

Kraków, 26.03.2024

## **TERMS OF REFERENCE** **also referred to as ToR**

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

1. Jagiellonian University, ul. Gołębia 24, 31-007 Kraków.
2. The unit handling the case:
  - 2.1 Public Procurement Department, ul. Straszewskiego 25/3 and 4, 31-113 Kraków; tel.: +4812 663-39-03; e-mail.: [piotr.molczyk@uj.edu.pl](mailto:piotr.molczyk@uj.edu.pl)
  - 2.2 office hours: Monday to Friday; from 7:30 to 15:30, excluding Saturdays and public holidays;
  - 2.3 website (URL address): <https://www.uj.edu.pl/>
  - 2.4 commercial tool to conduct the proceedings: <https://platformazakupowa.pl>
  - 2.5 website address of the conducted procedure, where changes and explanations of the content of the ToR and other procurement documents directly related to the procedure will be made available (address of the buyer's profile): [https://platformazakupowa.pl/pn/uj\\_edu](https://platformazakupowa.pl/pn/uj_edu)

### **Chapter II - Contract award procedure**

1. The proceedings are conducted in the basic mode without the possibility of negotiations, pursuant to art. 275 point 1 of the Act of 11 September 2019 - Public Procurement Law (i.e. Journal of Laws of 2023, item 1605, as amended), hereinafter referred to as the "PPL Act", and in accordance with the requirements set out in this ToR.
2. The provisions of the Public Procurement Law and the executive acts issued on its basis shall apply to the activities undertaken by the Ordering Party and contractors in the procedure for awarding the contract in question, and in matters not covered by the provisions of the Act of 23 April 1964 - Civil Code (i.e. Journal of Laws 2023 item 1610 as amended).

### **Chapter III - Description of the subject of the contract**

1. The subject of the contract is the selection of a Contractor for consulting services for the Faculty of Philosophy of the Jagiellonian University in the field of receiving European funds for research and innovative activities, as well as the expansion of the research network, partnerships, and affiliations.
2. Designation of the subject of the contract according to the code of the Common Procurement Vocabulary CPV: 79000000-4 Business services: legal, marketing, consulting, recruitment, printing and security.
3. The terms and conditions of the contract are included in the contract template, which is an integral part of the ToR.
4. The contractor must tender the subject of the contract in accordance with the requirements of the Ordering Party, set out in this ToR.
5. The Ordering Party requires that the person performing activities in the field of coordination of works covered by the subject of the contract is employed by the Contractor as its employee within the meaning of the Act of 26 June 1974 - Labor Code (i.e. Journal of Laws 2023, item 1465, as amended), at a position appropriate to the type of their work, at least for the duration of the contract.
6. A detailed description of the subject of the contract is contained in Appendix A to the ToR.

### **Chapter IV - Objective means of evidence (submitted together with the tender)**

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

### **Chapter V - Contract completion date**

1. The service will be provided for a period of 12 months starting from May 1, 2024.

2. The contractor ensures readiness to perform the order on the day of concluding the contract.

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

1. Ability to act in economic transactions - the Ordering Party does not specify a condition in this respect;
2. Authorization to conduct a specific business or professional activity, if it results from separate regulations - the Ordering Party does not specify a condition in this respect;
3. Economic or financial situation - the Ordering Party does not specify a condition in this respect;
4. Technical or professional capacity –
  - 4.1 A contractor who meets the condition concerning professional capacity may apply for the contract, and in particular proves that during the last 3 years before the deadline for submission of tenders, and if the period of conducting business is shorter - during this period, performed, and in the case of periodic or continuous services also provides services in the field of applying for funding, i.e. has made at least 15 applications for grants from European funds, e.g. HORIZON 2020, HORIZON Europe, LIFE, ERASMUS, CEF, CERV, ESF, RELEX and others.
5. The Ordering Party will verify and assess the conditions for participation in the procedure on the basis of declarations and documents submitted by the contractors participating in the procedure, in accordance with the manner and form referred to in this ToR.
6. The contractor may, in order to confirm compliance with the conditions for participation, in appropriate situations and in relation to a specific contract or part thereof, rely on the technical or professional abilities or the financial or economic standing of the entities making resources available, regardless of the legal nature of the legal relations between it and them.
7. With regard to conditions relating to education, professional qualifications or experience, contractors may rely on the capacities of entities providing resources if these entities perform the services for which these capacities are required.
8. Contractors may jointly apply for the award of a contract.
  - 8.1 The contractor who relies on the abilities or the situation of the entities providing resources shall, together with the tender, submit an undertaking by the entity providing the resources to place at its disposal the necessary resources for the purposes of the performance of a given contract, or other subjective means of evidence confirming that the contractor will have the necessary resources at its disposal when performing the contract. these entities. 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 Ordering Party may, at any stage of the procedure, conclude that the contractor does not have the required abilities, if the contractor's conflicting interests, in particular the involvement of the contractor's technical or professional resources in other economic undertakings 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 will exclude the Contractor in the event of circumstances provided for in the provisions
  - 1.1. article 108 sec. 1 of the Public Procurement Law, subject to Art. 110 sec. 2 of the Public Procurement Law.
  - 1.2. article 7 sec. 1 of the Act of 13 April 2022 on special solutions for counteracting the support of aggression against Ukraine and for the protection of national security (Journal of Laws of 2023, item 129)
2. Pursuant to the content of art. 109 sec. 1 of the Public Procurement Law, the Ordering Party will exclude from the procedure the Contractor:
  - 2.1 which has breached the obligations relating to the payment of taxes, fees or social or health insurance contributions, except for the case referred to in Art. 108 sec. 1 item 3, unless the contractor, respectively, before the deadline for submitting requests to participate in the procedure or before the deadline for submission of tenders, made the payment of due taxes, fees or social or health insurance premiums with interest or fines,

