



Warsaw, June 11, 2025

Offeree:

SWPS University
ul. Chodakowska 19/31, 03-815 Warsaw
NIP: PL 118-01-97-245, REGON: 011947981
www.swps.pl

The order is being fulfilled as part of the project “Early Career Researchers 4 ERUA” [acronym ECR4ERUA] with the number BPI/WUE/2024/1/00023/DEC/02, co-financed by the Polish National Agency for Academic Exchange from the Support for European Universities program financed by the European Funds for Social Development program for 2021-2027.

REQUEST FOR QUOTATION NO. 1/Z2/00023/2025

1. Legal basis for the proceeding:

- 1.1. The proceeding is carried out on the basis of this request for quotation. The basis for initiating the proceeding is the NAWA Beneficiary's Manual.
- 1.2. This request for quotation has been made public by posting it in the Public Information Bulletin (BIP) section of the SWPS University website <https://bip.swps.pl/>

2. Description of the subject of the order:

- 2.1. **Subject of the order:** The subject of the order is a training service consisting of conducting workshop classes on inter-disciplinary skills, mentoring sessions, and team-building workshops for doctoral students as part of the Summer School organized by the SWPS University as part of the ECR4EURA project — task 2.
- 2.2. **Service fulfillment objective:**
 - strengthening research and development competences of doctoral students (R1);
 - building a support and development network for their academic careers;
 - strengthening skills regarding developing strategies and individual research agendas.
- 2.3. The order consists of seven parts:

Part I — conducting team-building workshops (90 min)

Part II — conducting workshop classes — masterclass (90 min) and individual consultations on research projects (90 min) for the discipline of psychology in the field of social sciences

Part III — conducting workshop classes — masterclass (90 min) and individual consultations on research projects (90 min) for the discipline of sociology or the discipline of political and administrative sciences in the field of social sciences

Part IV — conducting workshop classes — masterclass (90 min) and individual consultations on research projects (90 min) in the field of humanities

Part V — conducting classes (90 min) “Welcome to Academia: Introductory Course” on inter-disciplinary skills in the area of: academic career development and research competences at an early stage of an academic career

Part VI — conducting classes (90 min) “Writing: Work in Progress” on inter-disciplinary skills: developing writing skills in the preparation of academic publications / grant applications.





Part VII — conducting classes (90 min) “Managing Research Projects: A Comprehensive Guide” on interdisciplinary skills in the area of: research project management

- 2.4. The Offeree allows for the submission of joint offers (in a consortium of natural persons, private persons and/or entities without legal personality). In the case of joint offers, the Declaration of non-affiliation of the Offeror with the Offeree must be signed separately by each member of the consortium on their own behalf.
- 2.5. The Offeree allows partial offers for parts I-VII indicated in item 2.3 of the Request
- 2.6. The Offeree does not allow for variant offers
- 2.7. CPV codes
Main CPV code: **80500000-9 — Training services**
Additional CPV codes:
80510000-2 — Specialist training services
79000000-4 — Business services: law, marketing, consulting, recruitment, printing and security
79419000-4 - Evaluation consultancy services
- 2.8. Detailed description of the subject of the order:
 - 2.8.1. for part I of the order:
 - Delivery date: 8.07.2025
 - Duration of team-building workshops: 90 min
 - Number of workshop Participants: 25 people in total, consisting of 15 people from the SWPS University and 10 people from other universities of the European Reform University Alliance (ERUA) — all participants have to be doctoral students (R1) who do not hold a doctoral degree
 - The service will be provided in English
 - The service will be provided on-site at the USWPS in Warsaw, Chodakowska 19/31
 - The Offeree shall not cover the Contractor's transport and accommodation costs
 - The Offeror will provide at least 1 trainer to carry out the order
 - Scope of team-building workshops: exercises and tasks related to integration, building relationships, communication, and teamwork
 - For part I of the order, the Offeree plans to **select one contractor** whose offer will be rated highest within this part of the order
 - For the execution of Part I, the Contracting Authority plans to allocate an amount of up to PLN 1,500 inclusive of all taxes and charges, for the execution of each of Parts II to IV.
 - 2.8.2. for parts II-IV of the order:
 - Delivery date: 8.07.2025
 - Duration of workshop classes — masterclass and individual research project consultations: 4 blocks of 90 minutes each, completed within one business day, including:
 - 1 block of 90 minutes each for methodological workshops
 - 1 block of 90 minutes for individual consultations with Participants
 - Number of workshop Participants (masterclass): 5 people per lecturer
 - The service will be provided in English.
 - The service will be provided on-site at the USWPS in Warsaw, Chodakowska 19/31.
 - The Offeree shall cover the travel expenses (second class train/plane, only international economy class flights) and accommodation (3* hotel) for an expert proposed by the Offeror to conduct the service
 - Scope of **workshops — masterclass**
 - presentation of selected latest or newest methodologies and research trends in the discipline
 - presentation of practical applications of research tools





- case study presentation
- Scope of **individual consultations on research projects**
 - verification of objectives, hypotheses, methodology, and structure of the research project
 - identification of strengths of the research project and areas for improvement
- For Parts II, III, and IV, the service will be carried out by one expert proposed by the Offeror for each part.
- For parts II, III and IV of the order, the Offeree plans to **select one contractor** whose offer will be rated highest within a given part of the order.
- The Contracting Authority plans to allocate an amount of up to PLN 5,500, inclusive of all taxes and charges, for the execution of each of Parts II to IV.

