

## **REQUEST FOR PROPOSAL No. 01/2016**

To All Interested Parties,

In connection with the project planned to be implemented under the Smart Growth Operational Programme 2014-2020, GameINN Sectoral Programme, and the requirements therein to make purchases following the principles of fair competition, openness and transparency, the Company CI SA Games SA herein submits a Request For Proposal inquiry concerning research involving playtest of the game, "Lords of the Fallen."

### **I. PRINCIPAL:**

Principal's Company: CI Games SA  
Address: ul. Puławska 182, 02-670 Warsaw  
TIN: 118 158 57 59  
National Business Registry No.: 017 186 320  
Phone: +48 22 718 35 00

### **II. DESCRIPTION OF THE OBJECT OF THE TENDER:**

The Tender involves: preparation and research on thirty (30) players testing the game "Lords of the Fallen," according to the following parameters:

- a) Number of players: 30 (indicated target group)
- b) The length of game session: maximum 3 hours
- c) Platform: PC
- d) The data to be registered in each game session:
  - i) Gameplay (video)
  - ii) Controller input (video)
  - iii) Player face (face cam)
  - iv) Game metrics (text files generated by game).

Tender Contract shall be awarded under R&D project planned to be co-funded under the Smart Growth Operational Programme 2014-2020, GameINN Sectoral Programme, Measure 1.2 "Sectoral R&D Programmes" (competition organised by the National Centre for Research and Development No. 3/1.2/2016).

Tender validity: no fewer than 120 days from submission. The deadline for contract implementation: 31 December 2016.<sup>1</sup>

Place and deadline for the performance of the Contract: the completed Contract shall be submitted to the Principal in the Principal's Headquarters at: Puławska 182, 02-670 Warsaw, no later than December 31, 2016.

### **III. TENDER PARTICIPATION REQUIREMENTS**

III.1. The Request For Proposal (RFP) applies to Bidders operating in compliance with the description of the object of the procurement contract.

III.2. Bidders may apply for the awarding of the procurement contract if they have:

- a) The necessary infrastructure and experience to perform the Contract;

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<sup>1</sup> With the possibility of extending the implementation period of the contract in accordance with the progress of the research project.

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b) Person with a minimum of 3 years of professional experience in projects of focus-test game testing with users (experience playtests);

c) Tangible opportunity to organise tests for the designated target group and the indicated sample.

III.3. Tender proceedings to award the procurement contract are open to Bidders whose economic and financial situation allows for the performance of the contract, and against whom no liquidation or bankruptcy proceedings have been initiated.

Assessment of compliance with the conditions for participation in these proceedings shall be made on the basis of documents specified in the call for Bids and submitted by the Bidder, pursuant to the criterion: "meets/does not meet."

#### **IV. EVALUATION CRITERIA, SET-POINT WEIGHTING AND SCORING METHOD:**

IV. 1. Price - weight: 100 points

Please provide prices in PLN net (exclusive of VAT)

Scoring method within evaluated criteria:

$PV = (P_{min} / P_t) \times 100$ , where:

PV - Point Value in the criterion "Score"

P<sub>min</sub> - the lowest net price for executing the whole performance contract among the non-rejected bids.

P<sub>t</sub> - total net price for execution of the whole contract of the evaluated Bid

The bid price should include a comprehensive execution of the contract referred to in this RFP and include all the costs necessary for its implementation.

The Principal does not allow presentation of the prices in several variants depending on the applied solutions. In the event of presenting several price variants, the bid shall be rejected.

#### **V. DATE AND MANNER OF SUBMISSION OF BIDS:**

V.1. **Bids must be submitted by August 16<sup>th</sup> 2016, until 08:00a.m.**

V.2. Bids must be prepared in Polish or English.

V.3. Bids should be submitted via e-mail to the following address: [lotf\\_research@cigames.com](mailto:lotf_research@cigames.com) or delivered by post/courier/in person to the following address: CI Games SA, ul. Puławska 182, 02-670 Warsaw.

V.4. The date of submission shall be the date of receipt by the Principal or the receipt date of e-mail sent to the e-mail address specified in Section V.3.

V.5. Bids received after the deadline and those lacking the required annexes will not be evaluated.

V.6. Costs associated with the preparation and submission of bids shall be borne by Bidders (Contractors).

V.7. Inquiries related to the object of the procurement contract should be sent to the following e-mail address: [lotf\\_research@cigames.com](mailto:lotf_research@cigames.com) by August 15<sup>th</sup> 2016. The person authorized to communicate with the Contractors is: Tomasz Gop, Project Manager.

