

The project is co-funded by the National Centre for Research and Development in the frame of M –ERA NET

REQUEST FOR TENDER no. 33/2019/BioElectroCathode of 28.05.2019
concerning the selection of an Senior Expert within the project “Utilization of CO₂ through novel BioElectroCathode systems for production of biofuels (CH₄ and ethanol)”.

This open tender is publicized in order to award a contract to Senior Expert accordingly to the agreement no. M-ERA.NET2/2017/3/2018, as well as securing the transparency, equal treatment of the subjects interested in being awarded the contract.

I. THE CONTRACTING PARTY

Research and Innovation Centre Pro-Akademia (RIC),

KRS 0000171789, NIP VAT no.: 7281919068, REGON: 471342017,

9/11 Innowacyjna St.

95-050 Konstancin Łódzki

Poland

Website of the Contracting Party: www.proakademia.eu

A contact person representing the Contracting Party is Monika Stojan

Contact details of the representative; zapytania-ofertowe@proakademia.eu; tel: 501 085 658

II. SHORT DESCRIPTION OF THE PROJECT, WITHIN WHICH THE CONTRACT WILL BE EXECUTED

Research & Innovation Centre Pro-Akademia (RIC) is currently carrying out the project “Utilization of CO₂ through novel BioElectroCathode systems for production of biofuels (CH₄ and ethanol) financed by The National Centre for Research and Development in the scope of the Programme M-EraNet

BioElectroCathode project will help in solving three main challenges of the contemporary energy systems: power storage, grid stability and CO₂ emissions. Electricity can be supplied for the power of the cathode in the Microbial Electrosynthesis Baffle Reactor and it can convert CO₂ into CH₄ and/or CO₂ into ethanol. The methane-rich biogas (biomethane) or ethanol can be stored, distributed and utilized as a fuel in vehicles compatible to natural gas. The proposed technology can be used in biogas plants (in Europe there are more than 12,400 biogas plants) or in industries that generate high amounts of CO₂.

In connection with the above, we are looking for a member of the research team - Senior Expert, whose role will be support and assistance with the quality management of bioelectrochemical experiments and especially focusing on data analysis and evaluation. Part of the general quality management will consist of conducting a

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“design of experiments” (DoE), which are to be performed, also including the evaluation of the state of the art to determine both experimental procedure and an evaluation plan. The DoE will be based on the available infrastructure for conducting bioelectrochemical experiments

III. THE SUBJECT OF THE TENDER

CPV: 73100000-3 - Research and experimental development services

The subject of the Tender is the performance of research works as Senior Expert as follows:

1. Development of partial research procedures for the Work Package 3 (Development of 3D-printed, integrated MEBR reactor(s) for added-value product biosynthesis).
2. Supervision over the construction of the experimental setup
3. Experimental data analysis
4. Supervision over the preparation of the report from the WP3
5. The Senior Expert's average monthly engagement is predicted to be 16 hours
6. The engagement of the Senior Expert under the contract is minimum 160 hours and maximum 240 hours
7. The final number of hours will depend on the course of research in the project

IV. DURATION OF THE WORKS & THE TIME OF BINDING THE OFFER

1. The above works will be carried out from the moment of signing the contract (June/July 2019) till December 2020.
2. The time of binding the offer: 60 days since the settlement of the tender.

V. TERMS AND CONDITIONS OF PARTICIPATION IN THE TENDER

1. The Tenderer should jointly meets the following conditions:
 - a) completed PhD
 - b) proven experience in the field of bioelectrochemistry/microbial electrochemical technologies such as a history of completed and ongoing projects and/or publications (at least 3 publications, presentations / posters at international conferences / seminars on bioelectrochemistry)
 - c) capable of bioelectrochemical data analysis and evaluation pertaining to process development/evaluation
 - d) qualifications/Experience specifically for design of experiments and quality/project management
 - e) at least 2 years of professional experience in cooperation with industrial partners in the field of bioelectrochemistry, confirmed by the implementation of at least 1 implementation project in a consortium with an industrial partner
 - f) excellent English language skills.
 - g) do not have capital or personal connections with the RIC or Omni3D Sp.z o.o understood as:
 - Tenderer is not affiliated and a subsidiary, co-subsiary or dominant entity in relation to RIC Pro-Akademia or Omni3D Sp.z o.o. within the meaning of the Act of 29 September 1994 on accounting (Journal of Laws of 2016, item 1047);

