Fundusze Europejskie dla Nowoczesnej Gospodarki | Rzeczpospolita Polska | Dofinansowane przez Unię Europejską | Poland. Business Forward

REQUEST FOR QUOTATION NO. 02/11/2026 –

ORAL INTERPRETING SERVICES DURING JAFF MARKET 2026 (JOGJA-NETPAC ASIAN FILM FESTIVAL), INDONESIA

In connection with the co-financing obtained for the implementation of the project entitled *"Internationalisation of Q MEDIA through the acquisition of new foreign sales markets for the innovative cine adapter with the novel IRIX filter exchange system"* under the European Funds for a Modern Economy Programme (FENG), Priority: Innovation-friendly environment, Measure 2.25 Promotion of the brand of innovative SMEs, call no. FENG.02.25-IP.02-002/25, grant agreement no. FENG.02.25-IP.02-0417/25, the company Q MEDIA Renata Adamczyk invites the submission of offers for the performance of a contract comprising stand support in the form of oral interpreting during JAFF Market 2026, held as part of the 21st Jogja-NETPAC Asian Film Festival (JAFF 2026) in Yogyakarta (Indonesia).

Title of the contract	Exhibition stand support service in the form of oral interpreting from Indonesian into English and from English into Indonesian during JAFF Market 2026 in Yogyakarta, Indonesia.
Place and method of submitting offers and communication	Offers together with attachments may be submitted **exclusively via the Competitiveness Database (Baza Konkurencyjności).** All questions concerning the Contract must be submitted via the Competitiveness Database. Offers submitted after the deadline will not be considered. **Deadline for submission of offers: 24.11.2026**
Contracting Authority details	Renata Adamczyk Q MEDIA ul. Nad Potokiem 25/28, 30-830 Kraków, Poland Tax ID (NIP): 6792651873, REGON: 120399420
Contact person	Hubert Adamczyk e-mail: h.adamczyk@next77.pl
Category of the notice	Services

I. PROCEDURE FOR AWARDING THE CONTRACT

This contract award procedure is conducted in accordance with the competitiveness principle set out in the Guidelines of the Minister of Finance and Regional Policy of 19 May 2026 on the eligibility of expenditure for 2021-2027, issued pursuant to Article 5(1)(2) of the Act of 28 April 2022 on the principles of implementing tasks financed from European funds in the 2021-2027 financial perspective (hereinafter: the "*Guidelines*").

The procedure covers only a part of the contract for trade fair stand support services, including interpreting services, within the project in 2026-2028 (**part 1 of 6**). The remaining parts concern stand support at subsequent trade fair events, in other locations. The individual parts are awarded separately, on dates resulting from the trade fair schedule, applying the competitiveness principle.

Matters not regulated in this request for quotation shall be governed by the provisions of Polish law, in particular the Civil Code.

II. CPV CODES

- 79540000-1 Oral interpretation services
- 79956000-0 Fair and exhibition organisation services

III. DESCRIPTION OF THE SUBJECT OF THE CONTRACT

Purpose of the contract: The purpose of the contract is to ensure professional communication with visitors to the Contracting Authority's stand in order to present the IRIX brand offer, in particular the innovative cine adapter with the novel filter exchange system, and to establish business contacts. The performance of the contract will support Q MEDIA's activities related to presenting its product offer, acquiring business contacts and developing cooperation on the Indonesian market and in the Southeast Asia region.

Subject of the contract: The subject of the contract is a service of supporting the Contracting Authority's stand in the form of oral interpreting in the language pair **Indonesian – English** (in both directions), provided by 1 interpreter during JAFF Market 2026, held as part of the 21st Jogja-NETPAC Asian Film Festival (JAFF 2026). Within the remuneration, the Contractor shall provide the interpreter with accommodation (hotel) and meals throughout the period of performance of the service.