V.8. Bids should include the validity period (a minimum of 120 days from the date of submission).

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- V.9. Bids should be prepared in accordance with the form attached as Annex 1 hereto.
- V.10. Each bid should have the following appended thereto:
- a. Documents confirming the fulfilment of terms and conditions of the Tender referred to in Section III herein (in the form of statements which constitute Appendix 2 hereto);
  - b. The statement declaring the lack of equity and personal relationship with the Principal - constituting Annex 3 hereto.

## **VI. PLACE AND DATE OF OPENING OF THE BIDS**

VI.1. Bids will be opened on August 16<sup>th</sup> 2016 at 09:00a.m., at the Principals' Headquarters at ul. Puławska 182, 02-670 Warsaw.

VI.2. The evaluation of bids will be made by the Principal with adherence to the principles of openness, transparency and competitiveness, based on the criteria set out in Sections III.2 and IV above. The Principal reserves the right to contact Bidders to clarify or specify in detail the proposed terms and conditions of their bids.

VI.3. The results of the tender proceedings will be published within 30 days from the last day of the deadline for tenders, on the Principal's website, and sent by post/courier to the participants in the proceedings (Bidders).

## **VII. INFORMATION ON THE EXTENT OF EXCLUSION**

VII.1. Bidders will be excluded from applying to award the procurement contract if:

- a. They fail to fulfill the conditions specified in Section III herein.
- b. Are in personal or equity relationship with the Principal. Personal or equity relationship shall mean mutual ties between the CI Games SA Principal and the Contractor, which involve:
  - holding at least 10% of shares in CI Games SA or a company in the CI Games corporate group,
  - functioning as member of the supervisory or management body, proxy or representative in CI Games SA or a company in the CI Games corporate group,
  - remaining in marital relationship, in consanguinity or affinity in a straight line, the second degree of kinship or affinity of the second degree in the collateral line or by adoption, guardianship or custody.

## **VIII. COMMENTS:**

VIII.1. The agreement concluded with the successful Bidder (Contractor) shall be conditional. Its performance will depend on the Principal receiving co-funding under the GAMEINN Sectoral Programme, Measure 1.2 "Sectoral R&D Programmes" of the 2014-20 Operational Programme Smart Growth, (competition organised by the National Centre for Research and Development No. 3/1.2/2016) and the acceptance of the Bidder as a contractor by the National Centre for Research and Development, in accordance with the rules and principles of the Sectoral R+D programmes, GameINN.

VIII.2. Procurement contract will be awarded within the framework of the project co-funded by the European Union under the European Regional Development Fund.

VIII.3. Bid submission shall be considered tantamount to accepting the content of this RFP without reservations.

VIII.4. The Principal reserves the right to:

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a) Change the terms and conditions of awarding the Contract.

b) Revoke Tender proceedings.

c) Refuse to select any bid - without providing any reason.

d) Refuse to consider bids not compliant with the requirements of this RFP.

- In the event of said circumstances, Bidders shall have no claim in relation to the Principal.

e) Award the Contractor a supplementary Contract not to exceed 50% of the value of the Contract specified in the agreement concluded with the Contractor, provided these Contracts are consistent with the subject of the original Contract.

VIII.5. An agreement with the selected Bidder (Contractor) shall be concluded under the condition precedent that the legal effects/performance will depend on:

a) the Principal receiving project co-funding to cover services included under the Request for Proposal under Measure 1.2 of the Smart Growth Operational Programme - Sectoral R&D Programmes, Sectoral GameINN Programmes;

b) acceptance of the Bidder (Contractor) by the National Centre for Research and Development, pursuant to the rules of the Sectoral R&D Programmes, Sectoral GameINN Programme ("conditional agreement").

VIII.6. In the event the Principal receives co-funding referred to in Section VIII.5 above, the RFP along with attachments shall be graphically presented pursuant to the regulations in force in respect of the promotion valid on the date of conclusion of the funding agreement.

Sincerely,

.....  
(company seal and signature of the authorised person)

ANNEXES:

1. Tender form;
2. A statement to the RFP No. 01/2016 confirming the fulfilment of the terms and conditions of Section III of the Request for Proposal;
3. Statement declaring the lack of equity and personal relationship with the Principal.

TENDER FORM

The Bid herein constitutes the reply to the RFP No. 01/2016 dated ..... 2016 on research involving game users playtesting the game "Lords of the Fallen."