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- Tenderer is not in relation to RIC Pro-Akademia or Omni3D Sp.z o.o. in such a factual or legal relationship that may raise reasonable doubts as to the impartiality in the choice of the supplier of the good or service, in particular those who are married, the relation of kinship or affinity up to the second degree, adoption ratio , care or guardianship, also through membership in the bodies of RIC Pro-Akademia or Omni3D Sp.z o.o.;
 - Tenderer is not a related party or a partner entity in relation to RIC Pro-Akademia or Omni3D Sp.z o.o. within the meaning of Regulation No. 651/2014;
 - Tenderer is not an entity related personally to RIC Pro-Akademia or Omni3D Sp.z o.o. within the meaning of art. 32 para. 2 of the Act of March 11, 2004 on Value Added Tax (Journal of Laws of 2017, item 1221, as amended).
2. Only the Tenderer who jointly meets all the aforementioned conditions will be allowed to participate in the proceedings.
 3. Evaluation of meeting the conditions described in sec. 1 will be based on: the Declaration of meeting the criteria provided by the Tenderer, which is the attachment no. 2 to this tender.
 4. The Contracting party has the right to call for documents that will confirmed meeting the conditions described in sec. 1.

VI. CRITERIA FOR EVALUATING THE OFFERS

1. The offer will be assessed on the basis of the criterion: "gross price" - 100% weight.
2. The maximum number of points to be obtained in the "gross price" criterion is 100 points
3. The offer will be assessed on the basis of the gross price per working hours submitted in the Tender Former – Attachment no.1 based on the following formula:

GP

$P = \text{-----} \times 100 \text{ points}$

EP

where:

P – means the amount of points given to the evaluated offer;

GP – means the gross price of the least expensive offer;

Cb – means the gross price of the evaluated offer.

4. The offer price must be expressed to two decimal places.

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5. The price quoted in the offer is a gross price per working hour, i.e. includes all costs, components and surcharges of the Tenderer and liabilities, including public law liabilities, related to the completion of the entire subject of the order under a given part of the contract. The price is given in PLN.
6. The Ordering Party RIC will choose the most advantageous offer. The offer that receives the highest number of points will be considered the most advantageous offer.
7. RIC shall prepare a written record of the proceedings and selection of the best offer.

VII. PREPARING THE OFFER AND INFORMATION CONCERNING THE SELECTION

1. The offer should be prepared in English, in a written form accordingly with the Tender Form which is the attachment no. 1 to the Request for Tender.
2. The offer should contain:
 - a) Tender Form, which is the attachment no. 1 to this Request for Tender, signed by the Tenderer
 - b) Declaration of meeting the conditions of the proceedings, which is the attachment no. 2, signed by the Tenderer
 - c) Model contract, which is the attachment no. 3, initialed by the Tenderer
3. Scans of the filled and signed documents listed above should be delivered by mail to: zapytania-ofertowe@proakademia.eu, by 07.06.2019 till 03:00 pm local time. This stipulation is met if the message containing the full documents will be received by the mailing server of the Contracting Party, so that the Contracting Party could acquaint itself with its content.
4. The documents must be signed in the spaces provided for signatures.
5. Offers submitted after the deadline are not subject to consideration.
6. The costs of preparing and delivering the offer shall be borne by the Tenderer
7. The offers will be opened on 07.06.2019 at 03.15 pm local time at the registered office of RIC
8. During the examination and evaluation of offers, RIC may request from the Tenderers explanations regarding the content of submitted offers.
9. The Tenderers that submitted the offers will be informed about the results of the selection by e-mail, provided in the Tender Form
10. In the notification sent to the Tenderer whose offer has been considered the most advantageous tender, RIC shall specify the date and place of the contract. The contract will be concluded according to the Model Contract (attachment no 3). The Tenderer accepts the content of the Model Contract for the execution of the subject of the order by a statement contained in the contents of the offer form.
11. If the Tenderer, whose offer has been considered the most advantageous, avoids the conclusion of the contract, the Ordering Party may choose the most advantageous offer from among the remaining offers submitted.
12. RIC informs that the resolution of this proceeding will take place within max. 2 weeks from the day of the deadline for submission of offers. If, as a result of summoning explanations or other circumstances, it will not be possible to settle within this period, the Contracting Party will extend this deadline accordingly and inform Contractors who submitted offers. In any case, the decision will be made within the binding period of the offer, i.e. within 60 days of the deadline for submission of offers.
13. The quotations submitted after the deadline will not be considered.
14. The Contracting Party reserves itself a right to modify the content of the Request for Tender before the deadline for submitting the offers. If the modifications have the influence on the specification of the Tender, the Contracting Party will extend the deadline for submitting the offers. The modifications will be

