RULES AND REGULATIONS OF THE COMPETITION

FOR THE DEVELOPMENT OF A VISUAL AND SPATIAL CONCEPT

OF PERMANENT EXHIBITION OF JÓZEF PIŁSUDSKI MUSEUM IN SULEJÓWEK
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1. COMPETITION ORGANIZER

1.1. The Organizer of the competition (hereinafter referred to as the “Contracting Authority”) is Muzeum Józefa Piłsudskiego w Sulejówku (Józef Piłsudski Museum in Sulejówek), located in Sulejówek at ul. Oleandrów 5, entered in the register of cultural institutions held by the Minister of Culture and National Heritage under no RIK 80/2008, tax identification number (NIP): 822-228-45-51, statistical number (REGON): 141773282.

1.2. The registered seat of the Contracting Authority is: Muzeum Józef Piłsudskiego w Sulejówku (Józef Piłsudski Museum in Sulejówek) ul. Oleandrów 5, 05-070 Sulejówek.

1.3. The Contracting Authority’s address for correspondence is: Biuro Muzeum Józef Piłsudskiego w Sulejówku (Office of Józef Piłsudski Museum in Sulejówek), ul. Dominikańska 25, 02-738 Warszawa, phone/fax no: +48 842 04 25, e-mail: konkurs@muzeumpilsudski.pl.

2. FORM AND GENERAL RULES OF THE COMPETITION


2.2. The competition shall be a one-stage open competition, where the competition participants (hereinafter referred to as the “Participants”) submit applications for admission to the competition (hereinafter referred to as the “Applications”) and the Contracting Authority approves their participation and invites them to submit competition entries that meet the conditions provided for the competition.

2.3. Following the final decision in the competition, at least two Participants whose entries will have been evaluated the highest by the Competition Jury shall be invited to participate in a negotiation procedure without publication, leading to the award of contract for the detailed project study of the selected competition entry and author’s supervision of the exhibition realisation.

2.4. The competition proceedings shall be conducted in Polish. Applications for admission to the competition, documents confirming the fulfilment of conditions, declarations, competition entries and other notifications, documents and submissions of the Participants shall be presented in Polish. Documents drawn in other languages shall be submitted with their translations into Polish, certified as true copies of the originals by the Participant or a sworn translator.

2.5. To facilitate the work of designers participating in the competition, the Contracting Authority has prepared Polish and English versions of the competition documents. Contracting Authority answers to Participants questions and further cooperation of the design team of the Participant selected in the competition with the Contracting Authority’s team will be conducted in the Polish language.

2.6. The Rules and Regulations of the competition have been drawn up in Polish and English; the Polish version prevails.
3. **COMPETITION SUBJECT**

3.1. The subject of the competition is a general visual and spatial concept of the permanent exhibition in Józef Piłsudski Museum in Sulejówek, detailed concepts of two scenes in the exhibition scenario (hereinafter referred to as the “Scenario”): “Rebel” and “The Bezdany Raid”, and the proposal of multi-media solutions in these two scenes, identifying in this way a general direction for further development of the permanent exhibition.

3.2. The concept shall meet the requirements listed in the Rules and Regulations, as well as directives included in the Scenario and in other materials annexed to the Rules and Regulations.

3.3. The subject of the competition has been classified according to the Common Procurement Vocabulary (CPV) as follows:

- 92312000-1 – Artistic services
- 79932000-6 – Interior design services
- 79930000-2 – Specialty design services
- 79421200-3 – Project-design services other than for construction work.

4. **COMPETITION GOAL**

4.1. The goal of the competition is to identify at least two best visual and spatial concepts for the permanent exhibition, taking into account the requirements to the content and the architectural, functional and financial, technical and constructional requirements developed by the Contracting Authority and provided in the Rules and Regulations, the Scenario and the remaining annexes to the Rules and Regulations. Competition entries should envisage the best and the most original conceptual designs in terms of visual and spatial form of the exhibition, developed on the basis of diverse media for communicating information and narrative arrangement techniques used for museum exhibitions.

4.2. Authors of at least two best competition entries shall be invited to participate in negotiations without publication. The negotiations will lead to the selection of one Participant to be awarded a contract for the development of a design documentation including a post-competition documentation and design documentation in the scope necessary to develop a permanent exhibition, including a multi-discipline construction design (if necessary), multi-discipline execution design, description of the competition subject for the purposes of the procedure of awarding public construction works contract for the exhibition development and other required supplements (hereinafter jointly referred to as the “Detailed Project Study”), as well as the contracted author’s supervision of the exhibition execution. The Detailed Project Study shall be a basis for the organisation of a public procurement procedure for the realisation of the permanent exhibition in Józef Piłsudski Museum in Sulejówek.

5. **PARTICIPATION CONDITIONS AND REQUIREMENTS TO BE MET BY PARTICIPANTS**

5.1. The competition is addressed to all persons and entities dealing with the design of museum exhibitions. Persons and entities meeting the conditions for participation in the competition shall possess knowledge of spatial exhibition arrangement, be able to prepare the design task
that is the subject of the competition and have the ability to present the solution of the task in the form of a competition entry.

