

# THINGS TO WATCH FOR

## WHEN APPLYING IN A PUBLIC TENDER FOR EXPRO PROJECTS

The Tender Document lays down all the conditions that the Project Proposal must meet. Unfortunately, failure to comply with some of the provisions will result in a disqualification from the tender, so please check carefully that, in particular, the following items are met:

- **the eligibility of the Organization** has been demonstrated (Article 2.2 (8));
- the conditions for the **simultaneous submission of** Project Proposals have been complied with (Article 3.1 (4));
- **the entire Project Proposal** is completed in English, unless required otherwise (Article 3.2 (2));
- the scientific part of the project (**C1**) is in **English**, and you do not exceed the page limit (Article 3.2 (9));
- any quoted text is duly referenced with **citations** (Article 3.1 (1));
- the CV (**D1**) is in **English**, and you do not exceed the page limit (Article 3.2 (12));
- **complete and true information** is provided in **Part D2**;
- **the personal identification number ("birth number")** of the Applicant (or Co-Applicant) and the **organization ID number ("IČO")** of the Organization (or Co-Organization) are filled in free of error (please check the final PDF - corrections are made by the Office staff, e-mail: [info@gacr.cz](mailto:info@gacr.cz)) (Article 3.2 (3)(c));
- no **annexes other than listed in the Tender Document** are attached (Article 3.2 (15));
- no **information** is missing in **Part E** (Article 3.2 (14));
- the funds are indicated in the Project Proposal form as **integer values rounded up or down to thousands of CZK** (Article 3.2 (6));
- the Project Proposal does not include any planned **remuneration bonuses** (Article 3.3.1 (2));
- no staff member is scheduled to **work zero hours** (Article 3.3.1 (3));
- the Organization has complied with **its obligations under the budgetary rules** in any previous Grant Projects, and has not breached any obligations under the Agreement or conditions of the Decision (Article 4.1 (3));
- none of your Project Proposals submitted to GACR in the previous calendar year were graded as **poor quality projects** (Article 4.1 (4));
- none of the projects of the same Organization or Applicant has been graded as **'not met with a penalty'** in the previous 3 years (Article 4.1 (5));
- the Project Proposals does not contain **incorrect or false information, contradictory information** (see Article 4.2 (2) and (3) to understand what is considered as such);
- **the conditions for submitting a proposal in the tender** are met (Article 4.2 (4));
- you are not submitting a Project Proposal that has already received targeted aid under Act No 130/2002, and you are not making **duplicit or multiple** submissions to tenders or calls in a given calendar year (Article 4.6 (2));
- you are compliant with **the tender period** (your Proposal is not submitted before the start of the tender period or after the end of it) (Article 4.1 (1));
- the Project Proposal **contains all the parts as specified** (Article 4.1 (1));
- you have complied with **the required method and venue of the submission** of your Project Proposal; the Proposal must be sent from the Organization's data box, or else a Power of Attorney pursuant to Article 3.2 (15)(d) and (Article 4.1 (1)) is required;
- **the digital seal of the GRIS application has not been compromised** for the Project Proposal (Article 3.1 (6));
- no incomplete proposal or no other than the **'FINAL' version of the Proposal** has been submitted (Article 3.1 (7));
- make sure that you are not sending the Project Proposal **in a compressed \*.zip or similar format**.



**DURING THE EVALUATION PERIOD** (UNTIL THE ANNOUNCEMENT OF RESULTS):

- The Organization meets the eligibility conditions throughout the tender process (Article 4.1 (6)).
- The Organization is required to inform the Provider in writing of any changes that have occurred between the submission of the Project Proposal and the potential execution of the Agreement on Grant Funding, or the award of the Decision on Grant Funding for the project, where such changes affect the Organization's legal standing or the information required to demonstrate eligibility, or information that could have impact on the evaluation of the Project Proposal, or information that could have impact on the tender process, within 7 calendar days of the date that the Organization becomes aware of any such facts or information.
- Material changes to the Project Proposal, in particular changes of the Organization, Applicant, the aims and the subject of the project, are not permissible, and are always grounds for disqualifying the Project Proposal from the tender (Article 3.3 of the Tender Document).



**UPON THE SUBMISSION OF THE PROPOSAL AND IN COURSE OF THE PROJECT:**

- By submitting the Project Proposal, the Organization agrees to comply with the provisions of the Tender Document. Failure to comply with the conditions set out in the Organization's warranty/declaration (pursuant to Article 3.1 (8) of the Tender Document) will result in the disqualification of the Project Proposal from the public tender or call; any failure to comply with these conditions may also constitute grounds for the termination of the Agreement on Grant Funding without notice.



The full text of the Tender Document can be found on GACR'S website here:

<https://gacr.cz/en/extracts-from-tender-documents/>

**Need advice?**



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(Mon-Thu 9:00 a.m. - 4:00 p.m.; Fri 9:00 a.m. - 4:00 p.m.)



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