Event information:

- Event name: JAFF Market 2026, the trade and market section of the 21st Jogja-NETPAC Asian Film Festival (JAFF 2026);
- Dates of the fair: 28–30 November 2026;
- Venue: Jogja Expo Center (JEC), Jl. Raya Janti, Banguntapan, Bantul, Daerah Istimewa Yogyakarta, Indonesia;

Detailed specification of the contract

1. Scope of the service

- oral interpreting of conversations held by the Contracting Authority's representatives with stand visitors, including presentations and demonstrations of IRIX brand products using demonstration equipment;
- oral interpreting of the Contracting Authority's business meetings with business partners held at the fair venue (at the stand or elsewhere within the Jogja Expo Center);
- communication support in contacts with the fair organiser and the venue's technical staff during the fair;
- participation in promotional activities at the stand, including actively inviting visitors, handing out the Contracting Authority's information materials and independently providing visitors with basic information on the IRIX offer and products (in Indonesian and English), in particular when the Contracting Authority's representatives are engaged in other conversations;
- collecting the contact details of persons interested in the offer and passing them on to the Contracting Authority's representatives.

The interpreter is obliged to familiarise themselves with the Contracting Authority's product offer to an extent allowing them to present basic product information independently. The interpreter is not authorised to conduct

commercial negotiations or to make any statements or commitments on behalf of the Contracting Authority (including those concerning prices and terms of cooperation).

2. Scope and organisation of work

- number of interpreters: 1 person, working according to the Contracting Authority's current needs, at the stand and during business meetings at the fair venue;
- service period: 3 fair days, i.e. 28, 29 and 30 November 2026;
- working hours: throughout the fair's opening hours for visitors, not more than 9 hours per day (including breaks), including presence at the stand at least 30 minutes before the fair opens. The interpreter agrees the timing of breaks with the Contracting Authority's representatives on an ongoing basis.

3. Subject-matter preparation (briefing)

Before the fair begins, the Contractor shall ensure the participation of the interpreter in a product briefing conducted remotely (online) by the Contracting Authority, lasting up to 2 hours, at a time agreed by the Parties. The interpreter undertakes to familiarise themselves independently, before the fair begins, with the IRIX brand product offer, in particular on the basis of information available on the brand's websites.

4. Requirements for the interpreter

The service will be performed by an interpreter meeting the conditions for participation in the procedure set out in Chapter V, named in the offer form.

While performing the service, the interpreter is obliged to:

- be punctual and present at the stand in accordance with the daily schedule;
- maintain a high standard of personal conduct and a professional image;
- have a very good knowledge of photo-video subject matter and of the specialist terminology and vocabulary in this field;
- wear business attire, which may be supplemented with an IRIX brand identification element provided by the Contracting Authority;
- use correct technical and commercial terminology in the field of photography, video and film production.

The Contractor shall state in the offer form the first name and surname of the interpreter who will perform the service. The interpreter may be replaced during the performance of the contract only with the Contracting Authority's consent, by a person with qualifications and experience no lower than those required in the request for quotation and declared in the offer.

If the interpreter is absent, the Contractor is obliged to inform the Contracting Authority immediately and to provide a replacement meeting the requirements set out in the request for quotation without undue delay. The Contractor is responsible for ensuring the continuity of the service.

5. Other obligations of the Contractor

- providing the Contracting Authority with the interpreter's details necessary for their registration as stand personnel – on the day the contract is concluded;
- providing the interpreter with travel to the place of performance of the service (including any travel to Yogyakarta and daily travel to the Jogja Expo Center), accommodation and meals throughout the period of performance of the service. The Contractor shall include these costs, as well as all other costs related to the provision of the service, in the offer price. The Contracting Authority does not provide the

interpreter with accommodation or meals and will not reimburse the Contractor for any costs beyond the offer price;

- keeping confidential all information obtained in connection with the performance of the service, in particular commercial and technical information concerning the Contracting Authority's products and business partners' data;
- keeping a daily timesheet for the interpreter, confirmed by the Contracting Authority's representative, constituting the basis for drawing up the acceptance report.

The Contracting Authority will provide the interpreter with a badge allowing entry to the fair venue, information materials and access to drinking water at the stand.

