

PROPOSAL FORM

Please do not modify the content and structure of the proposal form

It is permissible to submit an offer exclusively in Polish or English.

I. Name and address of the Contracting Authority

SWPS University
ul. Chodakowska 19/31, 03-815 Warszawa
Tax Identification Number (NIP): 118-01-97-245
Statistical Identification Number (REGON): 011947981
www.swps.pl

II. Name and address of the Offeror

name/first name and surname:
address:
telephone number:
e-mail address:
contact person for the purposes of the proposal:
(first name and surname, e-mail, telephone number)
Statistical Identification Number (REGON):
Tax Identification Number (NIP): *(refers only to business entities)*
Personal Identification Number (PESEL): *(refers only to natural persons who do not conduct business activities)*

In response to request for proposals **no. 3/DBN/04/2024** pertaining to selection of the service involving

- **survey using CAPI and CAWI methods,**

in detail described in Appendix no. 2 to the Request for Proposals – Description of the Subject Matter of the Contract,
as part of the *Neo-authoritarianisms in Europe and the liberal democratic response* project no. 101060899.

I would like to submit this proposal:

Description	PROPOSAL PRICE¹ [PLN incl. VAT]
Survey	Price: PLN _____

¹ The price shall be the amount in monetary units that the Contracting Authority is obliged to pay the Contractor together with potential public and legal dues (i.e. it is the **total amount** including the Contractor's remuneration and payable public and legal dues). in case of the performance of the service by a natural person, the amount shall be the gross amount.

	In words: _____ including VAT: PLN _____
--	---

DECLARATION FOR THE PURPOSES OF VAT:

- The Contractor is / is not* a VAT payer.
- For the purposes of VAT, the Contractor is a national / foreign* entity.

** mark as appropriate*

I declare* that settlements will be carried out based on a civil law contract, outside business activities.

** Mark if applicable to the Offeror*

In case of settlement based on a civil law contract outside business activities, the price specified in the form shall be the total amount including the Contractor's remuneration together with all payable public and legal dues.

DECLARATIONS OF THE OFFEROR

I declare that:

- a) I have read the request for proposals, I do not have any reservations thereto and I have obtained information necessary to prepare the proposal.
- b) I satisfy conditions for participation in the contract award procedure specified in request for proposals **no.**
- c) The proposal price includes all the costs associated with the delivery and performance of the contract.
- d) I accept Key Provisions of the Agreement proposed by the Contracting Authority, included in Appendix no. 3 to the Request for Proposals.
- e) All information included in the proposal is true.
- f) I consider myself bound by this proposal for 30 days from the expiry of the time limit for submission of proposals.
- g) I have a legal basis for the processing of personal data of persons specified in the proposal and documents submitted as part of the contract award procedure, including for making available these data to the Contracting Authority.
- h) I submitted the information clause of the Contracting Authority, the content of which is included in appendix C, to natural persons whose personal data I obtained directly or indirectly for the purposes of competing for the contract under this procedure.

Signature of the Offeror

Appendices to the Proposal Form:

- A. Knowledge and experience necessary for the performance of the contract.
- B. Declaration on the lack of relationships between the Offeror and the Contracting Authority.
- C. Information clause of the Contracting Authority.

A. Knowledge and experience necessary for the performance of the contract.

CONDITION I:

The Offeror has the knowledge and experience necessary for the performance of the contract, including:

a) the Offeror has the technical capacity to conduct CAWI and/or CAPI surveys in seven countries in accordance with the requirements described above

or

the Offeror will present letters of intent from subcontractors who complement the offeror's technical capabilities with respect to the performance of the subject matter of the contract.

b) The Offeror and subcontractors have valid quality certificates in the CAWI surveys or in the CAWI and CAPI surveys, respectively (e.g. awarded by ESOMAR or its national equivalents, or another equivalent document).

c) The Offeror is able to demonstrate previous experience in conducting at least one international survey within the last year (i.e. the year preceding the date of publication of this request for proposals).

The fulfilment of Condition I shall be verified based on:

a) the Offeror's declaration in the proposal form or the list of subcontractors;

b) a copy of a document confirming the fulfilment of condition Ib;

c) title and short description of the eligible project (i.e. a few sentences), which includes information about survey countries, sample sizes and price, and references.

CONDITION II:

The Offeror has human and technical resources necessary for the performance of the contract:

A. The Offeror has access to panels above $\geq 10,000$ people in each of the countries participating in the survey.

The fulfilment of Condition II A shall be based on the panelbook or information on basic descriptive statistics (age, gender, education, region, including the number of respondents) for each panel (in tabular or graphical form). It is necessary to explicitly indicate panels to which the Offeror has direct access.

B. The Offeror has access to a network of survey takers in Poland, the Czech Republic and Hungary. The network of survey takers must participate in the Survey Taker Quality Control Programme or have established procedures for monitoring the work of survey takers used in each of the three countries.

The fulfilment of Condition II B shall be verified based on the Offeror's declaration in the tender form including the name of the company, number of survey takers, name of the Survey Taker Quality Control Programme or description of the procedure for monitoring the work of survey takers used in each country.