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- announced by the Contracting Party immediately to all the Tenderers to whom the Request for Tender have been sent, as well as they will be published on its website.
15. The Contracting Party reserves itself a right to reject all the quotations without selecting anyone among of them, in case when none of the quotations submitted meets the conditions set by the Contracting Party or exceeds the budget of the project.
 16. Information concerning the selection of the most advantageous offer will be announced on the website <http://www.bip.proakademia.eu/zapytania-ofertowe-i-przetargi/>
 17. In case of revoking the Request for Tender, the Contracting Party will immediately notify the Tenderers who send offers.
 18. The Contracting Party reserves itself a right to revoke the proceedings without revealing the reasons.

VIII. THE WAY OF PROVIDING THE EXPLANATIONS

Every Tenderer has a right to ask the Contracting Party for an explanation of the content of this request for tender before 06.06.2019, 12.00 local time. The questions must be stated in a digital form and sent to an e-mail address: zapytania-ofertowe@proakademia.eu . The Contracting Party will make a reply immediately and send it in a digital form to an e-mail address indicated in the request for explanation.

Furthermore, anonymised questions and answers, immediately after giving the answer, will be published at the website where the Tender has been announced.

IX. CHANGES OF THE MODEL CONTRACT

1. The Contracting Party allowed a possibility of changing the content of the Model Contract, in case of such changes, that were impossible to predict at the moment of signing the contract, occur.
2. Nevertheless, these changes cannot exceed 50% of the total remuneration amount owed to the Contractor.

X. CONCLUDING STIPULATIONS

1. In cases not regulated by the stipulations of this Request for Tender Polish Civil Code rules apply.
2. The Contracting Party does not reimburse the preparation costs of offers for this Tender.
3. The Contracting Party does not return the offers delivered.
4. By submitting a offer in these proceedings the Tenderer oaths to agree for sharing the entire offer with The National Center for Research and Development, in case if the NCBR or another body it authorized asked for presenting the offer submitted in these proceedings.

XI. IN ACCORDANCE WITH ART. 13 OF THE EU-GDPR, WE INFORM HERE ABOUT THE WAY IN WHICH WE COLLECT, PROCESS AND USE PERSONAL DATA. IN PARTICULAR, OUR FOCUS IS ON THE FAIR AND TRANSPARENT USE OF YOUR DATA BY RIC PRO-AKADEMIA

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1. Data processor/responsible bodies

a. Person responsible

Research and Innovation Centre Pro-Akademia (RIC),

KRS 0000171789, NIP VAT no.: 7281919068, REGON: 471342017,

9/11 Innowacyjna St.

95-050 Konstaktynow Łódzki

Poland

www.proakademia.eu

Data protection officer:

Monika Stojan

Research and Innovation Centre Pro-Akademia (RIC),

9/11 Innowacyjna St.

95-050 Konstaktynow Łódzki

Poland

Phone: +48 42 636 12 26

E-Mail: monika.stojan@proakademia.eu

b. Type of data

First name, surname

Postal address

E-mail address

Telephone number

2. Source of data

Documents required in the process of implementing the Request for tender

3. Purpose of data processing

Any data gathered is solely intended for the purposes of implementing the Request for tender in the scope of **BioElectroCathode** project.

4. Storage duration

During the complete duration of the **BioElectroCathode** project.

5. Data transfer

Recipients of the data

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Personal data will not be passed on to third parties without permission, the exception are entities to whom the documentation of proceedings will be made available on the basis of the Project Agreement.

CBI Pro-Akademia will manage a dedicated contact and will ensure that personal contact details are not used elsewhere without specific agreement.

6. Rights of persons affected

a. Rights of access, rectification, deletion and objection

As provided in Article 14-17 of the EU-GDPR we inform about the rights of access, rectification, deletion and limitation of processing data. The right to request from the controller access to and rectification or erasure of personal data or restriction of processing concerning the data subject or to object to processing as well as the right to data portability.

b. Right of withdrawal

The right to withdraw consent at any time, without affecting the lawfulness of processing based on consent before the withdrawal.

c. Right of appeal

Lodge a complaint with a competent supervisory authority is always possible.

Attachments to the enquiry for quotations:

Attachment no. 1 – Tender Form

Attachment no. 2 – Declaration of meeting the criteria

Attachment no. 3 – Model Contract

This Request for Tender have been publicized at the website <http://www.bip.proakademia.eu/zapytania-ofertowe-i-przetargi/> on 28.05.2019.