IV. CONTRACT IMPLEMENTATION SCHEDULE

- before the fair begins – an online product briefing for the interpreter, lasting up to 2 hours, at a time agreed with the Contracting Authority;
- 28–30 November 2026 – provision of the interpreting service at the fair;

Planned contract signing date: November 2026.

The date of completion of the Subject of the contract shall be the date on which the Parties sign the Acceptance Report.

V. CONDITIONS FOR PARTICIPATION IN THE PROCEDURE

Bidders may apply for the contract if they have at their disposal at least 1 person who meets all of the following requirements:

- has a command of Indonesian and English at a level allowing fluent oral interpreting of business conversations, with knowledge of each language corresponding to at least level C1 or being the person's native language;
- has a very good knowledge of photo-video and film production subject matter, including specialist terminology and vocabulary in this field (e.g. optics, lenses, filters, lens mounts), allowing fluent interpreting of technical and commercial conversations;
- within the last 3 years before the deadline for submission of offers, has provided oral interpreting during at least one trade fair, conference, festival or business event.

Fulfilment of the conditions for participation in the procedure will be verified on the basis of the list of interpreters included in the offer form (Annex No. 1), containing the interpreter's first name and surname, level of language proficiency and a list of events (name, place, date) during which the interpreter provided services, and, as regards knowledge of photo-video subject matter, on the basis of the Contractor's declaration contained in the offer form.

The Contracting Authority reserves the right to request the Contractor to provide explanations or to submit documents confirming the information contained in the list, in particular references, language certificates or other documents confirming the required qualifications and experience.

Fulfilment of the conditions for participation in the procedure will be assessed on a "meets/does not meet" basis.

VI. EXCLUSIONS FROM THE PROCEDURE

1. In order to avoid a conflict of interest, the contract covered by this request for quotation may not be awarded to entities with personal or capital links to the Contracting Authority. Capital or personal links are understood as mutual links between the Contracting Authority, persons authorised to incur obligations on behalf of the Contracting Authority or persons performing, on behalf of the Contracting Authority, activities related to the preparation and conduct of the contractor selection procedure, and the contractor, consisting in particular in:
   - participating in a company as a partner in a civil-law partnership or a partnership, holding at least 10% of shares (unless a lower threshold results from the law), serving as a member of a supervisory or management body, commercial proxy (prokurent) or attorney,
   - being married to, being related by blood or affinity in the direct line, being related by blood or affinity in the collateral line up to the second degree, or being linked by adoption, custody or guardianship to, or cohabiting with, the contractor, its legal representative or members of the management or supervisory bodies of contractors applying for the contract,
   - having such a legal or factual relationship with the contractor that there is reasonable doubt as to their impartiality or independence in connection with the contract award procedure.

The absence of capital or personal links is confirmed by the Bidder submitting a declaration on the absence of the above-mentioned links (Annex No. 2 to the request for quotation).

2. Bidders in liquidation or bankruptcy, or in a difficult economic and financial situation threatening the proper performance of the contract, may not apply for the contract. The Bidder confirms its good situation and ability to perform the contract by signing the offer form constituting Annex No. 1 to this notice.
3. A Bidder may apply for the contract if it is not subject to exclusion from the procedure under Article 5k of Council Regulation (EU) No 833/2014 of 31 July 2014 concerning restrictive measures in view of Russia's actions destabilising the situation in Ukraine (OJ L 229, 31.7.2014, p. 1), as amended by Council Regulation (EU) 2022/576 amending Regulation (EU) No 833/2014 concerning restrictive measures in view of Russia's actions destabilising the situation in Ukraine (OJ L 111, 8.4.2022, p. 1).

A Bidder may apply for the contract if the grounds for exclusion under Article 7(1) of the Polish Act of 13 April 2022 on special solutions to counteract support for aggression against Ukraine and to protect national security (Journal of Laws, item 835) do not apply to it. The Bidder confirms that it is not excluded by signing the offer form constituting Annex No. 1 to this notice.

