

<p>PUBLIC PROCUREMENT DEPARTMENT JAGIELLONIAN UNIVERSITY Straszewskiego 25/3 and 4, 31-113 Krakow tel. +48 12-663-39-03 e-mail: bzp@uj.edu.pl https://www.uj.edu.pl ; https://przetargi.uj.edu.pl</p>	
---	---

Krakow, April 14, 2025

ORDER TERMS SPECIFICATION
hereinafter referred to as SWZ

Chapter I - Name (company) and address of the Ordering Party.

1. Jagiellonian University, ul. Gołębia 24, 31-007 Kraków.
2. Unit handling the case:
 - 1) Public Procurement Department, ul. Straszewskiego 25/3 and 4, 31-113 Kraków;
tel.: +4812 663-39-03;
 - 2) office hours: Monday to Friday; from 7:30 a.m. to 3:30 p.m., excluding public holidays;
 - 3) website (url address): <https://www.uj.edu.pl/>
 - 4) commercial tool for conducting the proceedings: <https://platformazakupowa.pl>
 - 5) website address of the conducted procedure, on which changes and explanations of the content of the SWZ and other order documents directly related to the procedure will be made available (buyer profile address):
<https://platformazakupowa.pl/transakcja/1095462>

Chapter II - Contract award procedure.

1. The proceedings are conducted in a **basic procedure without the possibility of negotiations** pursuant to Article 275 point 1 of the Act of 11 September 2019 – Public Procurement Law (Journal of Laws 2024, item 1320, as amended), hereinafter referred to as the PZP Act, and in accordance with the requirements specified in this Specification of Procurement Conditions, hereinafter referred to as "SWZ".
2. to actions undertaken by the Ordering Party and Contractors in the contract award procedure, and in matters not regulated, the provisions of the Act of 23 April 1964 - the Civil Code (Journal of Laws 2024, item 1061, as amended).

Chapter III - Description of the subject of the contract.

1. The subject of the contract is to select a Contractor for advisory services for the Faculty of Philosophy of the Jagiellonian University in the field of obtaining European funds for scientific research and innovation activities , as well as expanding the research network, partnerships and affiliations.
2. Designation of the subject of the contract according to the Common Procurement Vocabulary (CPV) code:
79000000-4 Business services: legal, marketing, consulting, recruitment, printing and security.
3. The terms and conditions of the order execution are included in the contract template which is an integral part of the SWZ.

4. The contractor must offer the subject of the order in accordance with the ordering party's requirements specified in this tender specification.
5. The Ordering Party requires that the person performing activities related to the coordination of works covered by the subject of the order is employed by the Contractor as its employee within the meaning of the provisions of the Act of 26 June 1974 - the Labor Code (Journal of Laws 2023, item 1465, as amended), in a position appropriate to the type of work, for at least the period of execution of the order.
6. A detailed description of the subject of the contract is included in Annex A to the SWZ.
7. *The order is awarded as part of the implementation of the Excellence Initiative – Research University Strategic Program at the Jagiellonian University <https://id.uj.edu.pl> The full description of the Excellence Initiative – Research University Strategic Program at the Jagiellonian University is available at: <https://id.uj.edu.pl/wniosek> The Excellence Initiative – Research University Strategic Program at the Jagiellonian University is implemented as part of the program of the Minister of Science and Higher Education "Excellence Initiative – Research University" (Announcement of the Minister of Science and Higher Education of 26 March 2019 on the first competition under the "Excellence Initiative – Research University" program), contract no. 06/IDIB/2019/94 dated 16/12/2019 with an annex .*

Chapter IV – Subject-matter means of evidence

1. The Ordering Party does not require the submission of the evidence in question.

Chapter V - Deadline for order completion.

1. The service will be provided for a period of 12 months from the date of conclusion of the contract.
2. The contractor guarantees readiness to execute the order on the day the contract is concluded.

Chapter VI - Description of the subjective conditions for participation in the proceedings.

1. Ability to engage in economic activity – the Ordering Party does not set any conditions in this respect.
2. Authorization to conduct specific business or professional activities, provided that this is stipulated in separate regulations – The Ordering Party does not set any conditions in this respect,
3. Economic or financial situation – the Ordering Party does not set any conditions in this respect.
4. Technical or professional ability –
 - 4.1. The Contractor who has or will have a person capable of performing the order, who has experience in performing services in the field of application, i.e. who has performed services in the field of applying for financing and has completed at least 15 applications (applications) for grants from European funds, e.g. HORIZON 2020, HORIZON Europe, LIFE, ERASMUS, CEF, CERV, ESF, RELEX and others, may apply for the contract. The Ordering Party allows the completed applications to be performed under one agreement (contract) or under several agreements (contracts).
5. The ordering party will verify and assess the conditions for participation in the procedure based on declarations and documents submitted by contractors participating in the procedure in the manner and form specified in this tender specification.

6. In order to confirm compliance with the conditions for participation, in appropriate situations and in relation to a specific contract or part thereof, the Contractor may rely on the technical or professional abilities or the financial or economic standing of entities providing resources, regardless of the legal nature of the legal relations which it has with them.
7. With regard to conditions relating to education, professional qualifications or experience, economic operators may rely on the capacities of entities providing resources if those entities perform the services for which these capacities are required.
8. Contractors may jointly apply for the contract.
 - 8.1 A contractor who relies on the capabilities or situation of entities providing resources shall submit, together with the offer, a commitment from the entity providing resources to provide the contractor with the necessary resources for the purpose of performing the given order or other subjective evidence confirming that the contractor, while performing the order, will have the necessary resources of these entities at its disposal. The above commitment or other evidence shall be submitted in the form referred to in Chapter IX.
9. When assessing the technical or professional capacity, the contracting authority may, at any stage of the procedure, consider that the contractor does not have the required capacity if the contractor's possession of conflicting interests, in particular the involvement of the contractor's technical or professional resources in other business ventures of the contractor, may have a negative impact on the performance of the contract

Chapter VII - Grounds for exclusion of contractors.

1. The Ordering Party shall exclude a contractor in the event of the occurrence of circumstances specified in the provisions of art. 108 sec. 1 of the PZP, [subject to art. 110 sec. 2], i.e. a natural person who has been finally convicted of an offence:
 - 1.1. participation in an organised criminal group or association aimed at committing a crime or a fiscal crime referred to in Article 258 of the Penal Code;
 - 1.2. human trafficking referred to in Article 189a of the Penal Code;
 - 1.3. referred to in Articles 228-230a, 250a of the Penal Code, 46-48 of the Act of 25 June 2010 on sports (Journal of Laws of 2022, items 1599 and 2185) or 54 paragraphs 1-4 of the Act of 12 May 2011 on the reimbursement of medicines, foodstuffs for particular nutritional uses and medical devices (Journal of Laws of 2024, item 930);
 - 1.4. financing a terrorist offence, as referred to in Article 165a of the Penal Code, or the offence of preventing or hindering the determination of the criminal origin of money or concealing its origin, as referred to in Article 299 of the Penal Code;
 - 1.5. of a terrorist nature, as referred to in Article 115 § 20 of the Penal Code, or aimed at committing this offence;
 - 1.6. entrusting work to a minor foreigner referred to in art. 9 section 2 of the Act of 15 June 2012 on the effects of entrusting work to foreigners staying illegally on the territory of the Republic of Poland (Journal of Laws of 2021, item 1745);
 - 1.7. against economic turnover, referred to in Articles 296-307 of the Penal Code, the offence of fraud, referred to in Article 286 of the Penal Code, an offence against the credibility of documents, referred to in Articles 270-277d of the Penal Code, or a fiscal offence;
 - 1.8. referred to in Article 9 paragraphs 1 and 3 or Article 10 of the Act of 15 June 2012 on the effects of entrusting work to foreigners staying illegally on the territory of the Republic of Poland - or for an appropriate prohibited act specified