5.2. Participants can act jointly, in which case provisions concerning a single Participant shall apply to joint Participants in the competition.

5.3. The following shall be excluded from the competition:

a) Persons taking part in the preparation of competition materials and conditions and organizing the competition;

b) Members of the Competition Jury, persons carrying out competition activities listed in Article 17 of the Act and design teams that such persons are part of.

5.4. Participants in the competition shall be natural persons, legal persons or organisational entities without legal personality that submit their Applications, Participants that are not excluded from the competition based on Article 24 of the Act and meet the conditions specified in Article 22.1.1.-22.1.4 of the Act with regard to:

a) Authorisations to perform specific activities or actions, if such authorisations are required by law.

The evaluation of this requirement will follow the “meets/does not meet” formula on the basis of a statement drawn up in accordance with Annex 1.2 to the Rules and Regulations;

b) Knowledge and experience;

1) The Participant needs to prove that in the period of 3 years prior to the deadline for competition Application, and if their period of activity is shorter – for the entirety of such period, at least one design of a multi-media project of a narrative permanent or temporary exhibition, including a multi-discipline execution project together with a timetable, bills of quantities, specifications and approvals prepared by them has been developed or accepted for development in a museum or another institution offering exhibitions of works of art, historical objects or historical contents; the value of such realisation must be at least PLN 5 million gross, and the minimum area – 500 m². For the purpose hereof, a “permanent exhibition” shall be interpreted by the Contracting Authority as an exhibition intended to be presented in the same place for the period of at least 3 years.

2) The Participant needs to prove that in the period of 3 years prior to the deadline for competition Application, and if their period of activity is shorter – for the entirety of such period, they have developed at least one multi-media project that has been developed or accepted for development in the framework of a permanent or temporary exhibition, with the realisation value no less that PLN 500,000 gross.

The evaluation of this requirement will follow the “meets/does not meet” formula on the basis of a list of prior delivered services (Annex 1.4 to the Rules and Regulations).

c) Appropriate technical potential and personnel capable of performing the contract.

Participants offering the services of the following persons shall be considered meeting the requirement:

1) At least one person with an MA degree in History,
2) At least one person with an MSc degree in Architecture,
3) At least one person with an MA or MSc degree in one of the following areas: Interior Design, Stage Design, Exhibition and Stage Design, General Design, Industrial Design,

4) Project team leader who in the period of 5 years prior to the deadline for competition Application has participated in the designing of at least one multi-media narrative permanent museum exhibition with the minimum area of 500 m², being responsible for the project in the role of, e.g., project manager, coordinator, or team manager.

Note: The Participant may use the knowledge and experience of persons capable of developing the competition entry who represent other entities, regardless of their legal relationship with the Participant. In such circumstances, the Participant shall provide the Contracting Authority with a proof that the services of such persons will be available for the preparation of the competition entry, submitting a written declaration of such other entities to put at the Participant’s disposal persons capable of developing the competition entry for the period required; if such arrangements will have been agreed between the Participant and such other entities, they shall be annexed in written form to the submitted Applications.

Whenever binding technical and construction provisions require the possession of a construction license to act independently in the specific technical field of construction industry by persons participating in such works, in order to execute the Detailed Project Study pursuant to 4.2 of the Rules and Regulations the Participant shall be obliged to have at their disposal persons with the required construction licenses. In particular, the Participant shall have at their disposal – if necessary – persons with unlimited licenses specializing in the field of:

- Architecture,
- Construction and development,
- Electrical and low voltage installations,
- Other, necessary to execute the project.

The evaluation of the requirement hereabove will follow the “meets/does not meet” formula on the basis of the list of persons (Annex 1.5 to the Rules and Regulations).

d) Economic and financial standing allowing for the performance of the contract;

The Participant shall submit a document issued by a bank or a savings and credit union that holds the Participant’s account, confirming the amount of financial means at the Participant’s disposal or their credit standing. Such document shall be dated no earlier than 3 months prior to the deadline for the competition Application, and if the Participant’s period of activity is shorter – during such period. The Participant’s credit standing shall be at least PLN 500,000.

5.5. The Contracting Authority shall invite all Participants that meet the requirements specified in the Rules and Regulations to submit competition entries.

5.6. The evaluation of the requirements expected from the Participants will follow the “meets/does not meet” formula. Should a Participant fail to meet any of the requirements listed above or fail to prove that they meet such requirements, such a Participant shall be excluded from the procedure, with reservation of provisions of Article 26.3 and 26.4 of the Act. Moreover, following the provisions of Article 24.2.3 and 24.2.5 of the Act, those Participants who provide false information that have or might have impact on the outcome of the procedure, shall be excluded from participation in the competition.
5.7. In the event the participant provides the amount of payment mentioned in 5.4 in the foreign currency, it shall be converted into Polish zlotys (PLN) according to the average exchange rate for a given currency published by Narodowy Bank Polski (National Bank of Poland) and valid on the day of the competition announcement.