- or concluded a binding agreement on repayment of these receivables (Article 109 section 1 item 1);
- 2.2 is being wound up, declared bankrupt, whose assets are administered by a liquidator or a court, has entered into an arrangement with creditors, whose business activities are suspended, or is in any other similar situation arising from a similar procedure provided for in the regulations of the place where the procedure is opened (Article 109 section 1 point 4);
  - 2.3 which culpably breached its professional duties, which undermines his integrity, in particular when the contractor, as a result of intentional action or gross negligence, failed to perform or improperly performed the contract, which the Ordering Party is able to prove with relevant evidence (Article 109(1) point 5);
  - 2.4 which, for reasons attributable to it, to a large extent or to the extent failed to perform or improperly performed or for a long time improperly performed a significant obligation under a previous public procurement contract or concession contract, which led to termination or withdrawal from the contract, compensation, performance replacement or exercise of rights under the warranty for defects (Article 109(1) point 7);
  - 2.5 which, as a result of intentional action or gross negligence, misled the Ordering Party when presenting information that it is not subject to exclusion, meets the conditions for participation in the procedure or selection criteria, which could have had a significant impact on the decisions made by the Ordering Party in the contract award procedure, or which concealed this information or is unable to provide the required subjective evidence (Article 109(1) point 8);
  - 2.6 which unlawfully influenced or attempted to influence the activities of the Ordering Party or tried to obtain or obtained confidential information that could give him an advantage in the procurement procedure (Article 109(1) point 9);
  - 2.7 who, as a result of recklessness or negligence, provided misleading information, which could have had a significant impact on the decisions made by the Ordering Party in the procurement procedure (Article 109(1) point 10).
3. In the cases referred to in par. 2.1 - 2.4 of this section, the Ordering Party may not exclude the Contractor if the exclusion would be manifestly disproportionate, in particular when the amount of outstanding taxes or social security contributions is small or the economic or financial situation of the Contractor referred to in sec. 2.2 above is sufficient to perform the order.

### **Chapter VIII - List of declarations and documents to be provided by contractors in order to confirm the fulfillment of the conditions for participation in the procedure and the absence of grounds for exclusion**

1. Declarations submitted with the tender:
  - 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 ToR, the Contractor must attach to the tender a declaration of the contractor on not being subject to exclusion, according to the template constituting Annex 1a to the tender form.
  - 1.2 The contractor who intends to subcontract performance of a part of the contract, in order to prove 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 case of jointly applying for a contract by contractors, a statement confirming the lack of grounds for exclusion referred to in point 1) shall be submitted by each of the contractors jointly applying for a contract.
2. Additional declarations submitted obligatorily together with the tender:
  - 2.1 in the case of jointly applying for a contract by contractors, Contractors jointly applying for a contract shall attach to the tender a statement from which it is clear which works, supplies or services will be performed by individual contractors.
3. Additional declarations submitted obligatorily together with the tender, required when relying on the resources of the entities providing them:
  - 1) The contractor relying on the technical or professional abilities of the entities providing the resources, in order to prove 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 statement of the entity providing the resources, confirming that there are no grounds for exclusion of this entity and, accordingly, that conditions for participation in the procedure, according to the template constituting Appendix 3 to the tender form,
- 2) The contractor that relies on the capabilities or the situation of the entities providing resources shall submit, together with its tender, an undertaking by the entity providing the resources to place at its disposal the necessary resources for the purposes of the performance of a given contract, or other subjective means of evidence confirming that the contractor, while performing the contract, will have at its disposal the necessary resources of these entities according to the template constituting Appendix No. 4 to the tender form. The content of the obligation should unquestionably and unambiguously indicate the scope of the other entity's obligation, specify what the obligation concerns and how and in what period it will be performed.
  - 3) The commitment of the entity providing resources, referred to in point 2, confirms that the relationship between the Contractor and the entities providing resources guarantees actual access to these resources and specifies in particular:
    - a) the scope of the resources of the entity providing the resources available to the Contractor;
    - b) the manner and period of making available to the Contractor and the use by him of the resources of the entity making these resources available in the performance of the contract;
    - c) whether and to what extent the entity providing resources, on whose abilities the Contractor relies with regard to the conditions for participation in the procedure regarding education, professional qualifications, or experience, will perform works or services to which the indicated abilities relate.
  4. In the event that the Contractor relies on the resources of entities providing resources, in order to demonstrate compliance with the conditions for participation in the procedure, subjective evidence should be presented by this entity to the extent to which the contractor refers to its resources.
  5. If, in the course of 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 them to be submitted, supplemented or corrected within the prescribed time limit. shorter than two (2) business days, unless, despite their submission, the contractor's tender would be rejected or it would be necessary to annul the procedure.
  6. Subjective evidence drawn up in a foreign language shall 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 transfer of statements and documents, as well as the indication of 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> - address of the buyer's profile: [https://platformazakupowa.pl/pn/uj\\_edu](https://platformazakupowa.pl/pn/uj_edu)

1.2 The Contractor by joining this public procurement procedure:

1.2.1 accepts the terms of use of <https://platformazakupowa.pl> specified in the regulations in the "Regulations" tab and considers them binding;

1.2.2 become familiar with the instructions for using <https://platformazakupowa.pl>, and in particular with the rules of logging in, submitting requests for clarification of the content of the ToR, submitting tenders and performing other activities in this procedure using <https://platformazakupowa.pl> available at <https://platformazakupowa.pl> - link below:

1) <https://drive.google.com/file/d/1Kd1DttbBeiNWt4q4sLS4t76lZVKPbkyD/view> or in the tab: <https://platformazakupowa.pl/strona/45-instrukcje> and will use it.