- in the provisions of foreign law;
2. The Ordering Party will exclude the contractor in the event of the occurrence of circumstances provided for in Art. 7 section 1 of the Act of 13 April 2022 on special solutions for counteracting support for aggression against Ukraine and serving to protect national security (Journal of Laws of 2024, item 507);
 3. In accordance with art. 110 sec. 2 of the PZP, the Contractor is not subject to exclusion if it has exhaustively explained the facts and circumstances related to the crime, offence or its improper conduct and the damage caused thereby, actively cooperating appropriately with the competent authorities, including law enforcement authorities, or the Ordering Party;
 4. Pursuant to Article 109 section 1 of the Public Procurement Law, the ordering party shall exclude from the procedure the contractor:
 - 4.1. which has breached the obligations relating to the payment of taxes, fees or social security or health insurance contributions, with the exception of the case referred to in art. 108 sec. 1 item 3, unless the economic operator, respectively, before the deadline for submitting applications to participate in the procedure or before the deadline for submitting tenders, has paid the due taxes, fees or social security or health insurance contributions together with interest or fines or has entered into a binding agreement on the repayment of these liabilities (art. 109 sec. 1 item 1);
 - 4.2. in respect of which liquidation has been opened, bankruptcy has been declared, whose assets are managed by a liquidator or the court, who has entered into an arrangement with creditors, whose business activity has been suspended or who is in another similar situation resulting from a similar procedure provided for in the regulations of the place of initiation of such procedure (Article 109 paragraph 1 point 4);
 - 4.3. who has culpably and seriously violated his professional obligations, which undermines his integrity, in particular where the contractor, as a result of deliberate action or gross negligence, has failed to perform or has improperly performed the contract, which the contracting authority is able to demonstrate with appropriate evidence (Article 109, paragraph 1, item 5);
 - 4.4. who, for reasons attributable to him, has, to a significant extent or to a large extent, failed to perform or has improperly performed or has improperly performed for a long time a material obligation arising from a previous Public Procurement Agreement or Concession Agreement, which has led to the termination or withdrawal from the Agreement, compensation, substitute performance or exercise of rights under the warranty for defects (Article 109, paragraph 1, item 7);
 - 4.5. who, as a result of deliberate action or gross negligence, misled the contracting authority when presenting information that he or she is not subject to exclusion, meets the conditions for participation in the procedure or meets the selection criteria, which could have a significant influence on the decisions taken by the contracting authority in the contract award procedure, or who concealed such information or is unable to provide the required subjective evidence (Article 109, paragraph 1, item 8);
 - 4.6. who unlawfully influenced or attempted to influence the contracting authority's actions or attempted to obtain or obtained confidential information that could give him an advantage in the contract award procedure (Article 109, paragraph 1, item 9);
 - 4.7. who recklessly or negligently presented misleading information, which could have a significant influence on decisions made by the contracting authority in the contract award procedure (Article 109 paragraph 1 item 10).

5. In the cases referred to in paragraphs 4.1 – 4.4 of this chapter, the ordering party may not exclude the contractor if the exclusion would be clearly disproportionate, in particular if the amount of outstanding taxes or social security contributions is small or the economic or financial situation of the contractor referred to in paragraph 4.2 above is sufficient to perform the contract.

Chapter VIII - List of declarations and documents to be provided by Contractors in order to confirm fulfilment of the conditions for participation in the proceedings and the lack of grounds for exclusion.

1. Declarations required to be submitted with the offer:
 - 1.1 In order to confirm that there are no grounds for excluding the Contractor from the public procurement procedure in the circumstances referred to in Chapter VII of the Technical Specifications, the Contractor must attach to the offer a declaration of the contractor on not being subject to exclusion, according to the template constituting Annex No. 1a to the offer form.
 - 1.2 A contractor who intends to entrust the performance of part of the order to subcontractors, in order to demonstrate that there are no grounds for exclusion against them, is obliged to submit the declaration referred to in point 1) in the part concerning subcontractors.
 - 1.3 In the event of contractors jointly applying for a contract, a declaration confirming the lack of grounds for exclusion referred to in point 1) shall be submitted by each of the contractors jointly applying for the contract.
2. Additional declarations required to be submitted with the offer:
 - 2.1 in the case of a joint application for a contract by contractors, the contractors jointly applying for the contract shall attach to the offer a declaration specifying which construction works, supplies or services will be performed by individual contractors .
3. Additional declarations submitted obligatorily with the offer, required when relying on the resources of entities providing them:
 - 1) A contractor relying on the technical or professional capabilities of entities providing resources, in order to demonstrate that there are no grounds for exclusion against them and that they meet the conditions for participation in the procedure, is obliged to submit a declaration of the entity providing resources confirming that there are no grounds for exclusion of that entity and that they meet the conditions for participation in the procedure, according to the template constituting Annex No. 3 to the bid form ,
 - 2) A contractor who relies on the capabilities or situation of entities providing resources shall submit, together with the offer, a commitment from the entity providing resources to provide the contractor with the necessary resources for the purpose of performing a given order or other subjective evidence confirming that the contractor, while performing the order, will have the necessary resources of these entities at its disposal according to the template constituting Annex No. 4 to the offer form. The content of the commitment should clearly and unequivocally indicate the scope of the other entity's commitment, specify what the commitment concerns and in what manner and within what period it will be performed.
 - 3) The commitment of the entity providing the resources referred to in point 2 confirms that the relationship between the Contractor and the entities providing the resources

guarantees actual access to these resources and specifies in particular:

- a) the scope of resources of the entity providing the services available to the Contractor resources;
 - b) the method and period of making the resources of the entity providing these resources available to the Contractor and his use of them when performing the order;
 - c) whether and to what extent the entity providing the resources, on whose capabilities the Contractor relies in relation to the conditions of participation in the procedure concerning education, professional qualifications or experience, will perform the construction works or services to which the indicated capabilities relate.
4. If the Contractor relies on the resources of entities providing resources in order to demonstrate compliance with the conditions for participation in the proceedings, the subjective evidence should be presented by that entity, to the extent to which the contractor relies on its resources.
 5. Documents and declarations that the contractor will be obliged to submit at the request of the ordering party:
 - 5.1. a list of people dedicated to the execution of the order, containing information allowing confirmation of fulfillment of the participation conditions described in Chapter VI, Section 4.1 of the SWZ,
 6. If, during the procedure, the contractor fails to submit a declaration, declarations or documents necessary to conduct the procedure, the submitted declarations or documents are incomplete, contain errors or raise doubts indicated by the ordering party, the ordering party shall request their submission, supplementation or correction within a specified period of no less than two (2) business days, unless, despite their submission, the contractor's offer would be subject to rejection or it would be necessary to cancel the procedure.
 7. Subjective evidence prepared in a foreign language must be submitted together with a translation into Polish.

