



Warsaw, July 21, 2025

Offeree:

SWPS University
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. 2/Z1/00023/2025

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 on the 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 the implementation of the ERC Mentoring Program, consisting of: on-site training in the form of workshops, and individual mentoring aimed at supporting researchers applying for European Research Council (ERC) grants, in particular ERC Starting Grant (ERC StG), implemented by the SWPS University as a part of the ECR4ERUA project — task 1.
- 2.2. **Service realization objective:** strengthening research and development competencies of young scientists (R2); building a support and development network for their scientific careers; strengthening the ability to build strategies and an individual research agenda; the ability to create and develop research teams and effectively apply for European funds, including individual grant competitions of the European Research Council, in particular ERC StG.
- 2.3. The order consists of four parts:

Part I — conducting training and individual consultations on the preparation of grant applications;

- Duration of the workshop training: min. 2 working days without traveling to Sopot.
- Duration of the workshop training for a group: min. 10 hours.
- Duration of individual consultations: individual “go / don't go” feedback (assessment of the Participant's readiness to apply for the ERC StG competition) min. 5 hours, i.e. min. 30 min per Participant.
- Number of training Participants: 10 people, including 5 people from the SWPS University and 5 people from other universities in the European Universities Alliance “ERUA” — all participants are people with at least a doctoral degree (R2), meeting the requirements to apply for an ERC StG grant, i.e., 2-7 years after obtaining a doctorate.
- The service will be provided in English.
- The Offeree will cover the travel expenses (second class train/plane, only international economy class flights) and accommodation (3* hotel) for a maximum of 2 trainers proposed by the Offeror to perform the service on-site (mentoring program in Sopot).





Part II — mentoring in the preparation of grant applications for the discipline of psychology in the field of social sciences,

Part III — mentoring in the preparation of grant applications for the discipline of sociology or the discipline of political science and administration in the field of social sciences,

Part IV — mentoring in the preparation of grant applications in the field of humanities or arts,

for parts II, III, IV of the order:

- Minimum commitment time: 2 working days with travel to Sopot (PL) (so-called “lunch-to-lunch”).
- Number of mentoring hours: **18 hours**, including:
 - Duration of on-site mentoring (during the Mentoring Program in Sopot): 10 hours of mentoring, including:
 - 3 hours of mentoring workshop — for a group of 2 Participants assigned to a Mentor
 - 7 hours of individual mentoring, i.e. 3.5 hours per 1 Participant assigned to a Mentor
 - Duration of individual mentoring after the Mentoring Program in Sopot: 8 hours, including at least 4 meetings of 1 hour each per Participant assigned to a Mentor, subject to:
 - the individual cycle of meetings between the Mentor and Participant takes place online;
 - meetings take place at 3-6 week intervals to enable monitoring of the progress in the preparation of the application/project proposal on the Participant's side;
 - after completing the mentoring cycle, the Mentor will prepare an evaluation report for the Participant according to the proposed template
- Number of participants in individual mentoring per mentor (total): 2 people — with at least a doctoral degree (R2), representing the same field of science or a related research area / scientific discipline, meeting the requirements to apply for an ERC StG grant, i.e., 2-7 years after obtaining a doctorate.
- The service will be provided in English.
- The Offeree shall cover the travel expenses (second class train/plane only for international flights in economy class) and accommodation (3* hotel) for no more than 5 Mentors proposed by the Offeror(s) to perform the service on-site (mentoring program in Sopot).

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 - IV 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:

80521000-2 — Professional development training services

80510000-2 — Specialist training services

79419000-4 — Evaluation consulting services

2.8. Detailed description of the subject of the order:

2.8.1. for part I of the order:

- The Offeror provides at least 1 trainer to carry out the task;
- Scope of training: comprehensive analysis of the preparation of candidates for applying for an ERC StG grant, including practical exercises based on application documentation and case studies of submitted (successful) and didactic (rejected) applications, including:
 - overview of the entire application process for ERC grants;