VII. OFFER EVALUATION CRITERIA

1. Offers will be evaluated by the Contracting Authority. The Contracting Authority may request Bidders to provide additional explanations regarding the content of the submitted offers.
2. When selecting the offer, the Contracting Authority will apply a weighted points system.
3. The Contracting Authority will evaluate offers on the basis of the following criterion:

Evaluation criterion	Weight	Maximum number of points
Gross price for performance of the contract (KC)	100%	100 points

Gross price for performance of the contract – 100%

The Bidder shall state the gross price for the subject of the contract in Polish zloty, covering the scope described in the Request for Quotation. The price stated in the offer shall be complete, unambiguous and final, taking into

account any discounts and rebates (discounts in kind are not permitted), and shall include all costs related to the proper preparation and performance of the contract, including the interpreter's travel, accommodation and meals.

In the case of a foreign Bidder whose offer price does not include Polish VAT (net price equal to gross price), the Contracting Authority will add VAT at the applicable rate to the price of that offer for the purpose of evaluating offers, in order to ensure that offers are comparable. The added tax is used solely for the evaluation of offers and does not change the price stated in the offer.

The gross price should be expressed in Polish zloty (PLN) to two decimal places. If the Contractor states the price in a currency other than PLN, the Contracting Authority will convert it into PLN at the average exchange rate of the National Bank of Poland (NBP, Table A) on the date of publication of the request for quotation.

If the price or cost offered appears abnormally low in relation to the subject of the contract, in particular if it differs by more than 30% from the arithmetic mean of the prices of all valid offers not subject to rejection, or raises the Contracting Authority's doubts as to the possibility of proper performance of the contract, the Contracting Authority will ask the Contractor to provide explanations together with evidence concerning the calculation of the price or cost.

The Contracting Authority reserves the right to reject the offer if the Bidder fails to provide the required explanations or if the assessment of the explanations and the evidence provided does not justify the price offered and confirms that the offer contains an abnormally low price in relation to the subject of the contract.

Points in the criterion "gross price for performance of the contract" will be awarded according to the following formula:

KC = (gross price of the lowest of the submitted offers / gross price of the evaluated offer) × 100 × 100%

KC – number of points of the evaluated offer. The maximum number of points available is 100.

The most advantageous offer will be the offer which is formally correct, is not subject to exclusion and receives the highest number of points in the evaluation.

After evaluating the offers received, the Contracting Authority will select the most advantageous offer, which will be documented in the contract award procedure report.

VIII. METHOD OF PREPARING THE OFFER

1. A Bidder interested in performing the contract is obliged to submit the following attachments via the Competitiveness Database (BK2021): **Annex No. 1** – Offer form (including the list of interpreters and the declaration on knowledge of photo-video subject matter); power of attorney (if applicable); **Annex No. 2** – Declaration on the absence of capital or personal links.
2. The content of the submitted offer must correspond to the content of the Request for Quotation. The Contracting Authority recommends using the form templates prepared by the Contracting Authority and attached to this request for quotation. Bidders may submit their own attachments, provided that their content is consistent with the forms prepared by the Contracting Authority.
3. The offer may be submitted in Polish or English.
4. Where the offer and/or attachments are signed on behalf of the Bidder by an attorney (a person not authorised to perform such acts under the Bidder's registration documents), the relevant power of attorney must be attached to the offer.
5. All attachments must be signed in accordance with the rules of representation. The Contracting Authority accepts: a) a qualified electronic signature, b) a trusted profile signature (podpis zaufany), c) for Contractors

that do not have a qualified electronic signature or a trusted profile signature – a scan of a document signed by hand by a person authorised to represent the Contractor.