2.8.3. for parts V-VII of the order:

- Delivery date within the range: 7-11.07.2025
- Duration of classes: 90 min
- Number of workshop Participants: 25 people for each part, including 15 people from the SWPS University and 10 people from other universities of the European Reform University Alliance (ERUA) — all participants have to be doctoral students (R1) who do not hold a doctoral degree
- The service will be provided in English
- The service will be provided on-site at the USWPS in Warsaw, Chodakowska 19/31.
- The Offeree shall cover the travel expenses (second class train/plane, only international economy class flights) and accommodation (3* hotel) for a maximum of 1 expert proposed by the Offeror to conduct the service on-site.
- Scope of the course **“Welcome to Academia: Introductory Course” as part of part V of the order**
 - introduction to the academic environment: overview of the characteristics of the early stages of an academic career and navigating the academic environment
 - introduction to the development of competencies in the field of academic career management
- For part V of the order, the Offeree plans to **select one contractor** whose offer will be rated highest within this part of the order.
- For the execution of Part V, the Contracting Authority plans to allocate an amount of up to PLN 2,250, inclusive of all taxes and charges
- Scope of the course **“Writing: Work in Progress” as part of part VI of the order**
 - introduction to the process of formulating research ideas from the initial stage to an advanced concept ready for publication or grant application
 - developing research questions, theories, and methodologies
 - challenge analysis: assessing the difficulties regarding transforming concepts into publications or grant applications and strengthening critical thinking, creativity, and planning skills
- For part VI of the order, the Offeree plans to **select one contractor** whose offer will be rated highest within this part of the order.
- For the execution of Part VI, the Contracting Authority plans to allocate an amount of up to PLN 2,250, inclusive of all taxes and charges.
- Scope of the course **“Managing Research Projects: A Comprehensive Guide” as part of part VII of the order**
 - introduction to tools and methods supporting effective task planning, time management, and maintaining team motivation and commitment





- discussion of key elements of the organization and implementation of academic projects — from planning to implementation and evaluation
- developing effective communication skills, teamwork, and organizational strategies regarding achieving common goals
- shaping attitudes and competencies necessary for effective management of one's own work and a research team in a dynamic academic environment
- For part VII of the order, the Offeree plans to **select one contractor** whose offer will be rated highest within this part of the order.

2.9. Order fulfillment method:

- The service for Part I of the order will be provided on-site at the USWPS headquarters in Warsaw or another location indicated by the Offeree.
- The service for Parts II–VII of the order will be provided on-site at the USWPS headquarters in Warsaw, in an e-learning format depending on the Contractor's capabilities, or at another location indicated by the Offeree.

3. Time and place of order fulfillment:

- 3.1. The subject of the order will be implemented (for each part of the order) **within the period from the signing of the agreement with the selected Offerors until no later than July 31, 2025**.
- 3.2. Detailed schedules for the provision of services will be agreed upon with the selected Contractors during the order fulfillment stage.
- 3.3. The Offeree reserves the right to change the order fulfillment date specified in item 3.1.
- 3.4. Place of service provision: SWPS University, Chodakowska 19/31, 03-815 Warsaw, online (in case the service is provided in the e-learning format), or another location designated by the Offeree

4. General conditions for participation in the proceeding (access criteria) and the method of their verification:

- 4.1. Contractors who can prove that they meet all of the conditions listed below can take part in the proceeding, i.e.:

4.1.1. CONDITION I (for all parts of the order):

The Offeror is not subject to exclusion from participation in the proceeding due to a conflict of interest:

In order to prevent conflicts of interest, Offerors with capital or personal connections to the Offeree are excluded from the proceeding. Capital or personal connections are understood to mean mutual connections between the Offeree or persons authorized to incur liabilities on behalf of the Offeree or persons performing activities related to the Contractor selection procedure on behalf of the Offeree and the Offeror, consisting in particular of:

- i. participation in a company as a partner in a civil law partnership or a partnership agreement, holding at least 10% of stocks or shares (unless a lower threshold is required by law), acting as a member of a supervisory or management body, proxy, or attorney;
- ii. being married, related by blood or marriage in a straight line, related by blood or marriage in a collateral line up to the second degree, or related by adoption, legal guardianship or cohabiting with a person authorized to incur obligations on behalf of the Offeree or a person performing activities related to the Contractor selection procedure on behalf of the Offeree;
- iii. being in such a legal or de facto relationship that there is reasonable doubt as to impartiality or independence in relation to the procurement procedure.

