



ENQUIRY FOR QUOTATION no. 1/2017 of 06.04.2017

concerning executing the commission for English grammar and style proofreading services of the scientific articles delivered.

This enquiry for quotation is publicised in order to award a contract in the field of research accordingly to the regulations of art. 70¹ - 70⁵ of the Polish Civil Code act, dated 23 April 1964 (JoL 1964, No. 16, pos. 93 incl. changes) in a way which guarantees securing a thrifty spending of the financial resources, assigned according to the agreement no. 950/P-DUN/2016 signed by the Contracting Party and the State Treasury – Polish Minister of Science and Higher Education, as well as in a way securing the transparency, equal treatment of the subjects interested in being awarded the contract, and regarding the circumstances which can have an influence on awarding it in accordance with the rules stated by the conditions of the act on the principles of financing the research (Polish JoL 2010 no. 96 pos. 615).

I. The Contracting Party

Research and Innovation Centre Pro-Akademia, inscribed to the register of associations by the District Court for Łódź-Śródmieście in Łódź, 20th Economic Section of the National Court Register with the KRS reg. No. 0000171789, NIP VAT no.: 7281919068, REGON: 471342017, 95-050 Konstancinowa Łódzka, ul. Innowacyjna 9/11. A contact person representing the Contracting Party is Ms. Monika Stojan.
Contact details: e-mail: monika.stojan@proakademia.eu

II. Short description of the task, within which the contract will be executed

Enquiry for quotation is conducted within executing the action of a type 3.B.3.: “Creation of the English versions of the Acta Innovations articles”, constituting a part of the task “Increasing the quality, recognition and openness of the Acta Innovations articles (ISSN: 2300-5599, 8 pts in the ranking of Polish Ministry of Science and Higher Education), issued by Research and Innovation Centre Pro-Akademia”.

The task is financed by an agreement 950/P-DUN/2016 from the funds of Polish Ministry of Science and Higher Education dedicated to the activity popularising the science.

The task should not involve more than 40 articles (usually 20,000 to 25,000 characters in each article).

III. Description of the commission subject

COMMON PROCUREMENT VOCABULARY (CPV): 79821100-6, proofreading services

1. The subject of the commission is execution of an English grammar and style proofreading service of the scientific articles in English, which will be received until 31 December 2017. The proofreading should concern at most 40 articles (usually 20,000 to 25,000 characters in each article).
2. The Contracting Party does not allow delivering partial or variant quotations.
3. Detailed description of the contract subject:

The exact workload within the contract depends on the number of articles that will be received by the Contracting Party. Therefore, the contract should provide proposed **gross and net price of one standard typewritten page (1800 characters, including spaces)** of the reference text (to be sent for proofreading), establishing that the potential maximum commission size will not exceed 40 articles (usually 20,000 to 25,000 characters in each article).

IV. Terms and conditions of the commission

Time of the quotation validity: 60 days since the enquiry for quotations announcement.

Deadline for completing the commission: each time 5 working days after the day of sending the material for proofreading.

Way of completing the commission: delivering to the Contracting Party by e-mail or by dispatching personally the .doc or .docx file containing the proofread version of the material sent.



V. Description of terms and conditions of participation in the proceedings and the methods of assessing of meeting the conditions of participating in the enquiry for quotations, including the documents demanded.

1. The contract can be awarded to Contractors who:

- a) employ and will assign for executing the commission a native speaker, which means a person who:
- was born in a country where English is an official language, completed a secondary school education in such a country, and English is his/her mother tongue;
 - has at least following diplomas: bachelor in English studies and bachelor in economics or the following: bachelor in English studies and bachelor or engineer in power engineering/energy engineering;
 - has knowledge and experience in grammar and style proofreading of scientific papers in the field of innovations in low-carbon economy, including renewable energy, energy-efficient buildings, sustainable transport, and innovation networks, including clusters and technology platforms;
 - in the period of 3 years prior to the deadline for submitting the quotations completed at least one English grammar and style proofreading service for the text matching in terms of its character the subject of this commission, namely from the scope of innovations in low-carbon economy, including renewable energy, energy-efficient buildings, sustainable transport, and innovation networks, including clusters and technology platforms;