6. The Contracting Authority does not allow partial offers. The subject of the contract is a uniform oral interpreting service provided at the same place and time, which cannot reasonably be divided into parts. Entrusting the entire contract to a single Contractor ensures continuity of stand support, a uniform standard of service and clear responsibility for its proper performance.
7. The Contracting Authority does not allow variant offers.
8. During the examination and evaluation of offers, the Contracting Authority may request Bidders to provide explanations regarding the content of the submitted offers in the event of doubts as to the possibility of performing the contract in accordance with the requirements set out in the request for quotation or arising from separate regulations, including details of the price calculation.
9. A Bidder may modify or withdraw its offer. Modification or withdrawal of a submitted offer is effective only if made by the Bidder before the deadline for submission of offers. In the event of a modification, the Bidder shall submit a written statement that it is modifying its offer, specifying the scope and type of the modifications, and if the modification requires replacement or submission of new documents, the Bidder shall submit those documents together with the modification. In the event of withdrawal, the Bidder shall submit a written statement that it is withdrawing its offer.
10. The Bidder bears all costs related to the preparation and submission of the offer.
11. A Bidder remains bound by its offer until the contract is concluded, but for no longer than 30 days. The binding period begins on the expiry of the deadline for submission of offers.

IX. PLACE AND METHOD OF SUBMITTING OFFERS

1. Offers together with attachments may be submitted: **directly via the Competitiveness Database.**
2. Any questions concerning this contract must be submitted via the Competitiveness Database. Questions must be submitted no later than 2 days before the end of the notice period. Questions received after that date will remain unanswered.
3. Offers submitted after the deadline or by a method other than the one specified will not be considered.
4. **Deadline for submission of offers: 24.11.2026**

X. RESOLUTION OF THE PROCEDURE, CONDITIONS FOR CONCLUDING AND AMENDING THE CONTRACT

The Contracting Authority will award the contract to the Bidder whose offer complies with the rules set out in the request for quotation and has been considered the most advantageous by the Contracting Authority, taking into account the established selection criteria.

- The Contracting Authority will inform the Bidders of the selection of the offer, inviting the Bidder whose offer is selected as the most advantageous to sign the contract.
- The Contracting Authority is not obliged to award the contract to any of the Bidders.
- **The offer shall be deemed accepted only upon signing of the Contract.**
- The Contracting Authority is entitled to select the next most advantageous offer if the Bidder whose offer was considered the most advantageous refuses to sign the contract, evades concluding the contract, or if signing the contract with such Bidder becomes impossible for other reasons.
- The contract may provide for contractual penalties in the event of delays in the performance of the contract.

- The remuneration for the performance of the contract will be paid in a single instalment, amounting to 100% of the contract value, after completion of all work and signing of the final acceptance report, on the basis of a correctly issued invoice, within 14 days of its receipt by the Contracting Authority.

CONDITIONS FOR AMENDING THE CONTRACT:

The Contracting Authority reserves the right to amend the contract concluded with the Bidder selected in the procedure upon the occurrence of at least one of the circumstances listed below, subject to the conditions for their introduction:

1. **The Contracting Authority provides for a change of the contract performance period upon the occurrence of at least one of the circumstances listed below:**
   - force majeure preventing timely performance of the subject of the Contract, in which case the Contractor is obliged to prove the occurrence of such force majeure and indicate its impact on the performance of the Service;
   - extraordinary circumstances other than force majeure, preventing timely performance of the subject of the Contract, which the Parties, exercising due diligence, did not foresee when concluding the Contract and for which they are not responsible;
   - failure to provide or late provision to the Contractor of materials, input data and documents within the time limits specified in the contract, or other delays on the part of the Contracting Authority, provided that the change of the deadline results from circumstances which the Contracting Authority, acting with due diligence, could not have foreseen at the stage of the procedure;
   - the need to introduce changes to the subject of the Contract as a result of circumstances which the Contracting Authority or the Contractor, acting with due diligence, could not have foreseen when concluding the Contract, in particular threatening gross loss, non-performance or defective performance of the subject of the Contract, provided that such changes do not alter the nature of the Contract;
   - prolongation of proceedings for the issue of administrative decisions related to the subject of the contract, unless caused by reasons attributable to the Contractor;
   - the need to perform work not covered by the Contract, which has become necessary as a result of an unforeseeable situation, where performance of the work covered by the Contract depends on prior performance of the work not covered by the Contract.