- 1.3 Technical and organizational requirements for submitting tenders, sending and receiving electronic documents, digital reproduction with a paper document, statements and information provided using them are described at <https://platformazakupowa.pl>, in the regulations in the "Regulations" tab and in the instructions submit tenders (links in section 1.2.2 above).
- 1.4 File size:
  - 1.4.1 with regard to the tender - 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 only using the commercial tool <https://platformazakupowa.pl> - address of the buyer's profile: [https://platformazakupowa.pl/pn/uj\\_edu](https://platformazakupowa.pl/pn/uj_edu)
  - 1.5.1 In order to shorten the time of answering questions, communication between the Ordering Party and contractors in the scope of:
    - a. sending the ordering party questions regarding the content of the ToR;
    - b. sending a response to the ordering party's request to submit subjective evidence;
    - c. sending a response to the ordering party's request to submit/correct/supplement the statement referred to in art. 125 sec. 1, subjective evidence, other documents or statements made in the proceedings;
    - d. sending a response to the request of the ordering party to provide explanations regarding the content of the statement referred to in art. 125 sec. 1 or submitted subjective evidence or other documents or statements made in the proceedings;
    - e. sending a response to the ordering party's request to provide explanations regarding the content of the evidence in question;
    - f. sending responses to other calls from the Ordering Party under the Public Procurement Law;
    - g. sending applications, information, contractor's statements;
    - h. submit appeal/other
  - 2) takes place via <https://platformazakupowa.pl> and the form: "Send a message to the ordering party".

The date of submission (receipt) of statements, applications, 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 information to contractors via <https://platformazakupowa.pl>. Information on answers to questions, changes to the specification, changes to the deadline for submission and opening of tenders are posted by the Ordering Party on the platform in the "Announcements" section. Correspondence, which, in accordance with applicable regulations, is addressed to a specific contractor, will be sent via <https://platformazakupowa.pl> to a specific contractor.
  - 1.5.3 The Contractor as a professional entity is obliged to check messages and messages sent directly to <https://platformazakupowa.pl> by the ordering party, as the notification system may fail 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 December 30, 2020 on the method of preparing and submitting information and technical requirements for electronic documents and means of electronic communication in public procurement proceedings or competitions (Journal of Laws of 2020 r., item 2452), defines 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. a PC or MAC computer with the following configuration: memory min. 2 GB Ram, Intel IV 2 GHZ processor or its newer version, one of the operating systems - MS Windows 7, Mac Os x 10 4, Linux, or their newer versions;
    - c. any web browser other than Internet Explorer installed

- d. JavaScript enabled,
- e. Adobe Acrobat Reader or other program supporting the .pdf file format installed.
- 1.5.5 Encryption on <https://platformazakupowa.pl> is carried out using the TLS 1.3 protocol.
- 1.5.6 The indication of the time of data receipt by the purchasing platform is 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 submitting electronic documents and digital reproduction with a paper document must comply with the requirements set out in the Regulation of the Prime Minister of December 30, 2020 on the method of preparing and submitting information and technical requirements for electronic documents and means of electronic communication in public procurement proceedings or competitions (i.e.: Journal of Laws of 2020, item 2452, as amended) and in the Regulation of the Minister of Development, Labor and Technology of December 23, 2020 on subjective evidence and other documents or statements that the Ordering Party may require from the contractor (i.e.: Journal of Laws of 2020, item 2415, as amended), i.e.:
  - a. documents or statements, including a tender, are submitted in the 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 XAdES signature format, the external Ordering Party requires attaching the appropriate number of files, i.e. signed data files and signature files in the XAdES format. ***A tender submitted without a proper electronic signature is subject to rejection pursuant to Art. 226 sec. 1 point 3 of the Public Procurement Law, due to non-compliance with Art. 63 of this Act;***
  - b. documents issued in electronic form are submitted as electronic documents, providing the Ordering Party with the possibility of verifying signatures;
  - c. if the original document, statement 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 copy of the document or statement in paper form, affixing it with a qualified electronic signature, trusted signature or which is tantamount to certifying the submitted documents or statements as true copies of the original;
  - d. if the contractor provides a digital representation with 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 abilities or situation the contractor relies, in accordance with the principles set out in Art. 118 of the Public Procurement Law, or by a subcontractor is tantamount to a certificate of compliance with the original.
  - e. Certification of compliance with the original is made by the contractor, the entity on whose abilities 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 rule described in Chapter XII section 7 of these ToR).
2. The method of communication between the Ordering Party and the contractors regarding the effective submission of the tender.
  - 2.1 The tender must be prepared in electronic form in a data format compliant with the Announcement of the Prime Minister of November 9, 2017 on the announcement of the consolidated 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 ICT systems and signed with a qualified electronic signature, a trusted signature or a personal signature. It is recommended to use formats: ***.pdf, .doc., .xls, .jpg (.jpeg) with particular emphasis on .pdf***. For data compression, it is recommended to use formats: ***.zip, 7Z***. Common formats not covered by the Regulation include: ***.rar, .gif, .bmp, .numbers, .pages***. Documents submitted in such files will be considered ineffectively submitted.

- 2.2 The Contractor submits a tender via <https://platformazakupowa.pl> - address of the buyer's profile <https://platformazakupowa.pl/pn/uj.edu>, in accordance with the regulations referred to in section 1 of this chapter. The ordering party is not responsible for submitting a tender in a manner inconsistent with the instructions for using <https://platformazakupowa.pl>, in particular for the situation when the ordering party reads the content of the tender before the deadline for submitting tenders (e.g. submitting a tender in the "Send a message to ordering party"). Such a tender will be considered by the Ordering Party as a commercial tender and will not be taken into account in the proceedings in question because the obligation imposed in Art. 221 of the Act - Public Procurement Law.
- 2.3 The method of encrypting the tender is described in the instructions for submitting tenders (links in section 1.2.2 above), with the tender being encrypted only with the use of a tool built into the purchasing platform.
- 2.4 After the deadline for submission of tenders, the contractor cannot effectively amend or withdraw a previously submitted tender.
3. Piotr Molczyk is authorized to communicate with the Contractors in the formal and substantive scope tel. +4812-663-39-02, e-mail: piotr.molczyk@uj.edu.pl.

