opening of tenders, the Contracting Authority will make available on the website of the conducted procedure information on the opening of offers, in accordance with Article 222(5) of the PPL Act.
			6. In case of failure of the IT system resulting in the impossibility of opening the offers on the abovementioned deadline, opening of the offers shall commence as soon as the failure is serviced.
			7. The Contracting Authority shall publish the information from the opening of offers on the website of the conducted proceeding.
1. **Rules for calculating the price of the offer**
	1. The price offered for the subject of the contract should be a flat-rate price, calculated on the basis of the scope described in Chapter II of the SWZ - OPZ. When calculating the price, the Contractor should value all costs related to the implementation of the subject of the contract on the terms specified in the Proposed Provisions of the Contract (Chapter IV of the SWZ).
	2. The price offered should be indicated by the contractor on the attached Offer Form. The total net price and the flat-rate price for 1 hour of service provision should be provided, assuming the maximum number of hours of service provision in a given part. i.e. Part 1 – 420 h, Part 2 – 240 h, Part. 3 – 120 h).
	3. In the case of import of services, the Contracting Authority shall add the value of VAT to the net price, which is obliged to transfer to the Tax Office.
	4. The price calculated in this way will be taken into account by the Contracting Authority when choosing the most advantageous offer.
	5. In each Part, the Contracting Authority will select 2 offers.
2. **Requirements for the tender guarantee.**

The Contracting Authority does not require depositing a tender guarantee.

1. **Deadline for binding the offer**

1. The Contractor shall be bound by the offer for a period of 30 days, i.e. until 19.02.2023. The deadline for binding the offer begins to run with the expiry of the deadline for the submission of offers.

If the most advantageous offer is not selected before the expiry of the period of binding the offer indicated in paragraph 1, the Contracting Authority shall, before the expiry of the deadline for binding the offer, ask the contractors once to agree to extend this period for a period indicated by him, not exceeding 30 days. Extending the deadline for binding the offer requires the contractor to submit a written statement of consent to the extension of the deadline for binding the offer.

1. **Description of the criteria for the evaluation of offers, including the weighting of these criteria and the method of evaluation of offers**
2. When selecting the most advantageous offer, the Contracting Authority will be guided by the following criteria and their meaning and will evaluate the offers in the following way in individual criteria – ***separately for each part:***

|  |  |  |
| --- | --- | --- |
| **L.p.** | **Criterion** | **Number of points** |
| **1.** | **Price** |  **50** |
| **2.**  | **Expert experience** |  **50** |
|   | **TOGETHER** | 1. **(100 %)**
 |

**2. Criterion 1 "Price"** (max. 50 points)

In the "Price" criterion, the highest number of points (50 points) will be awarded to the offer containing the lowest gross price, and each subsequent one according to the formula:

number of offer points = (lowest calculated offer price x 50): the price of the rated offer.

 **3. Criterion 2 "Expert experience"** (0 – 50 points)

Including:

**3.1. In the field of writing competition proposals (in the last 20 years) (max. 25 points)**

**a) as the main author (or team coordinator)**

1 – 3 – 3 points

4 – 5 – 5 points

6 - 10 – 10 points

>10 - 15 points.

**b) as a member of the author's team**

1 – 3 – 2 points

4 – 5 – 3 points

6 - 10 – 6 pts

>10 - 10 points

**3.2. In terms of participation in the implementation of international projects (in the last 20 years) (max 15 points)**

**a) as the coordinator of the implementation team**

1 – 3 – 2 points

2 – 5 – 5 points

>6 – 10 points

**b) as a member of the implementation team**

1 – 3 – 0 points

2 – 5 – 3 points

>6 – 5 points

**3.3. In the scope of authorship of publications (jako author or co-author of the publication) in peer-reviewed journals or the so-called gray literature max 10 points.**

1 – 3 – 2 points

4 – 5 – 4 points

6 - 10– 6 points

>10–10 points

1. **The Contracting Authority shall reject an offer in which in Criterion No. 2 – Experience – the proposed expert will receive less than 20 available points.**
2. In the price - evaluation criterion, it will be made to two decimal places, in the other criteria with an accuracy of integers.
3. The points received by the offer in a given criterion during the individual assessment will be added to each other and then divided by the number of evaluators. The result will be the number of points that a given offer received in a given criterion.
4. **The Contracting Authority shall award the contract in a given part 2 to the Contractors whose offer has obtained the highest number of points in a given part. As a rule, the Contractor who obtained highest number of points will be offered the contract with higher number of hours.**
5. In the course of the examination and evaluation of offers, the Contracting Authority may request from the contractor explanations regarding the content of the submitted tender, including the price offered.
6. **Information on the formalities to be completed after the selection of the offer for the conclusion of the contract**
7. The Contracting Authority shall conclude a public procurement contract within a period of not less than 5 days from the date of sending the notification of the selection of the most advantageous offer.
8. The Contracting Authority may conclude a public procurement contract before the expiry of the period referred to in paragraph 1 if only one tender has been submitted in the procurement procedure conducted under the basic procedure.
9. In the case of selection of an offer submitted by contractors jointly applying for the award of a contract, the Contracting Authority reserves the right to request, before the conclusion of a public procurement contract, a copy of the contract governing the cooperation of these contractors.
10. The Contractor will be obliged to sign the contract at the place and time indicated by the contracting authority.
11. **Requirements for performance of contract guarantee.**

The Contracting Authority shall not require the Contractor to lodge a guarantee for the proper performance of the contract.