Chapter IX - Information on the method of communication between the Ordering Party and the Contractors and the submission of declarations and documents, as well as an indication of the persons authorized to communicate with the Contractors.

1. General information.

- 1.1 The public procurement procedure is conducted using the commercial tool <https://platformazakupowa.pl> – buyer's profile address: <https://platformazakupowa.pl/pn/uj.edu>
- 1.2 By entering this public procurement procedure, the Contractor:
 - 1.2.1 accepts the terms of use of <https://platformazakupowa.pl> specified in the regulations available in the "Regulations" tab and recognizes them as binding;
 - 1.2.2 will familiarize themselves with the instructions for using <https://platformazakupowa.pl>, and in particular with the rules for logging in, submitting requests for clarification of the content of the SWZ, submitting offers and performing other activities in this procedure using <https://platformazakupowa.pl> available at <https://platformazakupowa.pl> - link below:

<https://drive.google.com/file/d/1Kd1DttbBeiNWt4q4slS4t76lZVKPbkyD/view> or in the tab: <https://platformazakupowa.pl/strona/45-instrukcje> and will use it.

- 1.3 The technical and organizational requirements for submitting offers, sending and receiving electronic documents, digital reproduction of a paper document, declarations and information provided using them are described at <https://platformazakupowa.pl>, in the regulations posted in the "Regulations" tab and the instructions for submitting offers (links in section 1.2.2 above).
- 1.4 File size:
 - 1.4.1 in relation to the offer – the maximum number of files is 10, 150 MB each;
 - 1.4.2 in the case of communication – message to the ordering party max. 500 MB;
- 1.5 Communication between the ordering party and contractors takes place ***exclusively*** using the commercial tool <https://platformazakupowa.pl> – buyer's profile address: https://platformazakupowa.pl/pn/uj_edu
 - 1.5.1 In order to shorten the time it takes to respond to questions, communication between the ordering party and contractors in the scope of:
 - a. sending the ordering party questions regarding the content of the SWZ;
 - b. sending a response to the ordering party's request to submit subjective evidence;
 - c. sending a response to the contracting authority's request to submit/correct/supplement the declaration referred to in Article 125 paragraph 1, subjective evidence, other documents or declarations submitted in the proceedings;
 - d. sending a response to the contracting authority's request to provide explanations regarding the content of the declaration referred to in Article 125 paragraph 1 or submitted subjective evidence or other documents or declarations submitted in the proceedings;
 - e. sending a response to the contracting authority's request to provide explanations regarding the content of the evidence in question;
 - f. sending responses to other requests from the ordering party arising from the Public Procurement Law;
 - g. sending applications, information, and contractor declarations;
 - h. Sending an appeal/othertakes place via <https://platformazakupowa.pl> and the form: "Send a message to the ordering party".

The date of submission (receipt) of declarations, requests, notifications and information is the date of their sending via <https://platformazakupowa.pl> by clicking the button: "Send a message to the ordering party", after which a message will appear that the message has been sent to the ordering party.
 - 1.5.2 The ordering party provides contractors with information via <https://platformazakupowa.pl>. Information regarding answers to questions, changes to specifications, changes to the deadline for submission and opening of offers is posted by the ordering party on the platform in the section: "Announcements". Correspondence addressed to a specific contractor in accordance with applicable regulations will be forwarded via <https://platformazakupowa.pl> to a specific contractor.
 - 1.5.3 The Contractor, as a professional entity, is obliged to check the messages and messages sent directly on <https://platformazakupowa.pl> by the ordering party, as

the notification system may crash or the notification may end up in the SPAM folder.

- 1.5.4 The Ordering Party, in accordance with the Regulation of the Prime Minister of 30 December 2020 on the method of preparing and transmitting information and technical requirements for electronic documents and electronic means of communication in public procurement proceedings or competitions (Journal of Laws of 2020, item 2452), specifies the necessary hardware and application requirements enabling work on <https://platformazakupowa.pl>, i.e.:
 - a. permanent access to the Internet with a guaranteed bandwidth of not less than 512 kb /s;
 - b. PC or MAC computer with the following configuration: min. 2 GB RAM, Intel IV 2 GHZ processor or its newer version, one of the operating systems – MS Windows 7, Mac Os x 10 4, Linux, or their newer versions;
 - c. any web browser other than Internet Explorer installed;
 - d. JavaScript support enabled,
 - e. Adobe Acrobat Reader or another program that supports the .pdf file format is installed.
- 1.5.5 Encryption on <https://platformazakupowa.pl> is performed using the TLS 1.3 protocol.
- 1.5.6 The time of data receipt by the purchasing platform is indicated by the date and exact time (hh:mm:ss) generated according to the local server time synchronized with the clock of the Central Office of Measures.
- 1.6 The method of preparing and transmitting electronic documents and digital reproduction of a paper document must be consistent with the requirements specified in the Regulation of the Prime Minister of 30 December 2020 on the method of preparing and transmitting information and technical requirements for electronic documents and electronic means of communication in public procurement procedures or competitions (consolidated text: Journal of Laws 2020, item 2452, as amended) and the Regulation of the Minister of Development, Labor and Technology of December 23, 2020 on the subjective means of evidence and other documents or declarations that the ordering party may request from the contractor (consolidated text: Journal of Laws 2020, item 2415, as amended), i.e.:
 - a. documents or declarations, including the offer, are submitted in original in electronic form using a qualified electronic signature or in electronic form with a trusted signature or a personal signature . In the case of submitting a qualified signature and using the external XAdES signature format , the ordering party requires the attachment of an appropriate number of files, i.e. signed data files and signature files in the XAdES format . ***An offer submitted without a proper electronic signature is subject to rejection pursuant to art. 226 sec. 1 item 3 of the Public Procurement Law, due to non-compliance with art. 63 of this Act;***
 - b. documents issued in electronic form are transmitted as electronic documents, providing the ordering party with the possibility of verifying signatures;
 - c. if the original document, declaration or other documents submitted in the contract award procedure have not been prepared in the form of an electronic document, the contractor may prepare and submit a digital reproduction of the document or declaration in paper form, providing it with a qualified electronic signature, a trusted signature or a personal signature, which is equivalent to certifying the submitted documents or declarations as true copies of the originals;