#### **Chapter X - Requirements for the bid bond**

1. The Ordering Party does not require a bid bond.

#### **Chapter XI - Tender validity period**

1. The contractor is bound by the submitted tender from the date of expiry of the deadline for submitting tenders until 04 May, 2024 (inclusive).
2. In the event that the selection of the most advantageous tender does not take place before the expiry of the tender validity period specified in the ToR, the Ordering Party, before the expiry of the tender validity period, requests the contractors once for their consent to extend this period by the period indicated by him, not longer than 30 days.
3. The extension of the tender validity period referred to in sec. 2, requires the contractor to submit a written statement of consent to the extension of the tender validity period together with the extension of the bid bond validity period, or if this is not possible, the submission of a new tender bond for the extended tender validity period.

#### **Chapter XII - Description of the method of preparing tenders**

1. Each contractor may submit only one tender for the performance of the entire subject 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 tender is submitted in the form and manner described in Chapter IX of this ToR.
3. It is allowed to submit a tender by two or more entities jointly applying for the award of a public contract on the terms described in Art. 58 of the Public Procurement Law.
4. The tender must be written in Polish or English.
5. The tender together with all its attachments must be signed by the person(s) authorized to represent the contractor, in accordance with the entry in the National Court Register, Central Register and Information on Economic Activity or in another relevant register. If a person whose authorization does not result from the abovementioned acts on behalf of the contractor, together with the tender, the contractor shall submit a power of attorney or other document confirming the authorization to represent the contractor. Powers of attorney drawn up in a foreign language shall be submitted by the contractor together with a translation into Polish.
6. In the case of tenders submitted by contractors jointly applying for the award of a contract or in the case of the contractor being represented by a proxy, a power of attorney must be attached to the tender. The power of attorney should be accompanied by a document confirming the possibility of granting the power of attorney.
7. The power of attorney is delivered in an electronic form with a qualified electronic signature. The power of attorney drawn up as a paper document with a handwritten signature is transferred as a digital copy of this document with a qualified electronic signature, certifying the

- compliance of the digital copy with the paper document, while the certification is made by the principal or a notary public, in accordance with Art. 97 § 2 of the Act of 14 February 1991 - Notary Public Law (Journal of Laws of 2020, item 1192, as amended).
8. The tender, together with its integral parts, must be prepared by the contractor, in accordance with the provisions of this ToR and its attachments, and in particular must contain:
    - 8.1 the tender form with attachments, including:
      - 8.1.1 Contractor's declaration on not being subject to exclusion - in the case of joint application for a contract by Contractors, each of the Contractors submits a declaration on not being subject to exclusion,
      - 8.1.2 Contractor's declaration on meeting the conditions for participation in the procedure,
      - 8.1.3 statement on the entity providing access to the contractor's resources (if applicable), i.e.:
        - a/ a statement on making the contractor's resources available together with a relevant commitment or other evidence /if applicable/,
        - b/ declaration of not being subject to exclusion,
        - c/ a statement on meeting the conditions for participation in the proceedings to the extent they apply,
      - 8.1.4 calculation of the bid price (Appendix 4 to the bid form)
      - 8.1.5 power of attorney or other document confirming the authorization to represent the contractor.
      - 8.1.6 list of services to confirm the fulfillment of the condition from point VI of ToR,
      - 8.1.7 list of services to obtain points in the "Experience" criterion.
  9. If the contractor reserves the right not to disclose to other participants of the procedure information constituting a trade secret within the meaning of the provisions on combating unfair competition, then it shall submit an appropriate statement in the tender containing a list of restricted documents along with the justification for their classification. Classified documents; The "restricted document" should be attached together with the above-mentioned statement at the end of the tender. The Contractor may not reserve the 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 tender are borne by the contractor.

### **Chapter XIII - Deadline for submission and opening of tenders.**

1. Tenders should be submitted by **the 05 April, 2024, until 09:00**, on the terms described in Chapter IX of the ToR.
2. Before the deadline for submission of tenders, the Contractor may withdraw the tender in accordance with the regulations at <https://platformazakupowa.pl>. The method of withdrawing the tender is included in the instructions available at: <https://platformazakupowa.pl/strona/45-instrukcje>. A tender cannot be withdrawn after the deadline for submission of tenders.
3. The Ordering Party will reject the tender submitted after the deadline for submission of tenders.
4. The opening of tenders will take place **on 05 April, 2024, at 10:00** through <https://platformazakupowa.pl>
5. In the event of changing the deadline for submitting tenders, the Ordering Party will post information about its extension at <https://platformazakupowa.pl> - address of the buyer's profile - [https://platformazakupowa.pl/pn/uj\\_edu](https://platformazakupowa.pl/pn/uj_edu), in the tab appropriate for the conducted procedure, in the "Announcements" section.
6. In the event of a failure of the ICT system, resulting in the inability to open tenders within the time limit specified by the Ordering Party, the opening of tenders will take place immediately after the failure is removed.
7. The Ordering Party shall provide at <https://platformazakupowa.pl> - the address of the buyer's profile - [https://platformazakupowa.pl/pn/uj\\_edu](https://platformazakupowa.pl/pn/uj_edu), at the latest before the opening of the tenders, in the tab appropriate for the conducted procedure, in the "Announcements" section, information about the amount, which it intends to allocate to finance the contract.



8. Immediately after the opening of tenders, the Ordering Party shall make available on the website of the conducted procedure information about:
  - 8.1 names and surnames and registered offices or places of business activity or places of residence of contractors whose tenders have been opened;
  - 8.2 prices or costs included in tenders.
9. The Ordering Party does not provide for an open tender opening session with the participation of contractors, as well as for broadcasting the opening session via electronic tools for on-line video transmission.