Persons authorized to incur obligations on behalf of the Offeree and persons performing activities related to the Contractor selection procedure on behalf of the Offeree:





Tomasz Jałukowicz, Magdalena Łaban.
Verification of the fulfillment of the condition will be based on the Declaration of non-exclusion (part A).
Evaluation of fulfillment of the condition according to the formula meets — does not meet.

4.2.2. for part I of the order:

CONDITION II:

The Offeror has the qualifications and experience necessary to carry out the order, including:

- documented experience in providing team-building workshops within the last 3 years until the date of publication of the request for quotation
- documented experience in providing training services for international groups in English

Verification of fulfillment of the condition will be based on the information indicated in the Offer Form part B (Declaration on Fulfillment of Condition No. II. Evaluation of fulfillment of the condition according to the formula meets — does not meet.

Additionally, the Offeree may ask for documents confirming the provision of services, e.g., agreements, acceptance protocols, letters of reference.

CONDITION III:

The Offeror has the necessary resources to carry out the order, including proof that they have or will have at least one person who:

- has documented experience in providing at least 2 team-building workshops within the last 3 years until the date of publication of the request for quotation
- has realized at least 2 training services for international groups in English within 3 years until the date of publication of the request for quotation

Verification of fulfillment of the condition will be based on the information indicated in the Offer Form (in part C List of experience of the person who will personally participate in the execution of the order in part I.)
Evaluation of fulfillment of the condition according to the formula meets — does not meet.

Additionally, the Offeree may ask for documents confirming the provision of services, e.g., agreements, acceptance protocols, letters of reference.

4.1.2. for parts II-IV of the order:

CONDITION IV:

The Offeror has the necessary resources to carry out the order, including proof that they have or will have at least one person who has the qualifications and experience necessary to carry out the order, including:

- Has a professorship or equivalent (tenure track professorship) in the academic discipline specified in the name of the part of the order
- Was a supervisor or assistant supervisor in at least one completed doctoral proceeding that resulted in the award of a doctoral degree between October 1, 2019 and the date of publication of the request for quotation





- Within the last 3 years, counting from the date of publication of the request for quotation, has conducted classes in English at least once

Verification of the fulfillment of the condition will be based on the information indicated in the Offer Form (in part D *List of experience of the person who will personally participate in the execution of the order in parts II-IV.*) Evaluation of fulfillment of the condition according to the formula meets — does not meet.

Additionally, the Offeree may request documents confirming the conduct of classes, e.g., in the form of syllabi, extracts from study management systems, agreements.

4.1.3. for parts V-VII of the order:

CONDITION V:

The Offeror has the necessary resources to carry out the order, including proof that they have or will have at least one person who has the qualifications and experience necessary to carry out the order, including:

- Has at least a Master's degree or equivalent
- Has documented experience in conducting at least 2 classes/workshops/other forms of knowledge dissemination in the field corresponding to the subject matter indicated or covering the subject matter indicated in the description of the subject of the order — lasting at least 90 minutes each, within the last 3 years, counting from the date of publication of the request for quotation.
- Within the last 3 years, counting from the date of publication of the request for quotation, conducted classes/workshops/other forms of knowledge dissemination in English, lasting at least 90 minutes, at least once.

Verification of fulfillment of the condition will be based on the information indicated in the Offer Form (in part E *List of experience of the person who will personally participate in the execution of the order in parts V-VII.*) Evaluation of fulfillment of the condition according to the formula meets — does not meet.

Additionally, the Offeree may request documents confirming the conduct of classes, e.g., in the form of syllabi, event programs, publications about the classes conducted, extracts from study management systems, agreements.

- 4.2. In the case of Offerors jointly bidding for an order (consortium), Condition I must be met by each member of the consortium separately.
- 4.3. Entities jointly applying for an order must submit the Offer Form and all required attachments in accordance with the method of representation adopted among the aforementioned entities, whereby the Declaration of non-exclusion contained in the Offer Form must be signed separately by each member of the consortium on their own behalf.
- 4.4. The Offeree reserves the right to verify the information contained in the offer by requesting the Offerors to submit documents confirming this information.
- 4.5. During the examination of the offers, the Offeree may request that Offerors provide explanations regarding the content of submitted offers or supplement formal deficiencies, setting an appropriate deadline for Offerors. If the offer is not completed or a full explanation is not provided, the Offeree shall be entitled to reject the offer.