- d. in the event that the contractor provides a digital reproduction of a document in paper form, affixing it with a qualified electronic signature, a trusted signature or a personal signature by the contractor or, respectively, by an entity on whose capabilities or situation the contractor relies under the principles specified in Art. 118 of the Public Procurement Law, or by a subcontractor, is equivalent to certifying that it is in conformity with the original.
 - e. Certification of conformity with the original is made, as appropriate, by the contractor, the entity on whose capabilities or situation the contractor relies, contractors jointly applying for the award of a public contract or a subcontractor, in the scope of documents that concern each of them (in relation to powers of attorney - in accordance with the principle described in Chapter XII, paragraph 7 of this TOC).
2. The method of communication between the ordering party and contractors regarding the effective submission of a tender.
- 2.1 The offer must be prepared in electronic form in a data format compliant with the Announcement of the Prime Minister of 9 November 2017 on the announcement of a uniform text of the regulation of the Council of Ministers on the National Interoperability Framework, minimum requirements for public registers and exchange of information in electronic form and minimum requirements for teleinformatic systems and signed with a qualified electronic signature, trusted signature or personal signature. It is recommended to use the following formats: **.pdf, .doc., .xls, .jpg (.jpeg) with particular reference to .pdf**. For possible data compression, it is recommended to use the following formats: **.zip, 7Z**. Common formats not covered by the content of the regulation include: **.rar, .gif, .bmp, .numbers, .pages**. Documents submitted in such files will be considered submitted unsuccessfully.
 - 2.2 The Contractor submits the offer via <https://platformazakupowa.pl> – buyer's profile address https://platformazakupowa.pl/pn/uj_edu, in accordance with the regulations referred to in paragraph 1 of this chapter. The Ordering Party shall not be liable for submitting an offer in a manner inconsistent with the instructions for using <https://platformazakupowa.pl>, in particular for a situation where the ordering party reads the content of the offer before the deadline for submitting offers (e.g. submitting an offer in the "Send a message to the ordering party" tab). Such an offer will be considered by the ordering party as a commercial offer and will not be taken into account in the proceedings in question because the obligation imposed by art. 221 of the Public Procurement Law has not been fulfilled.
 - 2.3 The method of encrypting the offer is described in the instructions for submitting offers (links in section 1.2.2 above), and the offer is to be encrypted only using the tool built into the purchasing platform.
 - 2.4 After the deadline for submitting offers, the contractor cannot validly change or withdraw a previously submitted offer.
3. Mateusz Zieliński is authorized to communicate with the Contractors in formal and substantive matters, tel. +48 12-663-39-05.

Chapter X - Security deposit requirements.

1. The Ordering Party does not require a deposit.

Chapter XI - Period of validity of the offer.

1. The contractor is bound by the submitted offer for 30 days from the date of expiry of the deadline for submission of offers, i.e. until **May 22, 2025 2025** inclusive.
2. If the most advantageous offer is not selected before the expiry of the offer validity period specified in the tender documentation, the Ordering Party shall, before the expiry of the offer validity period, request the Contractors once to express their consent to extend this period by a period indicated by the Ordering Party, not longer than 30 days.
3. The extension of the bid validity period referred to in paragraph 2 requires the Contractor to submit a written declaration of consent to the extension of the bid validity period.

Chapter XII - Description of the method of preparing offers.

1. Each contractor may submit only one offer for the performance of the entire subject matter of the contract in electronic form, i.e. with a qualified electronic signature, or in electronic form with a trusted signature or a personal signature.
2. The offer shall be submitted in the form and manner described in Chapter IX of these Technical Specifications.
3. It is permissible to submit a tender by two or more entities jointly applying for the award of a public contract under the terms described in Article 58 of the Public Procurement Law.
4. The offer must be written in Polish or English.
5. The offer, together with all its attachments, must be signed by a person (persons) authorized to represent the contractor, in accordance with the entry in the National Court Register, the Central Registration and Information on Business or another appropriate register. If a person whose authorization does not result from the above documents acts on behalf of the contractor, the contractor shall submit a power of attorney or other document confirming authorization to represent the contractor together with the offer. Powers of attorney drawn up in a foreign language shall be submitted by the contractor together with a translation into Polish.
6. In the event that a bid is submitted by contractors jointly applying for the contract award or in the event that the contractor is represented by a proxy, a power of attorney must be attached to the bid. A document confirming the ability to grant a power of attorney should be submitted together with the power of attorney.
7. The power of attorney is provided in electronic form, with a qualified electronic signature. A power of attorney drawn up as a document in paper form and signed by hand is provided as a digital reproduction of this document, with a qualified electronic signature certifying the compliance of the digital reproduction with the document in paper form, with the certification being made by the principal or a notary, in accordance with Art. 97 § 2 of the Act of 14 February 1991 - Notarial Law (Journal of Laws 2020, item 1192, as amended).
8. The offer , together with its integral annexes, must be prepared by the contractor in accordance with the provisions of this tender specification and its annexes, and in particular must include:
 - 8.1 offer form with attachments, including:
 - 8.1.1 a declaration by the Contractor on not being subject to exclusion – in the event of a joint application for the contract by Contractors, a declaration on not being subject to exclusion shall be submitted by each of the Contractors,
 - 8.1.2 Contractor's declaration on fulfilling the conditions for participation in the procedure,

- 8.1.3 a statement regarding the entity providing the resources to the contractor (if applicable), i.e.:
 - a) a declaration of making the resources available to the contractor together with an appropriate undertaking or other evidence /if applicable/,
 - b) declaration of non-exclusion,
 - c) a declaration of fulfilment of the conditions for participation in the proceedings to the extent they apply to it,
- 8.1.4 offer price calculations (Annex 4 to the offer form)
- 8.1.5 a power of attorney or other document confirming the authorization to represent the contractor.
- 8.1.6 a list of people eligible to obtain points in the “Experience” criterion – in accordance with Annex No. 5 to the SWZ,
- 9. If the contractor reserves the right not to disclose to other participants in the procedure information constituting a business secret within the meaning of the provisions on combating unfair competition, then it shall submit in the content of the bid an appropriate declaration containing a list of restricted documents together with the justification for their classification. Documents marked with the clause; "Restricted document" should be attached together with the above declaration, at the end of the bid. The contractor may not reserve information referred to in art. in art. 222 sec. 5 of the Public Procurement Law.
- 10. All costs related to the preparation and submission of the offer are borne by the contractor.

Chapter XIII - Deadline for submission and opening of offers.

- 1. Offers should be submitted by **April 23, 2025 2025, by 11:00 a.m.**, on the terms described in Chapter IX, sections 1-2 of the SWZ.
- 2. The contractor may withdraw the offer before the deadline for submitting offers in accordance with the regulations at <https://platformazakupowa.pl>. The method of withdrawing the offer is included in the instructions available at: <https://platformazakupowa.pl/strona/45-instrukcje>. The offer cannot be withdrawn after the deadline for submitting offers.
- 3. The Ordering Party will reject any offer submitted after the deadline for submission of offers.
- 4. The opening of the offers will take place **on April 23, 2025 2025 , at 11:10**, via <https://platformazakupowa.pl>
- 5. In the event of a change in the deadline for submitting offers, the ordering party will post information about its extension at <https://platformazakupowa.pl> – buyer’s profile address – https://platformazakupowa.pl/pn/uj_edu, in the tab appropriate for the procedure being conducted, in the “Announcements” section.
- 6. In the event of a failure of the IT system resulting in the inability to open offers within the time specified by the ordering party, the offers will be opened immediately after the failure is removed.
- 7. The Ordering Party will make available at <https://platformazakupowa.pl> – buyer profile address – https://platformazakupowa.pl/pn/uj_edu, in the tab appropriate for the procedure being conducted, in the "Announcements" section, information on the amount it intends to allocate to finance the order, no later than before the opening of the offers.
- 8. Immediately after opening the offers, the Ordering Party will make available on the website of the conducted procedure information on:

- 8.1 names or first and last names and registered offices or places of business or places of residence of contractors whose offers have been submitted Open;
- 8.2 prices or costs included in offers.
9. The Ordering Party does not envisage holding a public opening session of the bids with the participation of the contractors, nor broadcasting the opening session using electronic online video transmission tools.