#### **Chapter XIV - Description of the method of calculating the price**

1. The tender 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 ToR and its attachments, and taking into account rebates, discounts, etc., which the contractor intends to grant.
2. There are no prepayments or advance payments for the performance of the subject of the agreement.
3. Prices must be given 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 tender has been submitted, the selection of which would lead to the creation of a tax obligation for the Ordering Party in accordance with the provisions on tax on goods and services, the Ordering Party, in order to evaluate such a tender, shall add value added tax to the price presented therein, which it would be obliged to settle in accordance with these regulations.
5. When submitting a tender, the contractor shall inform the Ordering Party whether the selection of the tender will lead to tax liability for the Ordering Party, indicating the name (type) of goods or services whose delivery or provision will lead to its creation, and indicating their value without the amount of tax.
6. The price of the tender in EUR, in order to compare the tenders, will be converted by the Ordering Party into PLN at the average exchange rate of the National Bank of Poland (Table A) on the day of opening the tenders.

#### **Chapter XV – Description of the criteria that the Ordering Party will use when selecting the tender, including their importance and the method of evaluation of the tenders**

1. The Ordering Party selects the most advantageous tender from among the valid tenders submitted in the procedure (i.e. non-excluded contractors and non-rejected tenders) on the basis of tender evaluation criteria specified in the ToR.
2. Tender evaluation criteria and their importance:
  - 2.1 *Gross price for the subject of the contract* – 60%;
  - 2.2 *Experience of people dedicated to the execution of the contract* – 40%.
3. Points awarded for the criterion "gross price for the subject of the contract" will be calculated according to the following formula:
$$C = (C_{naj} : C_o) \times 10$$
where:
  - C – the number of points awarded to the tender,
  - C<sub>naj</sub> – the lowest price among the valid tenders,
  - C<sub>o</sub> – the price quoted by the contractor for whom the result is being calculated,The maximum number of points to be obtained by the contractor in this criterion is 10.
4. Points awarded for the criterion "experience of people dedicated to the execution of the contract" will be counted according to the following rules:
  - 4.1 demonstration of services for the area constituting a condition for participation in the procedure in accordance with point VI) 4.1 of the SWZ - will not be scored, as it is the minimum that the contractor must meet for its tender to be considered valid and subject to further evaluation;
  - 4.2 for each additional indicated service of applying for financing grants from European funds under HORIZON 2020, HORIZON Europe - 1 point.The maximum number of points to be obtained by the contractor in this criterion is 10, therefore the Ordering Party provides for the possibility of scoring no more than 10

**applications meeting the requirements set out above.**

5. After the evaluation, the points will be multiplied by the weight of the adopted criterion, and then summed up, which will be the final evaluation of the tender
6. All calculations of points will be made with an accuracy of two decimal places (without rounding).
7. The contractor's tender which obtains the highest total number of points will be considered the most advantageous.
8. If the most advantageous tender cannot be selected due to the fact that two or more tenders present the same balance of price or cost and other tender evaluation criteria, the Ordering Party shall call on the Contractors who submitted these tenders to submit, within the time limit specified by the Ordering Party, additional tenders containing new price or cost.

**Chapter XVI – Information on the formalities that should be completed after selecting the tender in order to conclude a public procurement contract**

1. Before signing the contract, the contractor should submit:
  - 1.1 a copy of the contract(s) specifying the grounds and rules for jointly applying for a public contract - in the case of submission of a tender by entities acting jointly (i.e. a consortium);
  - 1.2 list of subcontractors with the scope of tasks entrusted to them, provided that their participation in the execution of the contract is expected.
2. The selected contractor is obliged to conclude the contract on the date and place designated by the Ordering Party.

**Chapter XVII - Requirements for securing the proper performance of the contract**

1. The Ordering Party does not anticipate the need to provide a performance bond.

**Chapter XVIII - Contract template / draft contract provisions / - Appendix 2 to the ToR.**

**Chapter XIX - Instruction on legal protection measures available to the contractor in the course of the public procurement procedure**

1. Legal remedies are available to the contractor if it has or had an interest in obtaining the contract and has suffered or may suffer damage as a result of the breach by the Ordering Party of the provisions of the Public Procurement Law.
2. The appeal is valid for:
  - 2.1 the Ordering Party's action inconsistent with the provisions of the Act, undertaken in the contract award procedure, including the draft provision of the contract;
  - 2.2 failure to act in the contract award procedure to which the Ordering Party was obliged under the Public Procurement Law.
3. The appeal shall be submitted to the President of the National Appeals Chamber in writing or in electronic form or in electronic form with a trusted signature.
4. The decision of the National Appeal Chamber and the decision of the President of the National Appeal Chamber referred to in Art. 519 sec. 1 of the Public Procurement Law, the parties and participants in the appeal proceedings may lodge a complaint with the court. The complaint is brought to the District Court in Warsaw - the public procurement court through the intermediation of the President of the National Appeals Chamber.
5. Detailed information on legal protection measures is set out in Section IX "Legal protection measures" of the Public Procurement Law.

**Chapter XX - General Provisions**

1. The Ordering Party does not allow the submission of partial tenders.
2. Reasons for not dividing the contract into parts: *due to the specificity of the contract and the need to provide comprehensive services provided by one contractor, as well as the possibility of obtaining better prices and effects when awarding a contract with a larger subject scope.*
3. The Ordering Party does not plan to conclude a framework agreement.
4. The Ordering Party does not envisage the possibility of awarding a contract involving the

- repetition of similar services pursuant to Art. 214 sec. 1 point 7 of the Public Procurement Law.
5. The Ordering Party does not allow variant tenders.
  6. Settlements between the contractor and the ordering party will be made in Polish zlotys (PLN).
  7. The Ordering Party does not provide for an electronic auction.
  8. The Ordering Party does not provide for reimbursement of the costs of participation in the procedure.
  9. The Ordering Party requests that the contractor indicate in its tender that part of the contract, in accordance with the provisions of the ToR, the performance of which it intends to entrust to subcontractors, as well as the names (companies) of subcontractors for the resources it refers to in order to meet the conditions for participation in the procedure.