5. How to communicate with Offerors. Explanation of the request for quotation content:

- 5.1. Communication during the proceeding will be conducted via the following e-mail address: dpr@swps.edu.pl
- 5.2. Offerors are entitled to request clarification of the request for quotation content. In case of any questions please send them via e-mail to dpr@swps.edu.pl





- 5.3. The Offeree will provide all interested parties with clarifications in an e-mail response and provided that the request for clarification of the content of the request for quotation is received by the Offeree no later than **18.06.2025**
- 5.4. The Offeree will respond to incoming inquiries within 2 business days from the deadline for submitting inquiries for clarification of the request for quotation (by publishing the response on <https://bip.swps.pl/>).
- 5.5. The Offeree reserves the right to extend the deadline for submitting offers by the time necessary to make changes to the offers. In case of a change in the deadline for submitting offers, the Offeree will post information on the website <https://bip.swps.pl/>

6. Description of how to prepare and submit an offer:

- 6.1. Each Offeror submits one offer according to the template provided in **Appendix No. 1 to the request for quotation (Offer Form)** including all declarations and attachments indicated in the Offer Form and this request.
- 6.2. An Offeror can only submit one offer **for a maximum of seven parts of the order.**
- 6.3. The offer should be signed by the Offeror.
- 6.4. The offer can be submitted:
 - in electronic form (an offer with a qualified electronic signature) or
 - in electronic form (a scan of the printed and signed offer) or
 - in electronic form (offer signed with trusted signature)

Note: a scan of the signature pasted into the PDF version of the offer is not considered as a viable signature.

- 6.5. The offer should be sent exclusively to the following e-mail address: dpr@swps.edu.pl, with the subject line clearly marked as "OFERTA" and providing the request for the quotation number: 1/Z2/00023/2025.
- 6.6. The Offeree is not liable for the loss of an offer if the offer is not marked as required in this request for quotation.
- 6.7. The Offeree accepts files in PDF and JPG format, including ZIP archives. Offers submitted in files with a format other than the one indicated, which cannot be read by the Offeree, will not be considered.
- 6.8. The size of the e-mail with the offer should not exceed 25 MB.
- 6.9. The Offeror can change the offer before the deadline for submitting offers. The Offeror can withdraw the offer before the ending of the proceeding by the Offeree.
- 6.10. The offer should be made in Polish using the form attached to the request for quotation.
- 6.11. List of documents making up the offer:

Offer Form (Appendix No. 1 to the Request for quotation) together with all attachments concerning the part of the order to which the offer relates:

 - A — Declaration of non-exclusion (applies to all parts)
 - B — Declaration of fulfillment of condition II for participation in the proceeding (applies to part I)
 - C — List of experience of the person who will personally participate in the execution of the order in part I
 - D — List of experience of the person who will personally participate in the execution of the order in parts II-IV
 - E — List of experience of the person who will personally participate in the execution of the order in parts V-VII

In addition, if applicable, documents confirming the authority of the persons signing the offer must be submitted, unless the authority is evident based on legal regulations or other registration documents.





- 6.12. The Offeror bears all costs associated with the preparation of the offer. The Offeree does not reimburse the costs of participation in the proceeding.
- 6.13. When submitting an offer, the Offeror may refuse to share with other participants in the proceeding information that constitute the Offeror's secret within the meaning of the regulations on combating unfair competition. To do this, the pages of the offer that constitute the Offerors' secret must be indicated and separated from the open part of the offer.
- 6.14. The offer is retained by the Offeree. Documents or statements submitted with an offer are not refundable.
- 6.15. All changes made by the Offeror must be initialed by the person(s) signing the offer (applies to the offer scan), and in the case of an offer signed with a qualified electronic signature or a trusted signature, the offer must be signed again after the change has been made.
- 6.16. Corrections should be made in a legible manner.

7. **Price calculation explanation:**

- 7.1. The price is a monetary value that the Offeree is obligated to pay to the Contractor along with any regulatory liabilities (i.e., is the total amount, including the Contractor's remuneration and due public levies, which are subject to payment, including VAT in the case of entities that are VAT payers).
- 7.2. The price of the offer should be calculated and recorded according to the Offer Form.
- 7.3. The price stated in the Offer Form must include all costs associated with the fulfillment of the order, including the necessary licenses, trainings, audits, and technical support during implementation.
- 7.4. The Offeror is obligated to provide information on whether they are a VAT payer and whether they are a foreign entity within the meaning of the regulations on the import of services (Article 17 section 1 item 4 of the Goods and Services Tax Act).
- 7.5. The Offeror who will settle on the basis of a civil law contract outside of business activity is obligated to indicate this in the Offer Form.
- 7.6. Settlements between the Offeree and the Offeror will be made in Polish currency (PLN). The Offeree does not expect to be invoiced in foreign currencies.
- 7.7. In the case of natural persons, the price indicated in the offer includes the total cost of the Offeror's involvement, i.e., the gross remuneration amount together with all social security contributions, the Labor Fund and the Guaranteed Employee Benefits Fund, which the Offeree will be obligated to pay in connection with the Offerors' involvement. The type and amount of contributions charged depend on the legal status of the Offeror at the time of order performance, in particular whether they are subject to compulsory social insurance on grounds other than the agreement for order performance and whether they earn the minimum salary for the year in question.

8. **Deadline for submitting offers:**

Offers must be submitted by 11:59:59 p.m. on **23.06.2025**.