- reverse engineering of successful applications — analysis of case studies;
- personalized exercises and good practices: narrative CV; test of research independence, being the best to lead this project;
- best practices in writing individual sections of the application: structuring, writing techniques, narrative in the application, application writing strategy;
- best practices for the project: strategic planning and writing/budgeting in the application in sections B1/B2;
- best practices in planning and managing a project / research team;
- positioning the applicant as an ideal PI — improving the research profile (track record).
- The teaching materials must be based on authentic applications submitted to the ERC StG; the teaching materials are prepared by the Offeror.
- The Offeree requires the Contractor to use inclusive language while conducting mentoring services, in particular in communication with participants, in documentation, and in all materials produced as part of the service. Inclusive language means using gender-neutral wording that does not discriminate on the basis of gender, age, origin, disability, gender identity, psychosexual orientation or other personal characteristics.
- Scope of individual consultations with Participants:
 - personalized “go / don't go” feedback (assessment of the Participant's readiness to apply for the ERC StG competition);
 - providing personalized recommendations for the Participant based on the analysis of recruitment materials provided by the Offeree prior to the mentoring program in Sopot (on-site), i.e.: Narrative CV, project idea outline, track record;
- The Offeree plans to allocate the amount of PLN 30,375 gross for the implementation of part I. The amount indicated constitutes the Contractor's remuneration and does not include travel and accommodation costs

Important:

- 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.

2.8.2. for parts II-IV of the order:

- Scope of **mentoring during the Mentoring Program in Sopot** (individually and in a small group of 2 Participants):
 - development of individual “go / don't go” feedback for each Participant assigned to a Mentor based on the analysis of recruitment materials provided by the Participants in the recruitment process — the materials will be provided by the Offeree (i.e., Narrative CV, project idea outline, track record) before the start of the mentoring program;
 - providing practical tips based on the Mentor's real-life experience of applying for or evaluating ERC grants;
 - individualized advice on the Participant's academic career, including planning an independent research career;
 - providing practical tips on how to build and choose the right track record.
- Scope of **individual online mentoring**, after on-site training (Mentoring Program in Sopot):
 - exercises and practical advice from the Mentor for Participants (e.g., writing a narrative CV; creating a track record / selection of research and organizational achievements; practical advice on sections B1 and B2 of the grant application; other advice recognized by the Mentor as important for the success of the Participant's future application);





- practical advice on building a research team and finding good examples (as part of the program, we offer the opportunity to participate in a mobility at a Mentor's institution or another recommended research team or scientific institution);
- supporting and monitoring the progress of the project idea;
- practical advice on preparing a project application;
- ongoing consultation on the writing of sections B1/B2 and the research hypothesis, brief description of the project; the extent to which the project concept goes beyond the current state of knowledge / the project's contribution to the state of knowledge;
- Individual online mentoring will take place according to the following schedule:
 - 4 individual meetings after the Mentoring Program in Sopot.
- Developing and providing the Participant with written feedback (report) after the mentoring cycle has ended, regarding further work on the preparation of the ERC grant application — feedback of 1 to 2 typed pages (1 typed page is 1800 characters with spaces).
- The Offeree requires the Contractor to use inclusive language while conducting mentoring services, in particular in communication with participants, in documentation, and in all materials produced as part of the service. Inclusive language means using gender-neutral wording that does not discriminate on the basis of gender, age, origin, disability, gender identity, psychosexual orientation or other personal characteristics.
- The Offeree plans to allocate up to PLN 9,000 gross for a Mentor for the implementation of parts II, III, and IV. The amount indicated constitutes the Contractor's remuneration and does not include travel and accommodation costs

Important:

- For parts II and III of the order, the Offeree plans to select a maximum of **2 Contractors for each part**, whose offers will be rated highest within that part of the order.
- For part IV 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:

- Service in part I of the order will be provided on-site at the USWPS Sopot or another location indicated by the Offeree.
- The services in parts II-IV of the order will be carried out on-site at the USWPS Sopot or online during the Mentoring Program in Sopot — hybrid form — and online (mentoring after the Mentoring Program in Sopot).

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 May 31, 2026. Provided that the on-site part in Sopot takes place from October 20 to October 24 — part I on October 21 and 22, and parts II and IV on October 23 and 24**, and 4 meetings in the online individual mentoring cycle with the Participant and Mentor, from October 25, 2025 to April 30, 2026
- 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 agreement fulfillment date specified in item 3.1.