### **Chapter XXI - Information on the processing of personal data.**

According to Art. 13 and 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 Regulation on data protection, hereinafter "GDPR") in connection with joke. 19 sec. 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 Inspector is possible by e-mail: iod@uj.edu.pl or by phone +4812 663 12 25.
3. Your personal data will be processed on the basis of art. 6 sec. 1 lit. c) GDPR for the purposes related to the procedure for awarding the public contract in question.
4. Providing your personal data is a statutory requirement specified in the provisions of the Public Procurement Law related to participation in a 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 art. 18 and Art. 74 sec. 3 and 4 of the Public Procurement Law, while the personal data referred to in art. 9 sec. 1 of the GDPR, collected in the course of the procurement procedure.
7. Your personal data will be stored in accordance with art. 78 sec. 1 of the Public Procurement Law for a period of at least 4 years counted from the date of completion of the public procurement procedure or until the expiry of the deadline for the possibility of controlling the project co-financed or financed from European Union funds or its durability, such a project or other contracts or obligations arising from implemented projects.
8. You have the right to:
  - a. pursuant to art. 15 GDPR, the right to access your personal data;
  - b. pursuant to art. 16 GDPR, the right to rectify your personal data;
  - c. pursuant to art. 18 GDPR, the right to request the administrator to limit the processing of personal data,
  - d. the right to lodge a complaint with the President of the Office for Personal Data Protection, if you believe that the processing of your personal data violates the provisions of the GDPR.
9. You have no:
  - a. right to delete personal data in connection with joke. 17 sec. 3 letter b), d) or e) GDPR,
  - b. right to transfer personal data referred to in art. 20 GDPR,
  - c. right to object to the processing of personal data, because the legal basis for the processing of your personal data is art. 6 sec. 1 letter c) in connection with joke. 21 GDPR.
10. **Your personal data referred to in art. 10 of the GDPR**, may be made available in order to enable the use of legal protection measures referred to in Section IX of the Public Procurement Law, until the deadline for their submission.
11. The Ordering Party informs that **in relation to your personal data**, decisions will not be made in an automated manner, pursuant to art. 22 GDPR.
12. If the performance of the obligations referred to in Art. 15 sec. 1 - 3 GDPR, in order to exercise your right indicated in point 8 lit. a) above, would require a disproportionately large effort, the

Ordering Party may request you to indicate additional information aimed at specifying the request, in particular, providing the name or date of the commenced or completed public procurement procedure.

13. **The exercise by you of the right** indicated in point 8 lit. b) above, to correct or supplement personal data referred to in art. 16 of the GDPR, may not result in a change in the outcome of the public procurement procedure, or change the provisions of the contract to the extent inconsistent with the Public Procurement Law, and may not violate the integrity of the protocol of the public procurement procedure and its attachments.

**The exercise by you of the right** indicated in point 8 lit. c) above, consisting in a request to limit the processing of data referred to in art. 18 sec. 1 of the GDPR, does not limit the processing of personal data until the completion of the public procurement procedure and also after the procedure in the event of the circumstances referred to in art. 18 sec. 2 of the GDPR (*the right to limit processing does not apply to storage, to ensure the use of legal protection 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*).

#### **Chapter XXII - Appendices to the ToR**

1. **Appendix A to the ToR - Description of the subject of the contract**
2. **Appendix 1 - Tender form;**
3. **Appendix 2 - Agreement template (drafted contractual provisions).**

**Appendix 1 to the ToR**

**TENDER FORM**

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**ORDERING PARTY – Jagiellonian University**

**Ul. Gołębia 24, 31 – 007 Kraków;**

**Case handling unit – Public Procurement Department of the Jagiellonian University**

**Ul. Straszewskiego 25/3 and 4, 31-113 Kraków**

---

Name (Company) of the Contractor –

.....,

Registered office address –

.....,

Correspondence address –

.....,

Tel. - .....

E-mail: .....

NIP - .....; REGON - .....

Data enabling access to documents confirming the authorization of a person acting on behalf of the contractor can be found in free and public databases available at the following address:

https://.....

*Referring to the announced procedure in the basic mode without the possibility of negotiation for the selection of a Contractor for consulting services for the Faculty of Philosophy of the Jagiellonian University in the field of receiving European funds for research and innovative activities, case number 80.272.79.2024, we submit the following tender:*

- 1) we offer the total price for the entire subject of the contract (according to the tender valuation for the execution of the contract) for the net amount of .....\*, plus the VAT due, which gives the gross amount of ..... \* (in words ..... \*),
- 2) we offer a deadline for the completion of the subject of the contract in accordance with Chapter IV of the ToR.
- 3) we declare that, in accordance with the provisions of the ToR, we offer warranty services for the subject of the contract that meet the conditions and requirements of the ToR, in particular with regard to their scope, form of implementation and the required period.
- 4) we declare that the selection of the tender:
  - will not lead to the creation of a tax obligation for the Ordering Party in accordance with the provisions on tax on goods and services.\*
  - will lead to the creation of a tax obligation for the Ordering Party in accordance with the provisions on tax on goods and services. The above tax obligation will apply ..... (Enter the name / type of goods or services that will lead to the creation of a tax obligation for the Ordering Party in accordance with the provisions on tax on goods and services) covered by the subject of the order.\*
- 5) we declare that we offer the subject of the contract in accordance with the requirements and conditions specified by the Ordering Party in the ToR and confirm the acceptance of the contractual and payment terms contained in the SWZ and in the contract template attached to the ToR,
- 6) we declare that we consider ourselves bound by this tender for the period indicated in Chapter XI of the ToR,

- 7) we declare that we have fulfilled the information obligations provided for in art. 13 or art. 14 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 towards individuals from whom personal data we obtained directly or indirectly in order to apply for a public contract in this procedure,
- 8) I declare that I am (choose from the list) a micro-enterprise, a small enterprise, a medium-sized enterprise, a sole proprietorship, a natural person not conducting economic activity, other type,
- 9) if the contract is awarded - we undertake to conclude the contract at the place and time specified by the Ordering Party,
- 10) the person authorized to contact the Ordering Party in the scope of the submitted tender and in matters concerning the possible performance of the contract is: ....., e-mail: ....., tel.: ..... (can be completed optionally),
- 11) the tender consists of.....\* consecutively numbered sheets,
- 12) attachments to this tender form are:

Attachment 1a - Contractor's declaration on the lack of grounds for exclusion,

Attachment 1b - Contractor's declaration on meeting the conditions in the procedure

Attachment 2 - list of subcontractors (if applicable),

Attachment 3 - model statement on the lack of grounds for excluding the sharing entity, whose resources are referred to by the Contractor along with his commitment - *should be submitted separately for each sharing entity - (if applicable)*

Attachment 4 - calculation of the tender price.