9. **Opening of offers and formal evaluation:**

- 9.1. The opening of offers is confidential.
- 9.2. The Offeree will evaluate the submitted offers in terms of their formal compliance with the content of the request for quotation.
- 9.3. An offer will be rejected if:
 - a) its content does not correspond to the content of this request for quotation or is incompatible with other applicable legal regulations,
 - b) its submission constitutes an act of unfair competition within the meaning of the regulations on combating unfair competition,





- c) the price is abnormally low (unless additional clarifications from the Offeror, which the Offeree is obligated to request in the case of an abnormally low price, prove that the price is not abnormally low),
- d) The Offeror did not agree to the Offeree correcting an obvious typing and/or arithmetical error in the content of the offer,
- e) The Offeror did not agree to the extension of the offer validity period according to the rules specified in item 11 of this request for quotation,
- f) was signed contrary to item 6.4. of the Request,
- g) it was submitted in violation of the rules specified in items 6.5-6.8 regarding the method of sending the offer.

9.4. The Offerors have no claims against the Offeree in case of rejection of the offer or the results of the proceeding.

9.5. The Offeree is entitled to correct obvious typing or calculation errors in the content of the offer by immediately notifying the Offeror. Within 2 business days of notification, the Offeror may refuse to make the corrections. In this case, the offer may be rejected.

10. Criteria for the evaluation of offers and selection of the most advantageous offer:

- 10.1. Only pre-approved offers will be evaluated according to the criteria listed in item 10.3.
- 10.2. The offers submitted will be evaluated by a committee appointed by the Offeree. The evaluation of each of the 14 parts will be carried out separately (based on the criteria listed in item 10.3 and on the basis of the information indicated in the offer).
- 10.3. From the offers that pass the formal evaluation, the Offeree will choose the most favorable offer based on the following criteria for evaluating offers:

FOR PART I OF THE ORDER:

CRITERION I: Total order price — maximum of 50 points to be earned

Criterion I (price):

Price for conducting team-building workshops — weighting 50%

Points (point value of the offer) are awarded on a scale of 1 to 50 as follows:

the offer with the lowest price (for a given part of the order) receives 50 points, the other offers (for part I of the order) are scored according to the following formula (to 2 decimal places):

$$\text{Number of points (KI)} = \frac{\text{Offer with the lowest price}}{\text{Price of the offer being reviewed}} \times 50\% \times 100$$

CRITERION II:

Criterion II (qualitative)

Additional experience of the people assigned to carry out the order — weighting 50%.

Points (point value of the offer) are awarded on a scale of 1 to 50.

Points will be awarded as described below:





The criterion of professional experience of the person indicated by the Offeror to conduct team-building workshops — the number of team-building workshops lasting a minimum of 90 minutes conducted by the trainer within the last 3 years counting until the date of publication of the request for quotation.

- a) up to 2 workshops — 0 points
- b) 3 to 4 workshops — 10 points
- c) 5 to 6 workshops — 20 points
- d) 7 to 8 workshops — 30 points
- e) more than 8 workshops — 50 points

The criterion will be evaluated based on the information provided in the Offer Form (part C — List of experience of the person who will personally participate in the execution of the order in part I.) Additionally, when examining offers, the Offeree may ask for documents confirming the provision of services, e.g., agreements, acceptance protocol, certificates from the client.

TOTAL SCORE = points obtained by the offer in a given part of the order in CRITERION I + points obtained by the offer in CRITERION II.

- 10.4. The Offeree reserves the right to negotiate the offered price with Offerors whose offers have passed the formal evaluation. After receiving new price offers, the Offeree will re-evaluate them based on the established offer evaluation criteria.

FOR PARTS II-VI OF THE ORDER:

CRITERION I: Total order price — maximum of 40 points to be earned

Criterion I (price):

Price for conducting workshop classes (270 min) and individual research project consultations (90 min) — weighting 40%

Points (point value of the offer) are awarded on a scale of 1 to 40 as follows:

the offer with the lowest price (for a given part of the order) receives 40 points, other offers (for the same part of the order) are scored according to the formula below (to 2 decimal places):

$$\text{Number of points (KI)} = \frac{\text{Offer with the lowest price}}{\text{Price of the offer being reviewed}} \times 40\% \times 100$$

CRITERION II:

Criterion II (qualitative)

Additional experience of the people assigned to the order — weighting 60%.

Points (point value of the offer) are awarded on a scale of 1 to 60.





Acting as a supervisor or assistant supervisor at the Doctoral School from October 1, 2019, until the date of publication of the request for quotation.

- a) 1 supervisions — 0 points
- b) each subsequent supervision — 6 points.
- c) maximum number of points possible — 42 points.

The criterion will be evaluated based on the information provided in the Offer Form (part D — List of experience of the person who will personally participate in the execution of the order in parts II-IV.) When examining offers, the Offeree may request documents confirming the conduct of classes, e.g., in the form of syllabi, extracts from study management systems, agreements.