Chapter XIV - Description of the method of calculating the price.

1. The offer price should be given in PLN or EUR and calculated based on an individual calculation, taking into account the requirements and provisions included in this SWZ and its annexes, as well as taking into account any discounts, rebates, etc. that the contractor intends to grant.
2. No prepayments or advances are envisaged for the performance of the subject matter of the contract.
3. Prices must be provided and calculated rounded to two decimal places (rounding rule: below 5 the ending should be omitted, above and equal to 5 should be rounded up).
4. If a bid is submitted, the selection of which would result in the creation of a tax liability for the ordering party in accordance with the provisions on value added tax, the ordering party, in order to evaluate such bid, shall add the value added tax to the price presented therein, which it would be obliged to settle in accordance with these provisions.
5. When submitting a bid, the contractor shall inform the ordering party whether the selection of the bid will lead to the ordering party's tax liability, indicating the name (type) of the goods or services the delivery or provision of which will lead to the creation of such liability, and indicating their value excluding the amount of tax.
6. For the purpose of comparing offers, the offer price in EUR will be converted by the Ordering Party into PLN at the average NBP exchange rate (Table A) on the day of opening the offers.

Chapter XV - Description of the criteria that the Ordering Party will apply when selecting an offer, together with an indication of the importance of these criteria and the method of evaluating the offers.

1. The Ordering Party selects the most advantageous offer from among the valid offers submitted in the procedure (i.e. contractors who were not excluded and offers that were not rejected), based on the offer evaluation criteria specified in the tender documentation.
2. Bid evaluation criteria and their importance:
 - 2.1 Gross price for the subject of the order – 60%;**
 - 2.2 Experience of people dedicated to order execution – 40%.**
3. Points awarded for the criterion " gross price for the subject of the order " will be calculated according to the following formula:

$$C = (C_{most} : C_o) \times 60$$

Where:

C – number of points awarded to a given offer,

C_{best} – the lowest price among valid offers,

C_o – price given by the contractor for whom the result is calculated,

The maximum number of points that a contractor can obtain in this criterion is 60.

4. Points awarded for the criterion "experience of people dedicated to the execution of the order" will be calculated according to the following rules:
 - The Contractor must attach to the offer a "List of experience of the person dedicated to the execution of the order", in accordance with Annex 5 to the Offer Form.
 - In the "List of experience of the person dedicated to the execution of the order", the Contractor must indicate the experience of the person in the execution of applications for grants from European funds, e.g. HORIZON 2020, HORIZON Europe, LIFE, ERASMUS, CEF, CERV, ESF, RELEX and others in a number greater than required in the condition of professional capacity. The Ordering Party allows for the applications made to result from one agreement (contract) or from several agreements (contracts). For each additionally made application, the Ordering Party will award 5 points.
 - The Contractor is obliged to indicate in the above-mentioned List the same person whom he indicates in the "List of persons" to meet the condition for participation in the proceedings.
 - Experience that is not covered by the condition for participation in the procedure will be given points, i.e. the Contractor, in the event of being requested to submit a list of persons, must demonstrate the experience of a person dedicated to the execution of the order, which was not indicated in the "List of experience of a person dedicated to the execution of the order".
 - The Ordering Party informs that the maximum number of points that the Contractor may receive in the criterion "Experience of persons dedicated to the execution of the order" is 40. Any additional experience of the person dedicated to the execution of the order will be awarded points.
 - A maximum of 8 applications meeting the requirements given above and indicated in the "List of experience of the person dedicated to the execution of the order" will be scored.
5. All point calculations will be made to two decimal places (no rounding).
6. The contractor's offer that obtains the highest total number of points will be deemed the most advantageous.
7. If the most advantageous offer cannot be selected due to the fact that two or more offers present the same balance of price or cost and other offer evaluation criteria, the Ordering Party shall call upon the Contractors who submitted these offers to submit additional offers containing a new price or cost within the time limit set by the Ordering Party .

Chapter XVI - Information on formalities that must be completed after selecting the offer in order to conclude the Public Procurement Agreement.

1. Before signing the Agreement, the contractor should submit:
 - 1) a copy of the Agreement(s) specifying the grounds and principles for jointly applying for the award of a public procurement contract – in the case of a bid submitted by entities acting jointly (i.e. a consortium).
 - 2) a list of subcontractors with the scope of the tasks entrusted to them, if their participation in the execution of the order is expected.
2. The selected Contractor is obliged to conclude the Agreement at the time and place designated by the Ordering Party.

Chapter XVI I - Requirements concerning securing proper performance of the Agreement.

The Ordering Party does not envisage the necessity to provide security for the proper performance of the Agreement.

Chapter XVIII - Model Agreement - constitutes Annex No. 2 to the SWZ.

Chapter XIX - Information on legal remedies available to the Contractor during the contract award procedure.

1. Legal protection measures are available Contractors if they have an interest in obtaining the contract and have suffered or may suffer damage as a result of a breach of the provisions of the Public Procurement Law by the Ordering Party.
2. The appeal may be lodged against:
 - 2.1. award procedure, including the proposed provision, that is inconsistent with the provisions of the Act Agreements.
 - 2.2. failure to take action in the contract award procedure, to which the Contracting Authority was obliged under the Public Procurement Law.
3. The appeal shall be lodged with the President of the National Chamber of Appeal in writing or in electronic form or in electronic form with a trusted signature.
4. The parties and participants of the appeal proceedings may lodge a complaint to the court against the judgment of the National Chamber of Appeal and the decision of the President of the National Chamber of Appeal, referred to in art. 519 sec. 1 of the PPL Act. The complaint is lodged with the District Court in Warsaw – the Public Procurement Court, through the President of the National Chamber of Appeal.
5. Detailed information on legal remedies is specified in Section IX “Legal remedies” of the Public Procurement Law.

Chapter XX - General provisions.

1. The Ordering Party does not allow partial offers.
2. Reasons for not dividing the order into lots: *due to the specific nature of the order and the need to ensure comprehensive service provided by one contractor, as well as the possibility of obtaining better prices and effects by awarding an order with a larger scope.*
3. The Ordering Party does not envisage concluding a framework agreement.
4. The Ordering Party does not envisage the possibility of awarding an order involving the repetition of similar services on the basis of art. 214 sec. 1 item 7 of the Public Procurement Law.
5. The Ordering Party does not allow the submission of variant offers.
6. Settlements between the contractor and the ordering party will be made in Polish zloty (PLN) or EURO (EUR).
7. The ordering party does not envisage an electronic auction.
8. The Ordering Party does not provide for the reimbursement of costs of participation in the proceedings.
9. The Ordering Party requests the contractor to indicate in the offer that part of the order, in accordance with the provisions of the tender documentation, the performance of which it intends to entrust to subcontractors, as well as to indicate the names (companies) of the subcontractors as the resources it relies on to meet the conditions for participation in the procedure.

Chapter XX I - Information on the processing of personal data - applies to the contractor who is a natural person .

