

# 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 by the Organization (Article 2.2 (8));
- the conditions for the **simultaneous submission of** Project Proposals have been complied with (Article 3.1.1);
- **the entire Project Proposal** is completed in English, unless required otherwise (Article 3.2 (2));
- the scientific part of the project is in **English**, and you do not exceed the page limit (Article 3.2 (9));
- the **Organization has been filled in correctly** (the institution at which the Applicant will carry out the Project; please, **do not** confuse the identification of the Organization with the **“Applicant’s primary institution”**);
- any quoted text is duly referenced with **citations** (Article 3.1 (1));
- the CV is in **English**, and you do not exceed the page limit (Article 3.2 (12));
- **complete and true information** is provided in **bibliography**;
- no **annexes other than listed in the Tender Document** are attached (Article 3.2 (15));
- no **information** regarding other projects is missing (Article 3.2 (14));
- financial amounts in your Project Proposal are **rounded up to the nearest thousand in CZK** (Article 3.2 (6));
- the Project Proposal does not include any planned **remuneration bonuses** (Article 3.3.1 (2));
- **minimum working capacities** are met for all team members (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) (a));



**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 (7) 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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