Conducting, within the last 3 years from the date of publication of the request for quotation, classes as part of summer schools, winter schools, specialized workshops, thematic seminars:

- number of points for one class conducted — 2 points.
- maximum number of points possible — 18 points.

The criterion will be evaluated based on the information provided in the Offer Form (part D — List of experience of the person who will personally participate in the execution of the order in parts II-IV.) When examining offers, the Offeree may request documents confirming the conduct of classes, e.g., in the form of syllabi, extracts from study management systems, programs or agendas, agreements.

Total maximum number of points: 100 points.

FOR PARTS V-VII OF THE ORDER:

CRITERION I: Total order price — maximum of 40 points to be earned

Criterion I (price):

Price for conducting workshop classes (180 min) and individual research project consultations (180 min) — a total of 6 hours (excluding breaks) — weighting 40%

Points (point value of the offer) are awarded on a scale of 1 to 40 as follows:

the offer with the lowest price (for a given part of the order) receives 40 points, other offers (for the same part of the order) are scored according to the formula below (to 2 decimal places):

$$\text{Number of points (KI)} = \frac{\text{Offer with the lowest price}}{\text{Price of the offer being reviewed}} \times 40\% \times 100$$

CRITERION II:

Criterion II (qualitative)

Additional experience of the people assigned to the order — weighting 60%.





Points (point value of the offer) are awarded on a scale of 1 to 60.

Experience in conducting classes/workshops/other forms of knowledge dissemination lasting at least 90 minutes in a subject area corresponding to the subject matter indicated in the description of the subject of the order — within the last 3 years until the date of publication of the request for quotation:

- a) 2 classes/workshops/other forms of knowledge dissemination conducted — 0 points
- b) 3-5 classes/workshops/other forms of knowledge dissemination conducted — 5 points
- c) 6-10 classes/workshops/other forms of knowledge dissemination conducted — 10 points
- d) 11-15 classes/workshops/other forms of knowledge dissemination conducted — 15 points
- e) 16-20 classes/workshops/other forms of knowledge dissemination conducted — 20 points
- f) 21-25 classes/workshops/other forms of knowledge dissemination conducted — 25 points
- g) more than 25 classes/workshops/other forms of knowledge dissemination conducted — 30 points

The criterion will be evaluated based on the information provided in the Offer Form (part E — List of experience of the person who will personally participate in the execution of the order in parts V-VII.) Additionally, when examining offers, the Offeree may request documents confirming the conduct of classes, e.g., in the form of a certificate from the organizer, agreements, reference letters, acceptance protocols.

Experience in conducting classes/workshops/other forms of knowledge dissemination, lasting at least 90 minutes and conducted in English, in a subject area corresponding to the subject matter indicated in the description of the subject of the order — within the last 3 years until the date of publication of the request for quotation:

- a) 1 class/workshop/other form of knowledge dissemination conducted — 0 points
- b) 2-5 classes/workshops/other forms of knowledge dissemination conducted — 5 points
- c) 6-10 classes/workshops/other forms of knowledge dissemination conducted — 10 points
- d) 11-15 classes/workshops/other forms of knowledge dissemination conducted — 15 points
- e) 16-20 classes/workshops/other forms of knowledge dissemination conducted — 20 points
- f) 21-25 classes/workshops/other forms of knowledge dissemination conducted — 25 points
- g) more than 25 classes/workshops/other forms of knowledge dissemination conducted — 30 points

The criterion will be evaluated based on the information provided in the Offer Form (part E — List of experience of the person who will personally participate in the execution of the order in parts V-VII.) Additionally, when examining the offer, the Offeree may request documents confirming the conduct of classes, e.g., in the form of a certificate from the organizer, agreements, reference letters, acceptance protocols.

- 10.5. The Offeree reserves the right to negotiate the offered price with Offerors whose offers have passed the formal evaluation. After receiving new price offers, the Offeree will re-evaluate them based on the established offer evaluation criteria.

11. Offer validity period:

A submitted offer must include a 60-day binding period. The period of offer validity starts when the deadline for submitting offers expires. In justified cases, the Offeree may ask the Contractors to agree to extend the period of validity of the offer for a further period not exceeding 30 days.

12. Outcome of the proceeding:





- 12.1. The offer with the highest number of points for each part of the order will be considered the most advantageous. The Offeree is entitled to choose the next most favorable offer in the event that the Offeror whose offer was selected as the most favorable refuses to sign the contract or if signing the contract with such Offeror becomes impossible for other reasons.
- 12.2. After selecting the most favorable offers, the Offeree will publish the results of the request for quotation on the website <https://bip.swps.pl/>
- 12.3. The Offeror whose offer is considered the most advantageous in a given part of the order will be obligated to conclude an agreement within the time limit set by the Offeree.