In accordance with Article 13 paragraphs 1 and 2 and Article 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, hereinafter "GDPR") in connection with Article 19 paragraph 1 of the Public Procurement Law, the Jagiellonian University informs that:

1. **The administrator of** your personal data is the Jagiellonian University, ul. Gołębia 24, 31-007 Kraków, represented by the Rector of the Jagiellonian University.
2. **The Jagiellonian University has appointed a Data Protection Officer** , ul. Czapskich 4, 31-110 Kraków, room no. 27. Contact with the Officer is possible by e-mail: iod@uj.edu.pl or by phone: +48 12 663 12 25.
3. Your personal data will be processed on the basis of Article 6 paragraph 1 letter c) of the GDPR
for the purpose of the public procurement procedure , *case number 80.272.92.2025* .
4. Providing your personal data is a statutory requirement specified in the provisions of the Public Procurement Law related to participation in the public procurement procedure.
5. The consequences of not providing personal data result from the Public Procurement Law.
6. The recipients of your personal data will be persons or entities to whom the documentation of the proceedings will be made available pursuant to Article 18 and Article 74 paragraphs 3 and 4 of the Public Procurement Law, with the provision that the personal data referred to in Article 9 paragraph 1 of the GDPR, collected in the course of the contract award procedure, will not be made available.
7. Your personal data will be stored in accordance with Article 78 section 1 of the Public Procurement Law for a period of at least 4 years from the date of completion of the public procurement procedure or until the expiry of the period for the possibility of controlling the project co-financed or financed from European Union funds or its durability, such project or other agreements or obligations resulting from implemented projects.
8. You have the right to:
 - a) pursuant to Article 15 of the GDPR, the right to access your personal data;
 - b) pursuant to Article 16 of the GDPR, the right to rectify your personal data;
 - c) under Article 18 of the GDPR, the right to request that the controller restrict the processing of personal data,
 - d) the right to lodge a complaint with the President of the Personal Data Protection Office if you believe that the processing of your personal data violates the provisions of the GDPR.
9. You do not have the right to:
 - a) the right to delete personal data in connection with Article 17 paragraph 3 letters b), d) or e) of the GDPR,
 - b) the right to transfer personal data, as referred to in Article 20 of the GDPR,
 - c) the right to object to the processing of personal data, as the legal basis for the processing of your personal data is Article 6 paragraph 1 letter c) in connection with Article 21 of the GDPR.

10. **Your personal data, referred to in Article 10 of the GDPR**, may be made available in order to enable the use of legal remedies referred to in Section IX of the Public Procurement Law, until the deadline for their submission expires.
11. The Ordering Party informs that **in relation to your personal data**, decisions will not be made in an automated manner, in accordance with Article 22 of the GDPR.
12. If the performance of the obligations referred to in art. 15 sec. 1-3 of the GDPR, in order to exercise your right referred to in point 8 letter a) above, would require a disproportionately large effort, **the Ordering Party may request that you** provide additional information aimed at specifying the request, in particular the name or date of the initiated or completed public procurement procedure.
13. **Your exercise** of the right referred to in point 8 letter b) above to rectify or supplement your personal data, as referred to in Article 16 of the GDPR, may not result in a change in the outcome of the public procurement procedure, nor a change in the provisions of the Agreement to an extent inconsistent with the Public Procurement Law, nor may it violate the integrity of the minutes of the public procurement procedure and its annexes.
14. **If you exercise** your right referred to in point 8 letter c) above, consisting of the request to limit the processing of data referred to in Article 18 paragraph 1 of the General Regulation does not limit the processing of personal data until the end of the public procurement procedure and also after the proceedings in the event of the occurrence of the circumstances referred to in Article 18 paragraph 2 of the GDPR (*the right to limit processing does not apply to storage, in order to ensure the use of legal remedies 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*).

Chapter XXII - Annexes to the SWZ

Annex A – description of the subject of the contract

Appendix No. 1 – Offer form

Appendix No. 2 – Model Agreement (draft contractual provisions).



Case No.: 80.272.92.2025

Annex A to the SWZ

Description of the subject of the contract:

SERVICES FOR THE FACULTY OF PHILOSOPHY OF THE JAGIELLONIAN UNIVERSITY

The aim of the services is to increase awareness and engagement of scientists at the Faculty of Philosophy of the Jagiellonian University (UJ) in applying for and implementing international programs financed from European funds. By implementing the services, the Faculty expects to increase the effectiveness of receiving European funds for research and innovation, as well as to expand its research network, partnerships and affiliations. The service should cover a wide range of funding programs, including HORIZON Europe, LIFE, ERASMUS, CEF, CERV, ESF, CHANSE and others.

The service should be aimed at scientists from the Faculty and should inform and encourage participation in international programmes financed from European funds.

RESOURCES AND SERVICES

The service should provide the Department with the following resources:

1. An expert team of consultants with specialist knowledge and experience in creating consortia and submitting grant applications.
2. An extensive international network of academic, industrial, non-governmental and other actors in the European research and innovation ecosystem.

The service should include the following elements:

1. Mapping research areas at the Faculty
2. Identification of programs related to the research areas represented at the Faculty
3. Informing UJ employees about available EU-level application opportunities in line with research areas
4. Consulting services for the Faculty (via text and video calls) on EU funding opportunities for research and innovation
 - 4.1. Meetings with Faculty experts who have expressed such interest, to further analyse their research areas, detail the requirements listed in the EU calls for proposals and provide consultation in this regard.
 - 4.2. Advising on consortium partner requirements and availability, including upcoming opportunities from consulting partners and affiliates

5. Meetings between the Department and relevant potential partners and consulting services partners.

SCOPE and quantitative indicators (KPI):

Activities conducted as part of the consulting service should include the work of experts with the following experience in: proposal consultation, research analysis, IT and business developer, and data analyst. Monthly expenditure should be at least 100 man-hours per month.

To ensure the delivery of services, the staff providing consulting services should strive to achieve the following objectives, subject to expert cooperation, within a period of one year:

1. At least six updates of the research area mapping at the Faculty
2. At least six presentations per semester on EU research and innovation application opportunities, each including at least 8 relevant calls for proposals.
3. At least 6 email campaigns followed by Q&A sessions to inform Faculty experts about funding opportunities.
4. At least 200 consultation meetings with faculty experts
5. At least 50 meetings between the Department and relevant potential consulting partners and affiliates.
6. At least 20 brochures presenting Jagiellonian University research groups
7. At least 20 meetings with potential partners interested in collaborating with the Jagiellonian University Faculty
7. Collaboration in the preparation of at least 8 grant applications prepared by Jagiellonian University staff, a contractor (as specified below) or an interested coordinator from another organisation.

Once appropriate opportunities have been identified, the service provider and Department representatives should jointly conduct a cost-benefit analysis of each opportunity and discuss adding consortium development and proposal writing consulting or direct services.

The terms and conditions for these additional services should be determined separately from this statement on a case-by-case basis and should be consistent with the workflow set out in the appendix to this statement.

Services for and within the Jagiellonian University Project Office

The Faculty of Philosophy service should be provided in consultation with the Centre for Science Support (CWN) of the Jagiellonian University. The purpose of the service should be to

expand and streamline the activities of the grant offices associated with the Faculty of Philosophy, while avoiding duplicate, contradictory or redundant efforts by units. To this end, the CWN should designate a central point of contact who should be informed of the activities of the consulting service provider and should inform the service provider of any guidelines or objectives that should be considered.