The above changes may not constitute grounds for increasing the remuneration. Each of the above changes may be associated with a reduction of the Contractor's remuneration.

2. **The Contracting Authority allows for changes to the Contract or for the Contracting Authority to withdraw from performance of a part of the subject of the Contract in the event of:**
   - force majeure preventing performance of the subject of the Contract, in which case the Contractor is obliged to prove the occurrence of such force majeure and indicate its impact on the performance of the Services;
   - extraordinary circumstances other than force majeure, in particular threatening gross loss, non-performance or defective performance of the subject of the Contract, which the Parties, exercising due diligence, did not foresee when concluding the Contract and for which they are not responsible;
   - any case where the subject of the contract can be achieved in a manner other than that specified in the contract, provided that the change in the manner of performance is financially rational and reliably justified, e.g. where the technical parameters of the subject of the contract can be modified without reducing the quality of the service;

- circumstances (macroeconomic phenomena) unforeseeable at the time of concluding the Contract and beyond the Parties' control, such as a sudden economic downturn, limited availability of materials, a significant increase in material prices, rapid inflation or a significant drop in prices, which require indexation of the remuneration (increase or decrease of the contractor's remuneration). In the case of indexation, the increase/decrease in price resulting from each subsequent change may not exceed 50% of the original contract value;
- receipt of a decision from the competent co-financing Institution concerning the performance of the subject of the contract, containing changes to the scope of tasks or implementation deadlines, or establishing additional requirements;
- changes in the applicable law affecting the subject and terms of the contract, and changes in the legal or factual situation of the Contractor and/or the Contracting Authority making performance of the subject of the contract impossible.

The change introduced does not alter the overall nature of the contract, and the value of the changes does not exceed 50% of the contract value originally specified in the Contract. *The above changes may constitute grounds for increasing or decreasing the Contractor's remuneration.*

The Contracting Authority allows for amendments to the Contract on the terms provided for in point 4(b)–(e) of section 3.2.4 "Contract" of the Guidelines on the eligibility of expenditure for 2021-2027, i.e. the Contracting Authority allows for commissioning additional work from the Contractor, provided that all of the following conditions are met:

- the additional work is necessary for the proper performance of the basic task, and its performance has become necessary as a result of a situation which the parties could not have foreseen before concluding the Contract;
- the performance of the additional work will be approved in writing by both parties before it is carried out;
- a change of Contractor cannot be made for economic or technical reasons, in particular concerning the interchangeability or interoperability of equipment, services or installations ordered under the basic contract;
- a change of Contractor would cause significant inconvenience or a substantial increase in costs for the Contracting Authority;
- the value of each subsequent change does not exceed 50% of the contract value originally specified in the contract.

The amendments to the contract described above may not alter the nature of the contract. They may result in an increase in remuneration.

An amendment to the contract is material if it renders the contract materially different in character from the one originally concluded, in particular if the amendment: introduces conditions which, had they been part of the contract award procedure, would have allowed other contractors to participate or would have allowed offers of different content to be accepted; changes the economic balance of the contract in favour of the contractor in a manner not provided for in the original contract; considerably extends or reduces the scope of the services and obligations under the contract; or consists in replacing the contractor to which the contract was awarded with a new contractor in cases other than those specified in letter d), point 4, section 3.2.4 of the Guidelines on the eligibility of expenditure.

Conditions for changes:

- Initiation of changes – at the request of the Contracting Authority and/or the Contractor.

- Justification of changes – proper performance of the subject of the contract, cost reduction, ensuring optimal technical and quality parameters.
- Form of changes – an annex to the contract with the Contractor in writing, under pain of nullity.