13. Conflict of interest:

- 13.1. The Offeree shall take the necessary measures to prevent conflicts of interest and to identify and eliminate them when they arise, in connection with the conducted proceeding or at the stage of order implementation.
- 13.2. A conflict of interest is any situation in which persons involved in preparing or conducting a procurement procedure or influencing the outcome of this procedure have, directly or indirectly, a financial, economic or other personal interest which could be perceived as compromising their impartiality and independence in relation to the procurement procedure.
- 13.3. In order to avoid a conflict of interest, orders may not be granted to persons/entities affiliated with the Offeree in terms of personnel or capital.
- 13.4. The Offeree shall ensure that the activities related to the preparation and conduct of the order are performed by persons ensuring impartiality and objectivity.
- 13.5. Each person performing activities related to the preparation and conduct of the proceeding shall make a statement in writing or in electronic form (within the meaning of Articles 78 and 78¹ of the Civil Code, respectively) about the absence of personal or capital connections with contractors and the lack of influence on the impartiality of the proceeding.

14. Other provisions:

- 14.1. The Offeree may change the terms of this proceeding in whole or in part before the deadline for submitting offers specified in **item 8**. Information about the changes will also be posted on the BIP website
- 14.2. At the request of the Offeree, the Offeror is obligated to submit additional documents certifying that the conditions for participation in the proceeding referred to in **item 4** of this Request for quotation have been met.
- 14.3. The Offeree reserves the right not to sign the contract if the offered rate is abnormally low or if, after negotiations, it exceeds the amount specified in the budget.
- 14.4. The Offeree reserves the right to cancel the proceeding in part or in full or to terminate the proceeding without selecting the most advantageous offers for reasons important to the Offeree.
- 14.5. In the cases referred to in **items 14.1, 14.3, 14.4**, the Offerors shall not be entitled to any claims against the Offeree if the Offeree exercises any of the rights indicated in **items 14.1, 14.3, 14.4**. In this respect, the Offerors waive all claims to which they are entitled.
- 14.6. The Offeree anticipates the possibility of introducing changes to the provisions of the order concluded with the selected Contractor in relation to the content of the offer on the basis of which the Contractor was selected. The parties shall amend the agreement if one of the circumstances specified below (**in sub-items a)-j)**) occurs — if this circumstance affects the provisions of the agreement. The changes must not violate the applicable legal regulations or the Guidelines on the eligibility of expenditures for 2021–2027. Changes will be accepted, in particular, due to:
 - a) changes in PIT or in the scope resulting from a change in the amount of other remuneration components — resulting from a change in regulations,





- b) changes resulting from the issuance of an individual tax interpretation affecting the PIT rate,
- c) changes to regulations, laws, and other documents, including programme documents of the 'European Universities Support' and European Funds for Social Development programmes, that may affect the performance of the contract,
- d) changes in the place and date of the agreement (as specified in item 3) or the dates of individual works or stages of the agreement schedule — if the agreement cannot be fulfilled within the time limit specified in it,
- e) changes to the order completion date for reasons that take into account the needs of proper project implementation and achievement of the indicators assumed in the project,
- f) reducing the number of training hours as part of the training service during the summer school entrusted for implementation in a situation where circumstances arise that make it impossible or unjustified to implement the original objectives (e.g., as a result of fewer participants than expected attending the training),
- g) changes in the method of settling the agreement or making payments to the Contractor, if the originally adopted method of settling the agreement or making payments proves to be ineffective from the point of view of project implementation,
- h) changes in the scope of additional services if such changes have become necessary (e.g., due to the recruitment of more participants for the project), whereby any increase in the material scope of the contract results in: (i) for economic or technical reasons, the Contractor cannot be changed; (ii) changing the Contractor would cause significant inconvenience or significantly increase the Offeree's costs, (iii) the value of the change does not exceed 50% of the order value specified in the agreement,
- i) circumstances beyond the control and/or foreseeability of the Offeree and/or Contractor during the execution of the order, which significantly affect the mutual obligations of the Offeree and Contractor (hereinafter: Parties), in the event of changes to legal regulations relevant to the agreement, economic and political changes and in the event of force majeure. For the purposes of the agreement, "force majeure" means external events, the occurrence of which the Party has no influence, which could not have been foreseen and which could not have been avoided even if the Parties had exercised the utmost diligence, and which prevent the performance of contractual obligations, in particular such as war, terrorist attack, riots, earthquake, fire, explosion, strike, lockout, general lack of transportation, materials or workforce or limitations in energy supply. The Party affected by the impediment to performance as a result of force majeure is obligated to immediately inform the other Party of the occurrence and cessation of the force majeure. Failure to notify the other Party of the occurrence of force majeure, or delay in so doing, shall result in the Party in question being unable to successfully invoke force majeure as a reason for exemption from liability for non-performance or undue performance of the obligation. The Party affected by an impediment to performance as a result of force majeure is obligated to take all measures that can be reasonably expected and are permitted by law to minimize the impact of the impediment to performance. The dates or deadlines for fulfilling the obligations arising from the agreement will be postponed or extended by the period during which force majeure existed. Force majeure does not include events resulting from non-performance or improper performance of the agreement, the occurrence of which the Party could have foreseen or prevented by exercising due care at the time of concluding the agreement.
- j) changes in the method of settling the agreement or making payments to the Contractor as a result of changes to the funding agreement concluded by the Offeree or the Guidelines indicated in **item 1.1** of this request.