As a default mode of operation, services should operate autonomously and report to the Philosophy Department. However, any instructions or requirements from the CWN regarding how services are to be provided should have a direct impact on the services provided.

In order to ensure efficient cooperation with CWN, the following procedures should be carried out:

1. One weekly meeting with the CWN main contact person
2. Updates to CWN on the consulting services provided to each researcher who has confirmed their interest in a specific call for proposals – informing who the researcher is and what the project topic is.
3. Updates in CWN of the list of consortium partners recruited from outside the Jagiellonian University in order to submit a potential application
4. Weekly summary of the meetings held
5. Monthly updates on relevant funding opportunities identified for the Faculty of Philosophy



Case No.: 80.272.92.2025

Annex No. 1 to SWZ

OFFER FORM

ORDERING PARTY:

**Jagiellonian University
ul. Gołębia 24, 31 – 007 Krakow ;**

Unit handling the case: **Public Procurement Department of the Jagiellonian University
Straszewskiego 25/3 and 4, 31-113 Krakow**

Contractor's (Company) Name:

.....
.....

Registered office address:

.....
.....

Correspondence address:

.....
.....

Contact:

tel.:

fax:

e-mail:

Other data:

NIP/PESEL *:

REGON:

Data enabling access to documents confirming the authorisation of the person acting on behalf of the contractor (please tick the appropriate box and complete if necessary):

- ☐ **KRS search engine:** <https://ekrs.ms.gov.pl/web/wyszukiwarka-krs/strona-glowna/>,
☐ **browsing CEIDG entries:** <https://aplikacja.ceidg.gov.pl/ceidg/ceidg.public.ui/search.aspx>,
☐ **are available in free and publicly accessible databases available at the following Internet address (provide Internet address):** <https://.....>,
☐ **are contained in the document(s) attached to the offer.**

Referring to the announced procedure in the basic procedure without the possibility of negotiations for the selection of a contractor for advisory services for the Faculty of Philosophy of the Jagiellonian University in the field of obtaining European funds for scientific research and innovation activities:

- 1) we offer to perform the entire subject of the order for the total **net amount of**
EURO / PLN (in words:), and together with the due VAT tax, which gives **the gross amount of** **EURO / PLN** (in words:),
[NOTE: The contractor must indicate the currency of the offer]
- 2) we offer a deadline for the completion of the subject of the Agreement in accordance with the provisions of the SWZ, taking into account the provisions of Chapter V of the SWZ and the Agreement template,

- 3) we declare that we offer the subject of the order in accordance with the requirements and conditions specified by the Ordering Party in the SWZ and confirm acceptance of the contractual conditions and payment terms contained in the SWZ and in the Agreement template constituting an annex to the SWZ,
- 4) we declare that the selection of the offer:
 - will not lead to the creation of a tax liability for the Ordering Party in accordance with the provisions on tax on goods and services.*
 - will lead to the creation of a tax liability for the Ordering Party in accordance with the provisions on the tax on goods and services. The above tax liability will apply to (*Enter the name/type of goods or services that will lead to the creation of a tax liability for the Ordering Party in accordance with the provisions on the tax on goods and services*) covered by the subject of the contract.*
- 5) we declare that we consider ourselves bound by this offer for the period indicated in the SWZ.
- 6) we declare that we have fulfilled the information obligations provided for in Article 13 or Article 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC , in relation to natural persons from whom we have directly or indirectly obtained personal data in order to apply for the award of a public contract in this procedure,
- 7) I declare that I am (*select one type of entity from the list*):
 - micro-enterprise,
 - small business,
 - medium-sized enterprise,
 - sole proprietorship,
 - a natural person not conducting business activity,
 - another kind,
- 8) in the event of awarding the order, we undertake to conclude the Agreement at the place and time designated by the Ordering Party,
- 9) the person authorized to contact the Ordering Party in the scope of the submitted offer and in matters concerning the possible implementation of the Agreement is:,
e-mail:, tel.: (may be completed optionally),
- 10) the attachments to this offer form are:
Annex No. 1a – Contractor’s declaration on the lack of grounds for exclusion,
Annex No. 1b – Contractor's declaration on fulfilling the conditions in the procedure
Annex No. 2 – list of subcontractors (if applicable),
appendix no. 3 – template of a declaration on the lack of grounds for excluding the entity providing the resources to which the Contractor refers, together with its commitment - *to be submitted separately for each entity providing the resources* - (if applicable)
Annex No. 4 – offer price calculation.
Annex No. 5 – List of persons
other -*.



Case No.: 80.272.92.2025

Note! The Contractor is obliged to fill in or cross out the dotted and/or "*" spaces in the offer form template and its attachments, as appropriate .

Annex No. 1a to the offer form

STATEMENT
ON NOT BEING SUBJECT TO EXCLUSION FROM THE PROCEEDINGS

By submitting a bid in the procedure for selecting a contractor to provide advisory services to the Faculty of Philosophy of the Jagiellonian University in the field of obtaining European funds for scientific research and innovation activities.

I. DECLARATIONS REGARDING THE CONTRACTOR

1. I declare that I am not subject to exclusion from the proceedings pursuant to Article 108 section 1 of the Public Procurement Law.
2. I declare that I am not subject to exclusion from the proceedings on the basis of art. 109 sec. 1 points 1, 4, 5, and 7 to 10 of the Public Procurement Law.
3. We declare that we are not subject to exclusion under Art. 7 sec. 1 of the Act of 13 April 2022 on special solutions for counteracting support for aggression against Ukraine and protecting national security (Journal of Laws of 2024, item 507), i.e.:
 - we are not a contractor listed in the lists specified in Regulation 765/2006 and Regulation 269/2014, nor entered on the list on the basis of a decision on entry on the list deciding on the application of the measure referred to in Art. 1 item 3 of the cited Act;
 - we are not a contractor whose beneficial owner within the meaning of the Act of 1 March 2018 on Counteracting Money Laundering and Terrorist Financing (Journal of Laws of 2024, item 1222) is a person listed in the lists specified in Regulation 765/2006 and Regulation 269/2014 or entered on the list or being such a beneficial owner from 24 February 2022, provided that he or she was entered on the list on the basis of a decision on entry on the list deciding on the application of the measure referred to in Art. 1 item 3 of the cited Act;
 - we are not a contractor whose parent entity, within the meaning of art. 3 sec. 1 item 37 of the Act of 29 September 1994 on Accounting (Journal of Laws of 2024, item 619), is an entity listed in the lists specified in Regulation 765/2006 and Regulation 269/2014 or entered on the list or being such a parent entity from 24 February 2022, provided that it was entered on the list on the basis of a decision on entry on the list deciding on the application of the measure referred to in art. 1 item 3 of the cited Act;

I declare that there are grounds for exclusion from the proceedings in relation to me pursuant to art. of the Public Procurement Law (*specify the applicable grounds for exclusion from those indicated above*). At the same time, I declare that in connection with the above circumstances, pursuant to art. 110 sec. 2 of the Public Procurement Law, I have taken the following remedial measures:

.....
.....



Case No.: 80.272.92.2025

.....
.....

I declare that there are grounds for exclusion from the proceedings in my case pursuant to Art. 7 sec. 1 of the Act of 13 April 2022 on special solutions for counteracting support for aggression against Ukraine and for protecting national security (Journal of Laws of 2024, item 507), *(provide the applicable grounds for exclusion from those indicated above)*

.....
.....

