

INVITATION TO TENDER

The Polish Academy of Sciences - Excellence in Science Department of the Polish Academy of Sciences based in Warsaw, Pl. Defilad 1, 00-901, hereinafter referred to as “the Ordering Party”, kindly invites you to submit a bid for conducting a workshop to assist researchers with the preparation of the best ERC proposals.

The Ordering Party has also drawn up documents for the procedure in Polish. In case of any doubts or discrepancies between the different language versions, the Polish language version shall prevail.

1. Description of the subject matter of the contract

The subject matter of the contract is conducting a workshop to help researchers improve their applications for the European Research Council (ERC). The scope of the workshop shall include, in particular:

- a. Conducting the workshop for 25 participants (plus 10 people from the Ordering Party’s side - workshop organiser);
- b. Duration of the workshop: at least 5 clock hours of training, excluding breaks;
- c. Expected date of the workshop: December 2024;
- d. Place of the workshop: Online.
- e. Workshop participants: researchers who have started preparing applications for ERC grants (preselection of the participants shall be carried out by the Excellence in Science Department of the Polish Academy of Sciences);
- f. The minimum thematic scope that should be covered by the trainer during the workshop shall include in particular:
 - ERC evaluation criteria;
 - Research proposal: what kind of ideas the ERC expects;
 - Researcher excellence: who should apply and when;
 - Structure of a successful application: ideal presentation of CV and research project.

Please note: All organisation cost - shall be borne by the Ordering Party.

2. Conditions for participation in the procedure for the Economic Operator

Economic Operators may apply if:

- a. they can demonstrate that they have conducted a minimum of 10 workshops on ERC grants for at least 50 participants during the last 3 years before the bid submission deadline;
- b. they have a team of at least 2 trainers with a minimum of 5 years of experience in conducting workshops/training on ERC grants.

3. Bid evaluations criteria

1. Price - (weighting 40%) - maximum number of points 40
2. Competence and experience of trainers - (weighting 50%) - maximum number of points 50:
 - a. professional experience of the trainer in conducting scientific training/ workshops (max.10 points):
 - experience in conducting scientific training/ workshops of at least 5 years - 0 points

- experience in conducting scientific training/ workshops from 6 to 10 years - 5 points
 - experience in conducting scientific training/ workshops of over 10 years - 10 points
- b. Number of training sessions/workshops conducted (minimum duration 4 clock hours) for at least 50 participants in the scope of ERC (max. 20 points)
- minimum 10 training sessions/workshops conducted - 0 points
 - from 11 to 30 training sessions/workshops conducted - 5 points
 - from 31 to 50 training sessions/workshops conducted - 10 points
 - from 51 to 70 training sessions/workshops conducted - 15 points
 - over 70 training sessions/workshops conducted - 20 points
- c. Number of candidates prepared by the trainer for the second stage of evaluation of ERC grants (in Starting and Consolidator competitions); max. 10 points
- up to 5 candidates prepared by the trainer - 0 points
 - 1 point for each candidate prepared by the trainer up to the maximum of 10 points
- d. Number of researchers who have won an ERC grant with the support of the Economic Operator's trainer
- up to 10 researchers (successful applications) supported by the Economic Operator's trainer - 0 points
 - for each subsequent researcher (successful application) 1 point up to the maximum of 10 points
3. Completion of the scope of the workshop programme indicated in point 1.f "Description of the subject matter of the contract" - (weighting 10%) - maximum number of points 10
- a. Completion of the scope of the workshop programme indicated in point 1.f for 5 clock hours excluding breaks - 0 points
 - b. for each additional hour of consultations for participants (both group and online) after the conducted workshop - 1 point for each hour up to the maximum of 10 points

The bid which receives the highest number of points taking into account the above criteria and their weightings shall be considered the most advantageous bid.

4. Deadline for bid submission

The bid must be sent in electronic (scanned) form to the following e-mail address: karol.bialach@pan.pl until **27th November 2024, time: 09:00 (Polish time)**.

5. The bid should include:

1. Completed Bid Form with the total price indicated in Euro including all costs connected to the workshop.
2. CV of the trainer, including professional experience
3. Description of the workshop (including agenda, objectives, materials, etc.)

6. The person authorised to contact Economic Operators is:

Mr Karol Białach
e-mail: karol.bialach@pan.pl
tel. (+48) 22-182-60-89

7. Other material provisions concerning contract performance terms

1. The Economic Operator shall remain bound by the bid for 30 days (the timeframe for validity of the bid shall be counted from the bid submission deadline).
2. The Ordering Party reserves the right to ask for explanations concerning the submitted bids, to submit additional questions concerning the bids and to ask Economic Operators to supplement the submitted bids.
3. The Ordering Party reserves the right to negotiate the provisions of the contract, including the offered price.
4. The service shall be governed by a contract concluded between the Parties.
5. Payment for the execution of the subject of the contract shall be made by bank transfer within 21 days from the date of receipt of a duly issued VAT invoice.
6. The price of the bid should be indicated in Euro.
7. The Public Procurement Law Act of 29 January 2004 shall not apply to this invitation to tender (Journal of Laws of 2019, item 1843 as amended).
8. Bids submitted in the procedure shall cease to be binding in the event of selection of another bid or closure of the procedure without selection of the Economic Operator.
9. The Ordering Party reserves the right to cancel this procedure without selecting the most advantageous bid without giving reasons.

8. GDPR clause

The controller of the Economic Operator's personal data is the Polish Academy of Sciences based in Warsaw, p1. Defilad 1, 00-901 Warsaw. Contact details for the Data Protection Officer: Inspektor ochrony danych, Polska Akademia Nauk pl. Defilad 1, 00-901 Warszawa, e-mail address: iod@pan.pl.

The Economic Operator's personal data shall be processed for the purpose of undertaking activities necessary for the conclusion and performance of the contract, pursuant to Article 6(1)(b) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (hereinafter referred to as "GDPR").

Provision of personal data is voluntary, but necessary for the conclusion and performance of the contract. Personal data may be disclosed to other entities if such an obligation arises from the performance of a contract or the law. The Polish Academy of Sciences does not intend to transfer personal data to a third country or to international organisations within the meaning of the GDPR.

The Economic Operator's personal data shall be kept for the period necessary for the performance of the contract, as well as additionally for the period of limitation of claims and the period required for financial and accounting documents in order to fulfil the obligations arising from the tax and accounting law, as well as for the period required for archiving purposes.

According to GDPR, all data subjects have the following rights:

- the right to access and receive a copy of their personal data;
- the right to rectify (correct) their personal data;
- the right to limit the scope of processing of personal data.

According to GDPR, each person whose data are being processed by the Ordering Party has the right to lodge a complaint with the President of the Office for Personal Data Protection. The Economic Operator has the right to lodge a complaint with the competent authority if it considers that the processing of data violates the GDPR.

According to GDPR, the persons whose data are processed by the Ordering Party for the aforementioned purposes are not entitled to:

- in connection with Article 17(3)(b), (d) or (e) of GDPR, the right to delete personal data;
- the right to transfer personal data referred to in Article 20 of GDPR;

The Economic Operator declares that it fulfils the information obligation provided for in Article 13 or 14 of GDPR towards natural persons from whom it has directly or indirectly obtained personal data in order to conclude and implement the contract.