

**Warsaw,19.01.2022**

**INQUIRY 4/2022**

**for the service of proofreading and editing texts in English for the Nencki Institute of Experimental Biology of the Polish Academy of Sciences during a period of 12 months**

**Ordering Party:** M. Nencki Institute of Experimental Biology PAS,

with registered office at 3 Pasteura Street, Warsaw (02-093), NIP:525-000-92-69, REGON 000325825

Contact person for order-related matters: Tomasz Koczyk

e-mail: t.koczyk@nencki.edu.pl

Deadline for submission of bids: **no later than 31.01.2022 by 12:00 p.m.**

**I. Description of the subject matter of the contract:**

The subject of the contract is the service of proofreading and editing of texts in English for the M. Nencki Institute of Experimental Biology of the Polish Academy of Sciences within 12 months from the date of conclusion of the contract.

All commissioned work will be completed no more than days3 from the date of receipt of the order by email from kancelaria@nencki.edu.pl to complete urgent translations by the following day, or within a shorter period by mutual agreement.

The payment shall be made by transfer on the basis of invoices issued at the end of each month, together with a list showing individual translations and the number of characters of the translated text (including spaces) at the lump sum price indicated in the Contractor's offer for 1800 characters (including spaces).

The estimated value of funds allocated for the execution of the service within 12 months on the basis of previous years' expenditures and the inflation index is approximately PLN 33,275.00 net. This will be the maximum value of funds allocated for the execution of the contract. Ordering party does not guarantee realization on this level. The Contracting Authority will pay for editing the actual commissioned texts.

**II. Conditions for participation in the proceedings**

The person executing the order is fluent in English (documented level C2 or native speaker), has at least 3 years of experience in proofreading and editing texts in English).

Experience in word processing and proofreading for scientific research entities is not required but will be given additional credit as indicated in the bid evaluation criteria.

**III. Term of service**: 12 months from the date of the agreement. All ordered work shall be performed within no more **than 3 business days** from the date of receipt of the order by e-mail from kancelaria@nencki.edu.pl and the performance of urgent translations shall be completed by the following day or within a shorter period of time upon each agreement.

**IV. Offer evaluation criteria**

1. In making a selection, the Contracting Authority will be guided by the scores listed below with the following weighting of criteria:

|  |  |  |
| --- | --- | --- |
| **No.** | **Evaluation criterion** | **Weight = Points** |
| 1 |  Order price (gross) | 60% = 60 points |
| 2 | Referring to the order a person with experience in editing/proofreading texts in English for scientific research units  | 20% =20 points |
| 3 | Identify errors in the English texts attached to this Inquiry  | 20% =20 points |

1. The use of mathematical calculations shall be the principle for evaluating tenders. The weighting of a given criterion equals the maximum number of points possible to obtain. Scoring (rounded to two decimals of a point) will be done on the basis of the rules/formulae described below.
2. **Contract price (gross**) - this criterion will be used to evaluate the lowest possible contract price.

Based on the assessment, the Contracting Authority will award **0 to 60 points** for this criterion

Evaluation will be done with reference to the most advantageous price among those offered by Bidders. The criterion, calculated according to the formula:

 **Evaluation of the offer under consideration = (lowest price : price under consideration) x 60**

1. Criterion "**Designating a person with experience in editing/proofreading texts in English for scientific research institutions".**

This criterion evaluates whether the Economic Operator who manages the contract has experience in editing/proofreading texts in English for scientific and research units

Based on the assessment, the Contracting Authority will award **0 to 20 points** for this criterion

* **0 point** - If the contractor fails to designate a person with at least 1 year of experience in editing/proofreading texts in English for scientific and research institutions
* **7 pt** - If the contractor designates a person with at least 1 year of experience in editing/proofreading texts in English for scientific and research institutions
* **14 pt** - If a contractor designates a person with at least 2 years of experience in editing/proofreading texts in English for scientific and research units
* **20 pts** - If the contractor designates a persons with at least 3 years of experience in editing/proofreading texts in English for scientific and research institutions
1. Criterion **"Identification of errors in the English texts attached to this Inquiry".**

This criterion will assess whether the Contractor identifies errors in the English texts attached to the request for proposal

Based on the assessment, the Contracting Authority will award **0 to 20 points** for this criterion

* **0 points** - If the contractor identifies at least 25% errors and less than 50% errors
* **5 Points** - If the contractor identifies at least 25% errors and less than 50% errors
* **10 points** - If the contractor identifies at least50 % errors and less than 75% errors
* **15 points** - If the contractor identifies at least 75% errors and less than 100% errors
* **20 points** - If the contractor identifies 100% of the errors
1. The most advantageous offer will be considered the one that obtains the highest number of points after summing up the points in particular criteria (item 2 letters a,b,c), other offers will be classified according to the number of points obtained.

**V Description of bid preparation and evaluation:**

1. The offer should be prepared on the template – appedndix 1 to this Inquiry
2. The offer should contain information about the total net and gross value of the contract with two decimal places.
3. The English files attached to the request for proposal (with the contractor's correction-identification of errors marked in red) must be attached to the proposal.
4. Before signing the contract, the Bidder whose bid is selected shall provide scans of: the certificate of entry into the Register of Business Activity, the REGON certificate and the NIP certificate.
5. Bids should be sent electronically (scan of original bid) to the following email address: **t.koczyk@nencki.edu.pl**.
6. Please mark your offer in the title of the message: **English language editing and proofreading service**
7. Offers that do not meet the requirements specified in this request for quotation will be rejected (the Contracting Authority will inform the Bidder about the rejection of his offer by sending information to the e-mail address of the Bidder indicated in the offer).
8. Should there be any obvious miscalculations, typing errors or other obvious mistakes in tenders, the Contracting Authority shall correct them pursuant to the provisions of the PPL Act (by sending appropriate information to the e-mail address of the Economic Operator indicated in the tender).
9. If there are inconsistencies in the submitted tenders or issues requiring clarification (especially if an abnormally low price is suspected), the Contracting Authority shall ask the Economic Operator to provide the relevant clarifications and additions (by sending the relevant information to the e-mail address of the Economic Operator indicated in the tender) - setting the deadline for response - 2 working days from the date of sending the request.
10. If a Bidder fails to respond to the request referred to above or if the explanations provided by the Bidder are not complete and exhaustive, the Contracting Authority shall reject the bid (the Contracting Authority shall inform the Bidder that his bid has been rejected by sending information to the e-mail address of the Bidder indicated in the bid).
11. Only those bids that contain all the elements listed in the description of the subject matter of the contract and are not subject to rejection will be evaluated.

**VI Additional Information:**

1. A contract will be signed with the selected Contractor to execute the contract.
2. Term of performance under the contract: 12 months from the date of the contract.
3. The Contracting Authority reserves the right to negotiate contract terms with the best Contractors.
4. The Contracting Authority reserves the right not to select any Contractor.
5. The selection of the Contractor will be announced on the Contracting Authority's website as soon as the procedure is completed.

Pasteur 3, 02-093 Warsaw,; http://www.nencki.edu.pl