1. **Information on the content of the concluded contract and the possibility of changing it**
2. The selected Contractor is obliged to conclude a public procurement contract under the conditions specified in the Model Contract.
3. The scope of the contractor's performance resulting from the contract is the same as his obligation included in the offer.
4. The Contracting Authority provides for the possibility of changing the concluded contract in relation to the content of the selected offer in the scope regulated in the Model Contract.
5. An amendment to the contract requires, for its validity, the preservation of a written form..
6. **Instruction on the contractor's remedies**
7. Legal remedies are available to the contractor if he has or had an interest in obtaining the contract and has suffered or may suffer damage as a result of the Contracting Authority's violation of the provisions of the Act.
8. The appeal shall be submitted to the President of the National Appeal Chamber in writing or in electronic form or in electronic form with a trusted signature.
9. The decision of the National Appeal Chamber and the decision of the President of the National Appeal Chamber referred to in Article 519(1) of the Public Procurement Law, the parties and participants in the appeal proceedings may be appealed to the court. The complaint is submitted to the Regional Court in Warsaw through the President of the National Appeal Chamber.
10. Detailed information on legal remedies is specified in Section IX "Legal remedies" of the PPL Act.
11. **Protection of personal data**

In accordance with Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (Dz. EU L 119, of 04.05.2016, p. 1, as amended. as amended), hereinafter referred to as "GDPR", the Contracting Authority informs:

1. The administrator of your personal data is the Łukasiewicz Research Network-Institute of Organization and Management in Industry "ORGMASZ" with its registered office in Warsaw (00-879), Żelazna 87 Street, entered into the Register of Entrepreneurs of the National Court Register under number 0000860814. Regarding the processing of personal data, the data controller can be contacted at the address of the registered office or via e-mail at the following e-mail address: rodo@orgmasz.lukasiewicz.gov.pl.
2. Your personal data will be processed in order to conduct a public procurement procedure for "*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*" conducted in the form of a request for proposal, in accordance with the requirements of the Act of 11 September 2019 Public Procurement Law and implementing acts to this Act.
3. The basis for the processing of your personal data is Article 6(1)(b), (c) and (f) of the GDPR. The data is processed in order to conduct a public procurement procedure, conclude a contract and are necessary for purposes such as the possible need to refute or implement civil law claims. The scope of personal data processed is specified in the Public Procurement Law and implementing acts to this Act.
4. The recipients of your personal data will be only institutions and bodies authorized to obtain data on the basis of applicable law. In addition, your personal data processed by the administrator may be disclosed to external entities providing services to the administrator on the basis of contracts concluded with him. These may include, among others: entities providing accounting, legal, consulting services, IT services, couriers or software providers used by the administrator in current operations.
5. Your personal data processed by the administrator may exceptionally, only to the extent necessary, be transferred to the administrator's partners processing them outside the European Economic Area, e.g. in connection with the provision of IT services by these entities to the administrator, including in the cloud. The security of personal data is ensured by appropriate safeguards applied by the administrator, m.in standard contractual clauses approved by the European Commission.
6. The data provided by you will not be subject to automated processing.
7. Personal data will be stored for the period necessary to conduct the procedure, award the contract, conclude the contract and its implementation (if applicable), not less than 4 years.
8. You are entitled to:
9. pursuant to Article 15 of the GDPR, the right to access your personal data concerning you;
10. pursuant to Article 16 of the GDPR, the right to rectify your personal data;
11. pursuant to Article 18 of the GDPR, the right to request the controller to restrict the processing of personal data, subject to the cases referred to in Article 18(2) of the GDPR;
12. the right to lodge a complaint with the President of the Office for Personal Data Protection when you consider that the processing of your personal data concerning you violates the provisions of the GDPR;
13. Due to the restrictions resulting from the Public Procurement Law, you are not entitled to:
14. the right to erasure of personal data;
15. the right to transfer personal data referred to in Article 20 of the GDPR;
16. pursuant to Article 21 of the GDPR, the right to object to the processing of personal data.
17. For some data subjects, e.g. employees or associates of the contractor, the personal data has been obtained directly from these persons or from entities they represent, e.g. from their employers, entities to which they provide services or with whom they cooperate in another way. The scope of this data usually includes name, surname, telephone number, e-mail address, position, place of work and information about the scope of duties or activities performed for the contractor or client. Detailed information on the processing of personal data of these persons can be found on the administrator's website at [www.orgmasz.pl](http://www.orgmasz.pl).