3.4. Place of supply of services: The SWPS University, Polna 16/20, 81-745 Sopot or another location indicated 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:

Aleksandra Skowrońska, Magdalena Łaban.

Verification of the fulfillment of the condition will be based on the Declaration of non-exclusion. 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:

- has at least 5 years of proven experience in providing advisory and consulting services in the area of European grants (ERC, Horizon 2020, Horizon Europe), including in at least 3 EU member states;
- has proven experience in working with 15 applicants of research projects in the field of social sciences and humanities, and arts (HS), including consulting on the content of applications, providing substantive recommendations or support in preparing applications for grant competitions;

Verification of fulfillment of the condition will be based on the information indicated in the Offer Form (in the 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., contracts, service acceptance protocols, or 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 is the main trainer**) who:

- has at least a university degree within the meaning of higher education regulations (i.e., a degree of at least Master's, Master's of Science or equivalent)
- in the last 3 years, counting until the date of publication of the request for quotation, has carried out at least 1 training on applying for ERC grants in the field of social sciences, humanities and arts (HS)
- has experience in conducting at least 1 training for international groups (participants from at least 3 EU member states) on how to apply for ERC grants or within the Horizon Europe programs

Verification of fulfillment of the condition will be based on the information indicated in the Offer Form (in the 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.

In addition, the Offeree may request the presentation of documents confirming the provision of services, e.g., contracts, service acceptance reports, letters of reference and a named list of support participants, confirmation from the ERC electronic system

4.1.2. for parts II, III, IV of the order:

CONDITION IV:

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

- Has led at least one European Research Council (ERC) grant or participated in the work of the ERC Evaluation Panel as a member of the ERC Evaluation Panel at least once.

Verification of the fulfillment of the condition will be based on the information indicated in the Offer Form (in 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, during the evaluation of the offers, the Offeree may ask for documents confirming the implementation of/participation in grants/projects, e.g., confirmation from the ERC electronic system.

4.1.3. for part II of the order:

CONDITION V:

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

- A proven track record in research in the discipline of psychology in the field of social sciences — at least 5 publications.

Verification of the fulfillment of the condition will be based on the information indicated in the Offer Form (in List of experience of the person who will personally participate in the execution of the order in part II.

Evaluation of fulfillment of the condition according to the formula meets — does not meet.

Additionally, during the evaluation of the offers, the Offeree may ask for documents confirming the track record, e.g., a link to an ORCID profile.

4.1.4. for part III of the order

CONDITION VI:

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

- A proven track record in the field of social sciences — at least 5 publications.





Verification of the fulfillment of the condition will be based on the information indicated in the Offer Form (in List of experience of the person who will personally participate in the execution of the order in part III. Evaluation of fulfillment of the condition according to the formula meets — does not meet. Additionally, during the evaluation of the offers, the Offeree may ask for documents confirming the track record, e.g., a link to an ORCID profile.

4.1.5 for part IV of the order

CONDITION VII:

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

- A proven track record in the field of humanities or arts — at least 5 publications.

Verification of the fulfillment of the condition will be based on the information indicated in the Offer Form (in List of experience of the person who will personally participate in the execution of the order in part IV. Evaluation of fulfillment of the condition according to the formula meets — does not meet. Additionally, during the evaluation of the offers, the Offeree may ask for documents confirming the track record, e.g., a link to an ORCID profile.

- 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 evaluation 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 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 **29.07.2025**
- 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 four 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: 2/Z1/00023/2025.
- 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 using the form attached to the request for quotation.
- 6.11. List of documents making up the offer:
 - a) **Offer Form** (Appendix No. 1 to the Request for quotation) together with all attachments included therein:
 - Declaration of non-exclusion
 - Declaration of fulfillment of condition II for participation in the proceeding
 - List of experience of the person who will personally participate in the execution of the order in part I
 - List of experience of the person who will personally participate in the execution of the order in parts II-IV
 - b) In addition, if applicable, documents confirming the authority of the persons signing the offer to sign it must be submitted, unless this is evident from 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 **31.07.2025**.

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 4 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 training and individual consulting sessions (2 days in total) — 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 100 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 (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:

Criterion of professional experience of the person selected to fulfill the order: in the last 3 years, counting until the date of publication of the request for quotation, has conducted individual consultations for candidates who **have applied for an ERC Starting Grant (StG)** in the field of social sciences or humanities, or arts (HS).