or

- b) are independent native speaker entrepreneurs who:
- were born in a country where English is an official language, completed a secondary school education in such a country, and English is their mother tongue;
 - have at least following diplomas: bachelor in English studies and bachelor in economics or the following: bachelor in English studies and bachelor or engineer in power engineering/energy engineering;
 - have knowledge and experience in grammar and style proofreading of scientific papers in the field of innovations in low-carbon economy, including renewable energy, energy-efficient buildings, sustainable transport, and innovation networks, including clusters and technology platforms;
 - in the period of 3 years prior to the deadline for submitting the quotations completed at least one English grammar and style proofreading service for the text matching in terms of its character the subject of this commission, namely from the scope of innovations in low-carbon economy, including renewable energy, energy-efficient buildings, sustainable transport, and innovation networks, including clusters and technology platforms;
- c) have rights to perform given activities, provided the rules of law force them to possess such rights;
- d) have a necessary knowledge, experience and technical potential;
- e) have staff capable of executing the commission (does not concern the independent native speaker entrepreneurs);
- f) are in an economic and financial situation which ensures a proper execution of the contract;
- g) do not have capital or personal liaisons between the Contractor and the Contracting Party is demanded. The capital or personal liaisons are understood as such mutual connections as:
- Participation in a partnership as a partner-in-charge in civil partnership or general partnership,
 - Having shares or at least 10% of stocks,



- Performing a function of a member of supervisory or administrative organ, agent, attorney,
 - Remaining in such a legal or actual relationship that can raise justified doubts regarding an impartiality in terms of selecting the Contractor, especially remaining in a marriage, in a straight line relationship or affinity, in a relationship or affinity in the collateral line up to second degree, or in a relationship of adoption, custody or guardianship.
2. Only the Contractors who jointly meet all the aforementioned conditions will be allowed to participate in the proceedings.
 3. Evaluation of meeting the criteria of participation in the proceedings described in sec. 1 lett. a-g) will be based on:
 - a) the declaration provided by the Contractor, which is the Attachment no. 2 to this enquiry,
 - b) native speaker's current resume, which is the Attachment no. 3 to this enquiry, regarding the MET/NOT MET formula.
 4. The following documents, besides the Form, should be attached to the Quotation Form, which is an Attachment no. 1 to this enquiry:
 - a) declaration of meeting the criteria of participating in the proceedings, which is the Attachment no. 2;
 - b) native speaker's current resume, which is the Attachment no. 3.
In case when the Contractor assigns for executing the commission more than one native speaker, resume of each of them should be attached.
The Contracting Party allows execution of the commission only by native speakers previously assigned in enquiry for quotations and meeting the criteria;
 - c) initialed agreement template, which is the Attachment no. 4;
 - d) latest credited excerpt from the relevant register, or a certificate of inscription to the business register (or printed excerpts from relevant registers), if other regulations require an inscription or an application to the business register, issued not earlier than 3 months before the deadline for submitting the quotations; aforementioned demand does not concern the Contractors, for whom the separate regulations do not require an inscription or an application to the business register. If in the Contractor's country of origin, or in the country where the Contractor is based or domiciled, the aforementioned documents are not issued, the Contractor should replace them with a declaration of lack of necessity of inscription to the relevant register.
 5. Failing to meet the abovementioned conditions will conclude with the exclusion of the Contractor from the proceedings. Quotation of the excluded Contractor is found rejected.

VI. Quotation selection criteria

1. Evaluation criteria:

For the evaluation the criterion on the lowest price will be applied - 100%

Maximum amount of points to gain in this criterion is equal 100 points.

The Contractor provides in the quotation form the **gross price for one standard typewritten page of the text** (1800 characters including spaces).

The quotation will be evaluated concerning the gross price by means of a following equation:

$$P = \frac{C_n}{C_b} \times 100 \text{ points}$$

where:

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

C_n – means the gross price of the least expensive quotation;

C_b – means the gross price of the evaluated quotation.



2. The quotation price offered should include execution of all the works, made in the period and with conditions described in the enquiry for quotations.
3. The price should be presented in Polish currency in figures and words, with a distinction of the due tax.
4. The price offered in the quotation is not subject to be changed during the entire period when the contract, which is the Attachment no. 4 to this Enquiry for quotations, will be in force.
5. The Contracting Party will recognise the quotations not rejected as meeting the demands and will qualify them to the detailed settlement, if:
 - a) The quotation meets formal demands described in this Enquiry for Quotations,
 - b) The quotation has been submitted before the deadline set by the Contracting Party,
 - c) The Contractor submitted the quotation whose content is in accordance with the demands of the Contracting Party.