- 14.7. Changing the form or content of the Evaluation Sheet (constituting an appendix to this request and to the agreement) does not require an amendment to the agreement with the Contractor. If corrections are made to the Evaluation Sheet, the Offeree will inform the Contractors of the new version of the Sheet via e-mail.
- 14.8. The Offeree reserves the right not to sign the agreement or to withdraw from the execution of the agreement in whole or in part with the selected contractor in the event of circumstances that make the execution of the agreement impossible or if the conditions for the execution of the agreement have changed.
- 14.9. The Contractor shall not claim remuneration for the unused and unrealized volume of the order.
- 14.10. The settlement with the Contractor will be made:
for each part of the order: after the Contractor has completed all the work and the Offeree has accepted it. Each settlement will take place after signing the acceptance protocol confirming the correct execution of the order.
For parts II-IV, an additional condition for the Contractor to receive remuneration will be the delivery to the Offeree of correctly completed and signed **Advice sheets** and the performance of other obligations specified in the agreement, the **Key provisions of which are set out in Appendix No. 2** to this Request for quotation. One of the conditions for payment of remuneration will be the delivery of a signed declaration of impartiality and confidentiality to the Offeree (according to the template attached to the Key Contract Provisions).
- 14.11. In the event of improper performance of the agreement by the Contractor, the Offeree may apply contractual penalties specified in the agreement concluded with the Contractor.
- 14.12. The Offeree informs that they process personal data obtained during the proceeding, in particular: personal data disclosed in offers, documents and statements attached to the offer, and personal data disclosed in documents and statements submitted during the execution of the order.
- 14.13. The processing of personal data by the Offeree is necessary for the purposes of the legitimate interests pursued by the Offeree and for the fulfilment of the legal obligation incumbent on the controller. Therefore, when joining the proceeding, the Contractor is obligated to consent to the processing of information containing personal data and to inform in writing and obtain the consent of each person whose personal data will be provided in the offer, statements and documents submitted in the proceeding. The Contractor shall submit a relevant written statement for this occasion (included in the Offer Form).
- 14.14. In accordance with Article 13 sections 1 and 2 of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 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) (OJ EU L 119, 04.05.2016, p. 1), hereinafter referred to as the "RODO", the Offeree hereby informs that:
- a) the administrator of the collected personal data obtained during this proceeding, for the purpose of selecting a service Contractor related to this request for quotation, is the Offeree: SWPS University, ul. Chodakowska 19/31, 03-815 Warsaw, Poland
 - b) The personal data collected from Contractors and other persons related to the proceeding will be processed pursuant to Article 6 section 1 letter c of the RODO for purposes related to these proceedings.
 - c) The collected personal data will be stored, in accordance with the grant agreement, during the period of the proceeding, during the period of the implementation of the agreement concluded as a result of the proceeding, and during the period after the completion of the agreement — for the period during which the controller will pursue the objectives arising from the legitimate interests pursued by the controller, which are related to the aforementioned agreement or obligations arising from generally applicable law.
 - d) with regard to the personal data collected, decisions will not be made in an automated manner, in accordance with Article 22 of the RODO,





- e) The Contractor and other persons/entities indicated by the Contractor, providing their personal data to the Offeree in connection with this request for quotation, have:
- the right to access their personal data — based on Article 15 of the RODO,
 - the right to rectify personal data concerning them — based on Article 16 of the RODO¹,
 - the right to request the controller to restrict the processing of personal data, subject to the cases referred to in Article 18 section 2 of the RODO² — based on Article 18 of the RODO,
 - the right to file a complaint with the President of the Personal Data Protection Office if the Contractor believes that the processing of their personal data violates the provisions of the RODO.
- f) The Contractor and other persons associated with this proceeding are not entitled to:
- in connection with Article 17 section 3 letters b, d, or e of the RODO, the right to have their personal data deleted,
 - the right to transfer personal data, referred to in Article 20 of the RODO,
 - pursuant to Article 21 of the RODO, the right to object to the processing of personal data, as the legal basis for the processing of personal data of the Contractor and other persons indicated by the Contractor is Article 6 section 1 letter c of the RODO.

Appendix No. 1 – Offer Form

Appendix No. 2 — Key Contract Provisions

¹ **Justification:** exercising the right to rectification must not result in changing the outcome of the procurement procedure or altering the provisions of the agreement to an extent that is not in line with the Guidelines on Eligibility of Expenditures for 2021–2027, nor can it violate the integrity of the report and its attachments.

² **Justification:** the right to restrict processing does not apply to storage, to ensure the use of legal measures or to protect the rights of another natural or legal person, or for important reasons of public interest of the European Union or a Member State.