.....

II. DECLARATION CONCERNING A SUBCONTRACTOR WHOSE RESOURCES ARE NOT RELIED UPON BY THE CONTRACTOR*

I declare that in relation to the following entity/ entities acting as subcontractors : *(provide full name/company name, address, and depending on the entity: NIP/PESEL, KRS / CEiDG)* ,

.....

there are no grounds for exclusion from the contract award procedure.

STATEMENT

I declare that in relation to the entity *(provide full name/company name, address, and depending on the entity: NIP/PESEL, KRS/ CEiDG)*

there are grounds for exclusion from the proceedings pursuant to art. of the Public Procurement Law *(specify the applicable grounds for exclusion from those indicated above)*. At the same time, I declare that in connection with the above-mentioned circumstance, pursuant to art. 110 sec. 2 of the Public Procurement Law, the following remedial measures have been taken:

.....
.....
.....

I declare that all information provided in the above declarations is current and true and was presented with full awareness of the consequences of misleading the Ordering Party when presenting the information.



Case No.: 80.272.92.2025

Annex no. 1b to the offer form

STATEMENT

By submitting a bid in the selection procedure Contractors providing advisory services to the Faculty of Philosophy of the Jagiellonian University in the field of obtaining European funds for scientific research and innovation activities, I declare that I meet the conditions for participation in the procedure specified by the ordering party in Chapter VI of the Technical Specification,

I have the experience described by the Ordering Party in Chapter VI of the Technical Specification, including:

1. I meet this condition independently – Yes to the full extent*/Yes, partially to the extent/ No*,

in order to meet this condition, I rely on the principles set out in Article 118 of the Public Procurement Law, on the following entity*:

.....
(provide full name/company name, address, and depending on the entity: NIP/PESEL, KRS/CEiDG)

in the following scope:

.....

**delete as appropriate*

I declare that all information provided in the above declarations is current and true and was presented with full awareness of the consequences of misleading the Ordering Party when presenting the information.



Case No.: 80.272.92.2025

Appendix no. 2 to the offer form

(Contractor's company stamp)

**STATEMENT
(list of subcontractors)**

We declare that:

- we entrust* the following subcontractors with the execution of the following parts (scope) of the order

1. Subcontractor (provide full name/company name, address, and depending on the entity: NIP/PESEL, KRS/ CEiDG) -

.....
scope of the order:

.....

2. Subcontractor (provide full name/company name, address, and depending on the entity: NIP/PESEL, KRS/ CEiDG) -

.....
scope of the order:

.....

- we do not entrust* any part (scope) of the order to subcontractors

(if the Contractor does not cross out any of the above options, the Ordering Party shall consider that it does not entrust subcontractors with the performance of any works covered by this order)

**delete as appropriate*

Appendix no. 3 to the offer form

CONCERNING THE ENTITY PROVIDING RESOURCES

*(to be presented separately for each entity providing resources to the contractor -
declaration submitted by the entity providing resources)*

Name

Address

I (We) (Name/s and Surname/s of persons acting on behalf of the entity providing the resources)

.....
.....
.....

acting for and on behalf of:

.....
.....
.....

in connection with the fact that the Contractor:

.....
.....
.....

(full name of the Contractor and address/registered office of the Contractor)

I declare that:

1. **I am not subject to exclusion** from the proceedings on the basis of Article 108 section 1 and Article 109 section 1 points 1, 4, 5, and 7 to 10 of the Public Procurement Law.

I am not subject to exclusion from the proceedings on the basis of art. 7 sec. 1 of the Act of 13 April 2022 on special solutions for counteracting support for aggression against Ukraine and for protecting national security (Journal of Laws of 2023, item 1497), i.e.:

- we are not a contractor listed in the lists specified in Regulation 765/2006 and Regulation 269/2014, nor entered on the list on the basis of a decision on entry on the list deciding on the application of the measure referred to in Art. 1 item 3 of the cited Act;
- we are not a contractor whose beneficial owner within the meaning of the Act of 1 March 2018 on Counteracting Money Laundering and Terrorist Financing (Journal of Laws of 2022, items 593 and 655) is a person listed in the lists specified in Regulation 765/2006 and Regulation 269/2014 or entered on the list or being such a beneficial owner from 24 February 2022, provided that he or she was entered on the list on the basis of a decision on entry on the list deciding on the application of

- the measure referred to in Art. 1 item 3 of the cited Act;
- we are not a contractor whose parent entity within the meaning of art. 3 sec. 1 item 37 of the Act of 29 September 1994 on accounting (Journal of Laws of 2021, items 217, 2105 and 2106) is an entity listed in the lists specified in Regulation 765/2006 and Regulation 269/2014 or entered on the list or being such a parent entity from 24 February 2022, provided that it was entered on the list on the basis of a decision on entry on the list deciding on the application of the measure referred to in art. 1 item 3 of the cited Act

I declare that there are grounds for exclusion from the proceedings in relation to me pursuant to art. of the Public Procurement Law (*specify the applicable grounds for exclusion from those indicated above*). At the same time, I declare that in connection with the above circumstances, pursuant to art. 110 sec. 2 of the Public Procurement Law, I have taken the following remedial measures:

.....
.....
.....

I declare that there are grounds for exclusion from the proceedings in my case pursuant to Art. 7 sec. 1 of the Act of 13 April 2022 on special solutions for counteracting support for aggression against Ukraine and for protecting national security (Journal of Laws of 2023, item 1497), (*specify the applicable grounds for exclusion from those indicated above*)

.....
.....
...

2. I undertake to make my resources available to the above-mentioned Contractor.

In order to assess whether the above-mentioned Contractor will have my resources at its disposal to the extent necessary for the proper execution of the order and to assess whether the relationship between us guarantees actual access to my resources, I provide the following information:

1) the scope of my resources available to the Contractor:

.....
.....

2) the manner of using my resources by the Contractor when executing the order:

.....
.....
.....

3) the nature of the relationship that will connect me with the Contractor:

.....
.....
.....



Case No.: 80.272.92.2025

4) scope and period of my participation in the execution of the order:

.....
.....

3. **I meet the conditions for participation in the proceedings insofar as they apply to me, i.e.:**

.....

Appendix no. 4 to the offer form

CALCULATE PRICE OFFER

No.	Position	Net price/month	Number of months	Net value (price month X 12)	VAT	Gross value
1	advisory service		12			

Appendix no. 5 to the offer form

(Contractor's company stamp)

**LIST OF EXPERIENCE OF THE PERSON DEDICATED TO THE
EXECUTION OF THE ORDER**

By submitting a bid in the procedure for selecting a Contractor for a consultancy service for the Faculty of Philosophy of the Jagiellonian University in the field of obtaining European funds for scientific research and innovative activities – in order to receive points in the criterion "Experience of a person dedicated to the execution of the order" – we declare that we will assign the following person to the execution of the order:

Name and surname of the person:

No.	Application Title	Fund Name	Date of execution
<u>The experience of the person is additionally scored - in accordance with Chapter XV of the SWZ</u>			
<u>/The Ordering Party will evaluate a maximum of 8 applications/</u>			
1			
2			
3			
4			
5			
6			
7			
8			
...			