CONDITION III:

Offerors having any capital or personal relationships with the Contracting Authority shall be excluded from the procedure. Capital or personal relationships shall be understood as relationships between the Contracting Authority or persons authorised to incur liabilities on behalf of the Contracting Authority, or persons carrying out activities on behalf of the Contracting Authority in relation to the implementation of the contractor selection procedure, and the Offeror, involving in particular:

- a) participating in a company as a partner in a civil law partnership or partnership;
- b) holding at least 10% of shares, unless a lower threshold is set by legal regulations or by the Financing Institution;
- c) acting as a member of a supervisory or management body, proxy, attorney;
- d) marriage, kinship or affinity in a straight line, second degree affinity or second degree relationship in a lateral line or adoption, care or guardianship.

The fulfilment of Condition III shall be verified based on the Offeror's declaration on the lack of relationships between the Offeror and the Contracting Authority included in the Proposal Form. The evaluation of meeting the conditions for will be based on the fulfilling/non-fulfilling formula.

The Contracting Authority reserves the right to verify information included in the proposal by requesting the Offerors to present documents confirming this information.

In the course of the examination of proposals, the Contracting Authority may request clarification from the Offerors regarding the content of the proposals submitted or supplementing formal deficiencies, by setting an appropriate time limit for Offerors. If the proposal is not supplemented or full clarifications are not presented, the Contracting Authority shall be entitled to reject the proposal.

Signature of the Offeror

B. Declaration on the lack of relationships between the Offeror and the Contracting Authority

**DECLARATION ON THE LACK OF RELATIONSHIPS
BETWEEN THE OFFEROR² AND THE CONTRACTING AUTHORITY**

As the Offeror in the contract award procedure **no.**, I declare that I am not subject to exclusion from the contract award procedure due to personal or capital relationships with the Contracting Authority, which shall be understood as: mutual relationships between the Contracting Authority or persons authorised to incur liabilities on behalf of the Contracting Authority, or persons carrying out activities on behalf of the Contracting Authority in relation to the implementation of the contractor selection procedure, and the Offeror. I have no personal or capital relationships with the Contracting Authority, and in particular:

1. I do not participate in a company as a partner in a civil law partnership or partnership;
2. I do not hold at least 10% of shares, unless a lower threshold is set by legal regulations or by the Financing Institution;
3. I do not act as a member of a supervisory or management body, proxy, attorney;
4. I am not in marriage, kinship or affinity in a straight line, second degree affinity or second degree relationship in a lateral line or adoption, care or guardianship.

*Signature of the Offeror or all consortium members
(in case of proposals submitted by a consortium)*

² In the case of joint proposals submitted by the consortium, the Declaration on the lack of relationships between the Offeror and the Contracting Authority must be signed by each consortium member separately.

C. Information clause of the Contracting Authority

1. The controller of personal data shall be the SWPS University with its registered office in Warsaw, ul. Chodakowska 19/31, 03-815 Warszawa (hereinafter: "SWPS University" or "Controller").
2. The controller can be contacted by e-mail, at: swps@swps.pl, telephone, at 22 517 96 00 or in writing to the address of the registered office of the controller.
3. The Controller has designated a data protection officer (hereinafter: "DPO"), who may be contacted by e-mail, at: iod@swps.edu.pl, or in writing, to the address of the registered office of the controller.
4. Personal data of the Offeror and persons representing the Offeror will be processed on the basis of point (b) Article 6(1) of the GDPR, and personal data of persons designated by the Offeror to perform the agreement (e.g. experts) will be processed on the basis of point (f) of Article 6(1) of the GDPR. Personal data will also be processed for the purposes of the establishment, exercise or defence of potential legal claims related to the performance of the agreement (based on point (f) of Article 6(1) of the GDPR), as well as for tax and archiving purposes in accordance with applicable regulations, based on point (c) of Article 6(1) of the GDPR.
5. Personal data will be processed within the following scope: first name and surname, position, business telephone number, business e-mail address, professional experience. Personal data could have been made available to the data controller by the Offeror in response to the request for proposals/market research.
6. Personal data will be processed for the period necessary to select the offeror/analyse the proposals and perform the agreement, and after its expiry – for the period required by specific legal regulations (such as the Civil Code, tax law), and for archiving purposes. In case of personal data of offerors, who are not selected, personal data will be erased after the expiry of the period set by the Financing Institution for storage of the documentation related to the performance of the subject matter of the agreement.
7. Recipients of data will be entities cooperating with the SWPS University, especially in relation to IT activities.
8. Any persons, whose personal data are processed by the Controller, shall have the right to obtain access to their data and to their rectification, erasure or restriction of processing, the right to data portability, the right to object to processing of these data, as applicable.
9. Any person, whose data are processed by the Controller, shall have the right to lodge a complaint with the supervisory authority (President of the Office for the Protection of Personal Data), when they conclude that the processing of their personal data breaches provisions of the GDPR or other regulations specifying the manner of the processing and protection of personal data.
10. The provision of data is voluntary, but it is necessary for the purposes of concluding and implementing the agreement with the Controller.
11. The Controller shall not make automated decisions, including by profiling, based on collected personal data.