VII. Guidelines for preparing the quotation to submission

1. The quotation should be prepared **in English**, in a written form accordingly with the Quotation Form which is the attachment no. 1 to the enquiry.
2. The enquiry should contain:
 - a) Quotation Form, which is the attachment no. 1 to this Enquiry for Quotations,
 - b) the Contractor's declaration of meeting the conditions of the proceedings, which is the attachment no. 2,
 - c) native speaker's current resume, which is the attachment no. 3,
 - d) initialed agreement template, which is the attachment no. 4,
 - e) latest credited excerpt from the relevant register, or a certificate of inscription to the business register mentioned in pt. V sec. 4 lett. d)
3. The quotation must be signed in the spaces provided for signatures by a person or persons entitled to represent the Contractor. In case when the mandate for representation is not clearly stated in the documents attached to the quotation, the quotation should have a relevant letter of attorney, or other document confirming the mandate for representing the Contractor attached.
4. The quotation should be delivered by e-mail to the address of the contact person representing the Contracting Party indicated in pt. I of this enquiry for quotations. Deciding is the moment of receiving the message by the mailing server, so that the Contracting Party could acquaint itself with its content. Reception of the message must take place until 14.00 of local time of Contracting Party in the last day for delivering the quotations, described in pt. X
5. The Contracting Party will settle only those quotations which contain all of the attachments indicated in this enquiry for quotations.
6. The quotations submitted after the deadline will not be considered.
7. During the settlement and evaluation of the quotations the Contracting Party can demand from the Contractors the explanations regarding the contents of the submitted quotations. Failing to submit the explanations in the demanded time will conclude in rejecting the quotation.
8. The Contracting Party reserves itself a right to modify the content of the enquiry for quotations before the deadline for submitting the quotations. If the modifications have in influence on the content of the quotations to be submitted, the Contracting Party will extend the deadline for submitting the quotations. The modifications will be announced by the Contracting Party immediately to all the Contractors to whom the enquiry for quotations have been sent, as well as they will be published on its website.
9. 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.

VIII. Information concerning the selection of the best quotation

1. The quotation with the greatest number of points will be found the best quotation.



2. The Contracting Party will prepare a protocol from the proceedings and the selection of the best quotation in a written form.
3. The Contractors who submit the quotations will be informed about the selection of the best quotation by e-mail.
4. Information concerning the selection of the best quotation will be announced on the website <http://www.bip.proakademia.eu/zapytania-ofertowe-i-przetargi/> and will be placed in the Contracting Party's headquarters.
5. In case of revoking the enquiry for quotations, the Contracting Party will immediately notify the Contractors who applied for contract award.
6. The Contracting Party will indicate to Contractor whose quotation is found the best the place and time of signing the contract.
7. The procedure of contract award will be valid regardless of the number of enquiry for quotations participants if at least one of the participants submits a valid quotation meeting the conditions described in this enquiry.
8. The Contracting Party reserves itself a right to select the second best quotation in terms of the amount of points gained, if the Contractor whose quotation has been found the best, shirks from signing the agreement.

IX. Revoking the proceedings

The Contracting Party reserves itself a right to revoke the proceedings without revealing the reasons.

X. Place and time of delivering the quotations.

The quotation should be delivered by e-mail to the address of the contact person representing the Contracting Party indicated in pt. II of the Enquiry for Quotations. Deciding is the moment of receiving the message by the mailing server, so that the Contracting Party could acquaint itself with its content. Reception of the message must take place until 14:00 of local time of Contracting Party in the last day for delivering the quotations, namely **19.04. 2017 r.**

XI. The way of providing the explanations

1. Every Contractor has a right to ask the Contracting Party for an explanation of the content of this enquiry for quotations before 18.04.2017, 12.00 local time. The Contractor's questions must be stated in a digital form and sent to an e-mail address: **monika.stojan@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.

Concluding stipulations

1. In cases not regulated by the stipulations of this enquiry for quotations Polish Civil Code rules apply.
2. In case of occurrence of differences emerging from translation, Polish language version of the terms and conditions applies.
3. The Contracting Party does not reimburse the preparation costs of quotation for this enquiry.
4. The Contracting Party does not return the quotations delivered.

This enquiry for quotations have been publicized at the website <http://www.bip.proakademia.eu/zapytania-ofertowe-i-przetargi/> and at the Contracting Party's headquarters on 06.04.2017

Attachments to the enquiry for quotations:

- Attachment no. 1 – quotation Form
- Attachment no. 2 – declaration of meeting the criteria
- Attachment no. 3 – native speaker's current resume
- Attachment no. 4 – agreement template