XI. OTHER INFORMATION

1. The Contracting Authority allows offers to be submitted and the contract to be performed by Contractors acting as a consortium and with subcontractors.
2. The Contracting Authority reserves the right to amend the content of this request for quotation. If the changes may affect the content of the offers being submitted, the Contracting Authority will extend the deadline for submission of offers. All modifications, supplements, arrangements and changes, including changes of deadlines, as well as Bidders' questions with explanations will be published on the website bazakonkurencyjnosci.funduszeeuropejskie.gov.pl. They become an integral part of the request for quotation and are binding when submitting offers. All rights and obligations of the Contractor relating to previously set deadlines shall be subject to the new deadline, if one is set.
3. The Contracting Authority reserves the right to cancel the procedure at any stage until the contract is signed if, due to circumstances which it did not or could not foresee, awarding the contract is not in the Contracting Authority's interest or has become pointless for other reasons.
4. The Contracting Authority will cancel the procedure in particular if: the price of the most advantageous offer exceeds the amount which the Contracting Authority intended to allocate to the performance of the contract, unless the Contracting Authority decides to increase this amount to the price of the most advantageous offer; the procedure is affected by a material defect preventing conclusion of the contract; or, as a result of a change in objective conditions, performance of the contract is not in the Contracting Authority's interest. In such circumstances, Bidders shall have no claims against the Contracting Authority if it exercises any of the above rights. In this respect, Bidders waive any claims they may have.
5. Offers and all other attachments submitted during the procedure are public, except for information constituting the Bidder's business secret, separately and clearly indicated by the Bidder.
6. All communication in this procedure, including publication of the request for quotation, submission of offers, exchange of information between the Contracting Authority and Bidders, and transfer of documents and statements, takes place via the Competitiveness Database 2021 (Baza Konkurencyjności 2021). Instructions for the Database are available at: https://instrukcje.cst2021.gov.pl/?app=baza-konkurencyjnosci. The Contracting Authority recommends that Bidders create an account and familiarise themselves with the Competitiveness Database a few days before submitting their offer.
7. **Bidders may ask questions via the Competitiveness Database only during the publication period of the notice. Questions must be submitted no later than two days before the end of the notice period. Questions received after that date will remain unanswered.**

XII. ANNEXES

Annex No. 1. Offer form

Annex No. 2. Declaration on the absence of capital or personal links

INFORMATION CLAUSE

In accordance with Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data

and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation – OJ L 119, 04.05.2016, hereinafter "GDPR"), I hereby inform you that:

1. The controller of your personal data is Renata Adamczyk Q MEDIA with its registered office in Kraków 30-830, ul. Nad Potokiem 25/28, Poland, registered in the Central Register and Information on Economic Activity (CEIDG), Tax ID (NIP): 679-265-18-73, REGON: 120399420, e-mail: h.adamczyk@next77.pl.
2. Your personal data will be processed on the basis of Article 6(1)(f) GDPR for the purpose of conducting the contract award procedure, in accordance with the competitiveness principle, in the project entitled *"Internationalisation of Q MEDIA through the acquisition of new foreign sales markets for the innovative cine adapter with the novel IRIX filter exchange system"* implemented under the European Funds for a Modern Economy Programme.
3. The recipients of your personal data will be persons or entities to whom the procedure documentation is made available on the basis of the grant agreement concluded with the Institution.
4. Your personal data will be stored, in accordance with the grant agreement, for a period of 10 years, in accordance with the archiving rules for documents covered by the grant agreement.
5. Decisions concerning your personal data will not be made by automated means, pursuant to Article 22 GDPR.
6. You have:
   - under Article 15 GDPR, the right of access to your personal data;
   - under Article 16 GDPR, the right to rectification of your personal data;
   - under Article 18 GDPR, the right to request the controller to restrict the processing of personal data, subject to the cases referred to in Article 18(2) GDPR;
   - the right to lodge a complaint with the President of the Personal Data Protection Office (UODO) if you consider that the processing of your personal data infringes the GDPR;
   - under Article 21(1) GDPR, the right to object to the processing of personal data on grounds relating to your particular situation, where the processing is based on Article 6(1)(f) GDPR.
7. You do not have:
   - in connection with Article 17(3)(b), (d) or (e) GDPR, the right to erasure of personal data;
   - the right to data portability referred to in Article 20 GDPR.