**1. Bidder Data:**

- a. Name: .....
- b. Headquarters address: .....
- c. NIP (Taxpayer Identification Number): .....
- d. National Business Registry No.: .....
- e. Person authorised to contact the Principal:  
 First and last name: .....  
 Phone: .....  
 E-mail address: .....

**2.** I hereby submit to perform the object of the Contract at the following NET price (exclusive of VAT):

THE OBJECT OF THE CONTRACT	NUMBER OF HRS	RATE/HR	PRICE	SPELLED OUT
Research involving playtest of the game "Lords of the Fallen."				

- 3.** I declare that the aforementioned prices/price are/is all-inclusive of the costs allowing me to carry out the object of the Contract.
- 4.** I declare that I have read the description of the object of the Contract and have no reservations in respect thereto.
- 5.** The bid shall be valid for 120 days from the date of submission (delivery) to the Principal.
- 6.** I acknowledge that if I make or confirm false statements, my bid will be rejected.
- 7.** I acknowledge that if the Principal receives co-funding which will cover the object of the Contract specified in the Request for Proposal No. 01/2016 dated ..... 2016, the Request for Proposal along with its Annexes/attachments will be graphically presented pursuant to the regulations applicable to the promotion on the date of signing the co-funding agreement.
- 8.** I understand that any agreement I sign with the Principal will be of a conditional nature. Its performance will depend on the Principal receiving co-funding under the Sectoral GAMEINN Programme, Measure 1.2 "Sectoral R&D Programmes" (competition organised by the National Centre for Research and Development No. 3/1.2/2016) and provision of the written consent by the National Centre for Research and Development concerning the Bidder (Contractor). The Contract will be awarded within the framework of the project co-funded by the European Union under the European Regional Development Fund.

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ANNEXES TO THE TENDER:

1. Statements confirming the fulfilment of the terms and conditions of Section III of the above-mentioned RFP No. 01/2016 dated ..... 2016.
2. Statement declaring the lack of equity and personal relationship with the Principal.
3. Description of the Contractor/Bidder including the following information:
  - 3.1. Bidder's experience, focused on the scope and type of research provided in the Request for Proposal.
  - 3.2. Description of key research staff, necessary for the proper implementation of the project (including CVs of individuals):
  - 3.3. Indication of specific technical resources (equipment and research and scientific devices, facilities, equipment, machinery) and intangible assets (licences, technologies, know-how, intellectual property rights), which will be used to execute the object of the Procurement Contract during the project.

....., date: .....

.....  
Signature and stamp of the authorised person

DECLARATIONS TO THE RFP NO. 01/2016  
CONFIRMING THE FULFILMENT OF CONDITIONS UNDER SECTION III OF THE RFP

I hereby declare that the Bidder .....  
(Company and Headquarters address) satisfies the following terms and conditions:

1. Operates the business according to the description of the object of the Contract;
2. Has the necessary experience and infrastructure allowing the performance of the Contract, has person with a minimum of 3 years of professional experience in projects of focus-test game testing with users and has a tangible means to organise playtests for the designated target group and the indicated sample.
3. Possesses the necessary financial and economic conditions allowing for the performance of the Contract.
4. Is not under any opened liquidation or bankruptcy proceedings against same.

.....  
Place and date  
Stamp\*

.....  
First name, last name, signature

\* Signature of the person or persons recorded in the relevant registers to undertake obligations on behalf of the Bidder or in the relevant authorisation.

STATEMENT  
DECLARING THE LACK OF EQUITY AND PERSONAL RELATIONSHIP WITH THE PRINCIPAL.

I, the Undersigned, hereby warrant and declare that no equity or personal relationships exist linking the Bidder and the Principal, namely, the Company CI Games SA with the headquarters in Warsaw.

Said personal or equity relationships shall be understood as the interrelationship between the Principal or the persons authorised to enter into commitments on behalf of the Principal or persons performing on behalf of the Principal activities related to the preparation and the procedure for selecting the Contractor and the Contractor, in particular in respect of:

- holding at least 10% of the shares,
- functioning as member of the supervisory or management body, proxy or representative,
- remaining in marital relationship, in consanguinity or affinity in a straight line, the second degree of kinship or affinity of the second degree in the collateral line or by adoption, guardianship or custody.

.....  
Place and date  
Stamp\*

.....  
First name, Last name, Signature,

\* Signature of the person or persons recorded in the relevant registers to undertake obligations on behalf of the Bidder or in the relevant authorisation.