- a) For each application submitted by a consultation participant — 1 point. The maximum number of points that can be earned is 20 points.

The criterion will be evaluated based on the information provided in the Offer Form (in the List of experience of the person who will personally participate in the execution of the order in part I. In the course of examining the offers, the Offeree may ask for the presentation of documents confirming the preparation of the candidates, including a list of candidates by name who submitted a grant application, confirmation of the submission of applications by the indicated candidates covered by the support.

Criterion of professional experience of the person selected to execute the order — number of candidates prepared by the trainer who **have obtained** an ERC grant.





- b) For each participant in the consultation who received an ERC grant — 1.5 points. The maximum number of points that can be earned is 30 points.

The criterion will be evaluated based on the information provided in the Offer Form (in the List of experience of the person who will personally participate in the execution of the order in part I. In the course of examining the offers, the Offeree may ask for the presentation of documents confirming the preparation of candidates, including a list of candidates by name who have obtained a grant, confirmation of grants obtained by the indicated candidates covered by the support.

- 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 50 points to be earned

Criterion I (price):

Price for conducting individual mentoring sessions as a part of the Mentoring Program in Sopot (including 5 hours and 1 hour of participation in a debate) and individual online mentoring (including 4 hours of individual meetings per Participant — a total of two Participants) — a total of 18 hours — 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, other offers (for the same part of the order) are scored according to the formula below (to 2 decimal places):

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

Total maximum number of points: 50 points.

CRITERION II:

Criterion II (qualitative)

Additional experience of the persons (mentors/contractors) assigned to 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:

Number of doctoral students supervised in the field of social sciences, humanities and/or arts (HS) within 10 years until the date of publication of the Request for quotation:

- a) supervising 1 doctoral student — 5 points
- b) supervising 2-3 doctoral students — 10 points





- c) supervising 4-5 doctoral students — 15 points
- d) supervising 6-7 doctoral students — 20 points
- e) supervising 8 and more doctoral students — 25 points

The criterion will be evaluated based on the information provided in the Offer Form (in the Experience list of the person who will personally participate in the execution of the order in parts II-IV). When examining offers, the Offeree may ask for documents confirming the supervision of doctoral students, including certificates from universities, links to doctoral databases, or publicly available information. The information provided should include: the name and surname of the doctoral student supervised, the topic of the doctoral dissertation

Participation in international research projects (consortia) or individual projects (foreign research funds) within 10 years until the date of publication of the Request for quotation:

- a) 2-3 projects — 5 points
- b) 4 to 5 projects — 10 points
- c) 6 to 7 projects — 15 points
- d) 8 to 9 projects — 20 points
- e) 10 and more projects — 25 points

The criterion will be evaluated based on the information provided in the Offer Form (in the Experience list of the person who will personally participate in the execution of the order in parts II-IV). When examining offers, the Offeree may ask for documents confirming participation in projects, e.g., a link to a website containing the composition of the project team or publicly available research results in a project co-authored by the Offeror — the information should include: the name of the international project, the acronym and the name of the project manager, and the project number from the research funding agency's system.

The criterion will be evaluated based on the information provided in the Offer Form (in the Experience list of the person who will personally participate in the execution of the order in parts II-IV). In the course of examining offers, the Offeree may ask for documents confirming management in projects, including, among others, a link to a website containing the composition of the project team or publicly available research results in the project with the co-authorship of the Offeror — the information provided should include: the name of the international project, the acronym and the name of the project manager, and the project number from the research funding agency's system;

- 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 any regulations, provisions and other documents, including program documents of the European Funds for a Modern Economy program, affecting the performance of the agreement,
- 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 hours planned for individual online mentoring or mentoring during the Mentoring Program in Sopot, or the number of hours of training under the Mentoring Program in Sopot 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 start-ups 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. The Contractor will only be paid on condition that they provide the Offeree with correctly completed and signed **Advice sheets** and fulfill 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 L 119, 04.05.2016, p. 1), hereinafter referred to as "RODO", the Offeree hereby informs that:
- a) the controller 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, 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.

