

Warsaw, 2024, 22 March

REQUEST FOR PROPOSALS

no. CDPR/03/2024/01

concerning subcontracting of services in the capacity of
Senior Motion Capture Specialist / Pipeline Support Programmer

in the scope of the following project no FENG.01.01-IP.01-006A/23 applying for grant in The
European Funds for Smart Economy 2021-2027 Programme
Priority 1. Support for entrepreneurs, SMART Path, named:

*„Cinematic Experience - an innovative set of tools automating the process of creating non-linear
missions, scenes and animations for open worlds in AAA.”*

I. Introduction

Request for proposals announced by CD PROJEKT S.A. concerning subcontracting of services in the capacity of:

- Senior Motion Capture Specialist / Pipeline Support Programmer,
to be employed under a contract for specific work or cooperation contract in the scope of the project named no. FENG.01.01-IP.01-006A/23 applying for grant in The European Funds for Smart Economy 2021-2027 Programme, Priority 1. Support for entrepreneurs, SMART Path, named: „Cinematic Experience - an innovative set of tools automating the process of creating non-linear missions, scenes and animations for open worlds in AAA.”

II. Solicitor:

Name: CD PROJEKT S.A.
Registered office: Warsaw
Address: Jagiellońska 74, 03-301 Warsaw
Court registration no. (KRS): 0000006865
Tax ID (NIP): 7342867148
Statistical ID (REGON): 492707333
tel.: +48 22 519 69 00
e-mail: recruitment@cdprojekt.com

III. Contract award procedure

This request for proposals is subject to the competitiveness clause expressed regarding the eligibility of expenses scope in the Guidelines on the eligibility of expenditure under the European Regional Development Fund, the European Social Fund and the Cohesion Fund and the Just Transition Fund for 2021-2027.

IV. Subject of the tender

1. The scope of work covered by the order includes the position **Senior Motion Capture Specialist / Pipeline Support Programmer**

- Planning, preparing, handling and conducting a motion capture session for the purposes of research and development for the development of video games produced by CDPR, including verification of the shot list, design and creation of a set of props and decorations, calibration of equipment, preparation of actors for recording and exporting and cleaning the material obtained during the session to a state in which it can be forwarded for further processing by animators working at CDPR.
- Creation of pipelines and tools developing motion capture for the needs of research and development works for the development of video games during the production process, including:
 - designing hardware and software solutions,
 - writing scripts and tools.
- Motion-capture recordings will be suitable for use by animators to prepare animations as

part of research and development works for the development of video games, in particular they will be made in accordance with the standards adopted by CDPR in the field of animation, and will also be properly entered into the register animation conducted by CDPR."

2. Date and place of announcement of the request for proposals: March 22, 2024, - bazakonkurencyjnosci.funduszeuropejskie.gov.pl

3. The scope of works referred to in point 1 must be completed by the date specified in the contract concluded between the Solicitor and the selected Contractor. Estimated project implementation date: August 31, 2026, unless the parties decide otherwise pursuant to amendments to the contract in the form of an annex.

4. The Solicitor reserves the right to apply to the National Center for Research and Development for extension of the project. Should this request be granted, the service contract may be extended accordingly.

5. The corresponding Common Procurement Vocabulary (CPV) codes are as follows:

- "73000000-2 - Research, experimental and development services and related advisory services
- 72200000-7 - Software programming consultancy services"

V. Participation eligibility criteria and means of validating participation eligibility

1. Participation eligibility criteria have been formulated in a manner consistent with the scope of the tender. The Solicitor does not aim to restrict competition by including criteria which could be regarded as extraneous given the goals of the project and therefore prejudicial to potential Proposers.

2. All potential Proposers have equal access to information concerning this tender. No potential Proposer is privileged with regard to other Proposers. All proceedings associated with this tender are conducted in a transparent manner.

3. Eligibility for participation appertains to natural persons or legal entities which fulfill the following criteria:

- A. they accept the content of the tender without reservation – submission of a proposal is construed as acceptance of the tender;
- B. they possess the necessary permissions to perform the solicited tasks insofar as is required under law, e.g. they conduct business activities which match the scope of the tender (applies to commercial entities);
- C. they possess experience in the scope of Vicon hardware and software as well as Python and JavaScript scripting language, which the Solicitor is capable of verifying on the basis of documentation submitted by the Proposer or by referring directly to products indicated in the proposal (e.g. inclusion in end credits);
- D. the possess verifiable knowledge and experience in the following areas:
 - Advanced communication skills and ability to work in a team.
 - Ability to communicate fluently in English.

- Experience in the scope of developing at least one multiplatform AAA open-world non-linear action RPG
- Minimum 10 years of experience working with Motion Capture systems

certified in the form of copies of concluded contracts presenting the scope of work/responsibilities performed, employer's certificates of employment, references, etc.

- E. they are not subject to any exclusion criteria which would prevent them from participating in this tender;
- F. they have submitted a complete and properly filled out proposal.