Attachment 5 - list of services

other – .....\*.

**Note! Places dotted and/or marked with "\*" in the tender form template and its attachments templates shall be filled in or crossed out by the Contractor, according to their content.**

**DECLARATION  
CONCERNING THE REASONS FOR EXCLUSION FROM THE PROCEEDINGS**

When submitting a tender in the procedure to select a Contractor for consulting services for the Faculty of Philosophy of the Jagiellonian University in the field of receiving European funds for research and innovative activities, case number 80.272.79.2024

**I. DECLARATIONS CONCERNING THE CONTRACTOR**

I declare that I am not subject to exclusion from the proceedings pursuant to Art. 108 sec. 1 and art. 109 sec. 1 point 1, 4, 5, and from 7 to 10 of the Public Procurement Law.

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

we are not a contractor listed in the lists referred to in Regulation 765/2006 and Regulation 269/2014 or entered on the list on the basis of a decision on entry on the list determining the application of the measure referred to in Art. 1 point 3 of the cited act;

we are not a contractor whose real beneficiary within the meaning of the Act of 1 March 2018 on counteracting money laundering and financing of terrorism (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 real beneficiary from 24 February 2022, if it was entered on the list on the basis of a decision on the entry on the list determining the application of the measure referred to in Art. 1 point 3 of the cited act;

we are not a contractor whose parent company within the meaning of Art. 3 sec. 1 point 37 of the Accounting Act of 29 September 1994 (Journal of Laws of 2021, item 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 company from 24 February 2022, if it was entered on the list on the basis of a decision on the entry on the list determining the application of the measure referred to in Art. 1 point 3 of the cited act

I declare that there are grounds for my exclusion from the proceedings pursuant to Art. .... of the Public Procurement Law (*specify the applicable grounds for exclusion from those listed 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, I have taken the following corrective measures:

.....  
.....

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

.....  
.....

**II. DECLARATION REGARDING A SUBCONTRACTOR THAT IS NOT THE ENTITY WHOSE RESOURCES ARE REFERRED TO BY THE CONTRACTOR \***

I declare that in relation to the following entity/s, which is/are a subcontractor: (*provide full name/company, address, and depending on the entity: NIP/PESEL, KRS/CEiDG*),

.....

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

**DECLARATION**

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

there are grounds for exclusion from the procedure pursuant to Art. .... of the Public Procurement Law (specify the applicable grounds for exclusion from those listed 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 corrective measures have been taken:

.....  
.....

I declare that all information provided in the above declarations is up-to-date and truthful and has been presented with full awareness of the consequences of misleading the Ordering Party when presenting information.

**Attachment 1b to the tender form**

**DECLARATION**

By submitting a tender in the procedure for the selection of a Contractor for consulting services for the Faculty of Philosophy of the Jagiellonian University in the field of receiving European funds for research and innovative activities, I declare that I meet the conditions for participation in the procedure specified by the Ordering Party in Chapter VI of the ToR,

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

- 3) I meet this condition myself - 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 art. 118 of the Public Procurement Law, on the following entity\*:

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

in the following scope:

.....

*\* delete as appropriate*

I have people capable of performing the contract in accordance with the requirements of Chapter VI of the ToR, including:

- 1) I meet this condition myself - 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 art. 118 of the Public Procurement Law, on the following entity\*:

.....  
(provide the full name/company, 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 up-to-date and truthful and has been presented with full awareness of the consequences of misleading the Ordering when presenting information.



**Attachment 2 to the tender form**

(Contractor's company stamp)

**DECLARATION  
(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, address, and depending on the entity: NIP/PESEL, KRS/CEiDG) - .....  
scope of the contract:  
.....

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

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

(if the Contractor does not cross out any of the above options, the Ordering Party will consider that he is not subcontracting any work covered by this contract)

\* delete as appropriate

**Attachment 3 to the tender form**

**DECLARATION REGARDING THE ENTITY PROVIDING THE RESOURCES**  
*(should be presented separately for each entity providing access to the contractor's resources - a statement submitted by the entity providing access)*

Name .....

Address .....

I (We) *(First name(s) and Surname(s) of persons acting on behalf of the entity providing resources)*

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

acting on behalf of and for:

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

due to the fact that the Contractor:

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

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

**I hereby declare that:**

1. **I am not subject to exclusion** from the proceedings pursuant to Art. 108 sec. 1 and art. 109 sec. 1 point 1, 4, 5, and from 7 to 10 of the Public Procurement Law.

**I am not subject to exclusion** from the proceedings pursuant to Art. 7 sec. 1 of the Act of 13 April 2022 on special solutions for counteracting the support of aggression against Ukraine and for the protection of 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, or entered on the list on the basis of a decision on entry on the list determining the application of the measure referred to in Art. 1 point 3 of the cited act;
- we are not a contractor whose real beneficiary within the meaning of the Act of 1 March 2018 on counteracting money laundering and financing terrorism (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 real beneficiary from 24 February 2022, if it was entered on the list on the basis of a decision on the entry on the list determining the application of the measure referred to in Art. 1 point 3 of the cited act;
- we are not a contractor whose parent company within the meaning of Art. 3 sec. 1 point 37 of the Accounting Act of 29 September 1994 (Journal of Laws of 2021, item 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 company from 24 February 2022, if it was entered on the list on the basis of a decision on the entry on the list determining the application of the measure referred to in Art. 1 point 3 of the cited act

I declare that there are grounds for my exclusion from the proceedings pursuant to Art. .... of

the Public Procurement Law (specify the applicable grounds for exclusion from those listed 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, I have taken the following corrective measures:

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

I declare that there are grounds for my exclusion from the proceedings pursuant to Art. 7 sec. 1 of the Act of 13 April 2022 on special solutions for counteracting the support of aggression against Ukraine and for the protection of 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 Contractors.**

In order to assess whether the above contractor will have my resources to the extent necessary for the proper performance of the contract 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 method of using my resources by the Contractor when performing the contract:

.....  
.....

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

.....  
.....

4) the scope and period of my participation in the performance of the contract:

.....  
.....

**3. I meet the conditions for participation in the proceedings to the extent they concern me, i.e.:**

.....

### TENDER PRICE CALCULATION

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

(Contractor's company stamp)

### LIST OF SERVICES/ORDERS

By submitting a tender in the procedure for the selection of a Contractor for consulting services for the Faculty of Philosophy of the Jagiellonian University in the field of receiving European funds for research and innovative activities - to confirm the fulfillment of the condition from point VI of ToR - we declare that we have documented experience in the following scope:

c	Application title	Fund name	Date of performance
1.			

(Contractor's company stamp)

### LIST OF SERVICES/ORDERS

By submitting a tender in the procedure for the selection of a Contractor for consulting services for the Faculty of Philosophy of the Jagiellonian University in the field of receiving European funds for research and innovative activities - in order to obtain points in the "Experience of people dedicated to the contract" criterion - we declare that we have documented experience in the following scope:

No.	People dedicated to the contract	Application title	Fund name	Date of performance
1.				

## **DESCRIPTION OF THE SUBJECT OF THE CONTRACT**

### **CONSULTING SERVICES FOR JAGIELLONIAN UNIVERSITY FACULTY OF PHILOSOPHY**

The aim of service is to increase Faculty of Philosophy of the Jagiellonian University (JU) researchers' awareness of and engagement with European-based international consortia funding schemes. Through these services the faculty expects to enhance ability to receive European research and innovation action funding, as well as expand its research network, partnerships and affiliations. A wide range of funding schemes will be accounted for, including HORIZON Europe, LIFE, ERASMUS, CEF, CERV, ESF, CHANSE, and others.

The service should be geared toward faculty researchers with the goal of informing and encouraging participation in international European funding opportunities.

### **RESOURCES AND SERVICES**

**Service should put forth the following resources to the faculty:**

1. Expert consultants and writers and their expertise in consortium development and grant application
2. Extensive international network of academic, industry, NGO, and other partners and affiliates in the European R&I ecosystem

**The service should include the following:**

1. Mapping the areas of expertise at the faculty
2. Identifying calls relevant to the fields of expertise at the faculty
3. Informing JU's experts about the relevant opportunities available to them at the EU level
4. Consultation services to the faculty via text or video calls regarding EU R&I funding opportunities
  - 4.1. Meeting with the faculty experts who have expressed interest in doing so to further analyse their areas of research, detail the requirements listed in the EU calls for proposals and providing consultation thereof.
  - 4.2. Consultation regarding consortia partner requirements and availabilities, including upcoming opportunities from consulting service partners and affiliates.
6. Meetings between faculty and relevant potential partners and consulting service affiliates.

### **SCOPE and quantitative indicators (KPIs):**

The efforts conducted by consulting service should include work from experts with the following expertise: Proposal consultation, research analysis, informaticist and business and consortium developer and data analyst. The per-month efforts should be at a rate of at least 100 person hours per month.

**To ensure provision of the services, consulting service staff should aim to achieve the following targets, subject to expert cooperation, over the period of one year:**

1. At least six updated mappings of relevant researchers at the faculty

2. At least six presentations, spaced throughout the semester of relevant EU R&I opportunities, each with at least 8 relevant calls for proposals

3. At least 6 email campaigns followed by Q&A sessions to inform the faculty experts about the opportunities
4. At least 200 consultation meetings with the faculty experts
5. At least 50 meetings between the faculty and relevant potential partners and affiliates providing consulting services
6. At least 20 leaflets presenting JU research groups
7. At least 20 meetings with potential partners interested in collaborating with JU faculty
7. Cooperation in the preparation of at least 8 grant applications prepared by JU staff, the contractor (as detailed below) or an interested coordinator from another organization

Once relevant opportunities have been identified, service and faculty management should jointly conduct a cost benefit analysis of each opportunity and discuss the addition of consortium development and proposal writing consultation 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 follow the work outline included in the annex to this statement.

#### **Service for and under the JU grant office**

Service to the Jagiellonian University Faculty of Philosophy should be provided in alignment with the Jagiellonian University grant office (Centrum Wspierania Nauki, CWN). It should be the role of service to extend and enhance the grant offices operations relating to the Faculty of Philosophy, while ensuring the avoidance of double, conflicting, or redundant efforts. For this purpose, the CWN should assign a primary contact point that should be informed of consulting services operations and should inform consulting services of any guidance or objectives that must be accounted for.

As a default mode of operation, service should work autonomously and report to the Faculty of Philosophy. However, any instruction or requirement originating from the CWN regarding the manner in which services shall be provided should have direct force on the service provided.

#### **To ensure the smooth collaboration with the CWN, the following procedures should take place:**

1. One weekly meeting with the grant CWN primary contact
2. Updates to the CWN from consulting services for each researcher that has confirmed their interest in a particular call for proposals' – informing who the researcher is and what the call topic is
3. Updates to the grant office for each consortium partner integrated from outside JU for a potential proposal
4. Weekly summary of meetings conducted
5. Monthly updates of relevant funding opportunities identified for the Faculty of Philosophy