4. The following parties are excluded from participating in this tender:

- A. parties materially or personally affiliated with the Solicitor, or with parties entitled to incur liabilities on behalf of the Solicitor, or with parties discharging ancillary duties on behalf of the Solicitor;
- B. parties materially or personally involved in selection of subcontractors through:
 - a. participation in the company as a partner in a civil law partnership or personal partnership;
 - b. ownership of at least 10% of company shares;
 - c. participation in the company's supervisory or managerial organs, or acting as company proxy;
 - d. matrimony, kinship, blood ties up to the second degree, adoption, custody or guardianship.

5. Based on the conditions listed herein, the eligibility of each Proposer will be assessed on the "eligible/ineligible" basis.

6. Should the Solicitor receive proposals from several eligible parties, the Solicitor will schedule a further round of interviews to verify the experience and knowledge claimed by each Proposer.

VI. Selection criteria and their respective weights

The sole selection criterion is price.

The Solicitor shall select the proposal which matches all requirements listed in this document (see section III) and is regarded as the most favorable under the following criteria:

Item no.	Name	Max points	Points awarded
1.	Price	100	
	Total	100	

The price listed in the proposal should be fixed and cover all the costs and components of the service in accordance with the Solicitor's requirements.

The detailed scoring algorithm is as follows.

The number of points awarded for the "price" criterion will be calculated according to the following formula:

$$P_i = [C_{min} / C_i] \times 100 \text{ pts.},$$

where:

Pi – number of points awarded to proposal i for the “price” criterion;

Cmin – lowest aggregate price offered by any Proposer

Ci – total price offered in proposal i

VII. Submission of proposals: means of delivery, address and deadline

1. Proposals should be prepared by filling out the form which is attached to this RFP.
2. Each Proposer may submit a single proposal.
3. Proposals may be formulated in Polish or in English.
4. The proposal may be submitted only by submitting an offer on the website bazakonkurencyjnosci.funduszeuropee.gov.pl in response to this request for quotation (in the "Offers" section --> "Create an offer") no later than the end of 2024, April 22.
5. Deadline is no shorter than 30 calendar days counting from the day following the date of RFP being published. Whether the deadline is met decided the date and hour at which a Proposal has been received by the Solicitor.
6. Proposals received after the deadline will not be considered.

VIII. Announcement of results, conclusion of contracts, Solicitor's reservations:

1. Proposers will be notified of the results of the tender (or of its cancellation, as appropriate) through suitable notices posted on the website: <https://bazakonkurencyjnosci.funduszeuropejskie.gov.pl/>
2. The Solicitor reserves the right to amend the terms of this tender, to suspend it or to cancel it without selecting a proposal, at any stage, particularly if all Proposers offer financial conditions which exceed the amount of resources budgeted by the Solicitor for this project;
3. The Solicitor reserves the right to conclude other contracts with the selected Proposer as long as the subject of such contracts does not overlap with the subject of this tender in accordance with the rules for introducing changes to the contract provided for in the Guidelines on the eligibility of expenditure under the European Regional Development Fund, the European Social Fund and the Cohesion Fund and the Just Transition Fund for 2021-2027.
4. The Solicitor will conclude a contract with the selected Proposer at the place of the Solicitor's choosing and under the conditions defined by the Solicitor, with the reservation of a point 8 below;
5. The Solicitor declares that payment for services rendered under the abovementioned contract will be remitted on a monthly basis, following submission of signed reports certifying the fulfillment of a given percentage of the total workload.
6. The Solicitor retains the right, conditioned upon the Contractor's approval, to deduct allowances for additional services offered to the Contractor (except for liabilities mandated by law) from contractual payments.
7. Should the selected Proposer decline to sign a contract with the Solicitor, the Solicitor reserves the right to select a different proposal as long as the associated price does not exceed the total amount of resources budgeted by the Solicitor for this project.
8. If the Contractor whose offer has been selected refrains from concluding the contract, the Solicitor may select the most advantageous offer from among the remaining offers, provided

that the amount of funds planned in the project budget for the implementation of this activity is not exceeded;

9. A contract will be signed with selected Proposer, which will depend on:
- a. granting funding from the European Funds for a Modern Economy 2021-2027 Program, Priority 1. Support for entrepreneurs, SMART Path
 - b. possible need for the Company to apply for the Contractor's acceptance by the National Center for Research and Development.

X. Supplementary information:

1. Partial proposals may be considered by the Solicitor.
2. The Solicitor shall not bear responsibility for any losses or damage resulting from improper submission or delivery of a proposal, non-submission of any required information or delivery/submission of a proposal to a different address than the one specified in this document.
3. The unsealing of proposals will not be publicized.
4. Proposals shall be considered submitted at the moment they are received by the Solicitor.
5. The selected Proposer may be offered a contract for specific work or cooperation contract.
6. Proposals submitted after the deadline specified in this document shall not be considered by the Solicitor.
7. In case of any discrepancies between the English and Polish version of this document the Polish version shall prevail.

XI. Contact details:

Please address all inquiries related to this Request for Proposals to Katarzyna Ścibior at e-mail recruitment@cdprojekt.com.

XII. Appendices

1. Proposal submission form