6. DECLARATIONS AND DOCUMENTS TO BE SUBMITTED BY PARTICIPANTS TO CONFIRM THE MEETING OF REQUIRED CONDITIONS

6.1. Participants willing to take part in the competition shall submit Application for admission to the competition in accordance with the specimen set out in Annex 1.1 hereto.

6.2. The following declarations and documents shall be submitted together with the Application:

a) In the scope of conditions set forth in Article 22.1 of the Act:

1) Declaration of the procedure eligibility specified in Article 22.1.1-4 of the Act – drawn up according to Annex 1.2 of the Rules and Regulations;
2) List of services set forth in 5.4.b.1-5.4.b.2 - as specified in Annex 1.4 to the Rules and Regulations, i.e. including specification of the value, subject, dates of execution and accepting the inspection of the rendered services, including certificates or declarations confirming that the services were duly rendered; the list mentioned above shall include at least one such service, confirmed by a certificate or declaration as set forth in paragraph 1.2.1 and 1.2.3 of the Ordinance of the Prime Minister of 19th February 2013 on the types of documents that may be requested by the contracting authority from the contractor and forms in which these documents may be submitted (Official Journal of Laws of 2013, item 231);
3) List of persons who will participate in preparing the competition entry, including information on their professional qualifications, experience and education necessary to prepare the order pursuant to point 5.4.c of the Rules and Regulations, also including the scope of their activities and information on the employment relationship constituting the basis for cooperation with them – drawn up pursuant to Annex 1.5 to the Rules and Regulations. The list shall include at least two persons as mentioned above in 5.4.c of the Rules and Regulations, whereby it shall be accepted that the conditions set forth by this point are fulfilled by each of these persons separately or jointly;
4) Information mentioned in 5.4.d of the Rules and Regulations issued by a bank or a savings and credit union in the original form or a certified copy;
5) Declaration on subcontractors prepared pursuant to Annex 1.8 to the Rules and Regulations – only when the Participant intends to subcontract the Competition Subject; the original copy;
6) In the event the Participant intends, pursuant to Article 26.2b of the Act, to rely on the knowledge and experience, technical potential or personnel capable of performing the order, or financial or economic abilities of other entities, the Participant shall prove to the Contracting Authority that they will have at their disposal the resources necessary to execute the contract by presenting a written commitment of those entities – in the original copy – to place the necessary resources at the Participant’s disposal for the purpose of contract performance; in such a case additionally, the form of performing such resources by another entity (e.g. subcontracting, consultancy, etc.), shall be identified, and also:

• scope of resources owned by another entity available to the Participant,
• manner of using the resources of another entity by the Participant in the process of performing the order,
• character of the relation between the Participant and another entity, scope and period of the participation of another entity in performing the order.

7) in the event the Participant shall rely on the resources of another entity pursuant to art. 26.2b of the Act, the Participant shall specify such entities to partially participate in performing the order and present documents in respect of these entities pursuant to 1)-3) herein;

b) Pursuant to Article 24.1 and 24.2 of the Act regarding confirmation of non-exclusion:

1) Declaration on no grounds for exclusion from the procedure pursuant to Article 24.1 of the Act – prepared in accordance with Annex 1.3 to the Rules and Regulations;
2) Valid copy from the relevant register, in the event separate regulations require the register entry for the purpose of proving no grounds to be excluded pursuant to Article 24.1.2 of the Act, issued not later than 6 months before the competition deadline, and with regard to natural persons a declaration in the scope of Article 24.1.2 of the Act;
3) Valid document issued by the relevant chief officer of the Revenue Office confirming that the Participant is not in tax arrears or a certificate stating that the Participant has been legally granted an exemption, deferral or division into instalments of the outstanding payments or that the execution of a decision of a competent authority has been stopped in its entirety – issued not earlier than 3 months before the deadline for submitting Applications;
4) Valid document issued by the relevant branch of the Social Insurance Institution (ZUS) or Farmer’s Social Security Fund (KRUS) stating that the Participant is in no arrears with payment of social insurance or health insurance premiums or a confirmation stating that the Participant has been legally granted an exemption, deferral or division into instalments of the outstanding payments or the execution of a decision of a competent authority has been stopped in its entirety – issued not earlier than 3 months before the deadline for submitting Applications;
5) Valid information by the National Criminal Register in the scope specified in Article 24.1.4-24.1.8 of the Act, issued not earlier than 6 months before the deadline for submitting Applications;
6) Valid information by the National Criminal Register in the scope specified in Article 24.1.9 of the Act issued not earlier than 6 months before the deadline for submitting Applications.
7) Information on participation in a capital group within the meaning of the Act of 16th February 2007 on Competition and Consumer Protection (Official Journal of Laws No 50, item 331, as amended) pursuant to Annex 1.10 of the Rules and Regulations

All the abovementioned documents shall be attached by the Participant or their plenipotentiary to the Application in the form of original copies or certified copies. In the event the Application is signed by a plenipotentiary, a power of attorney (powers of attorney) to represent the Participant in the competition shall be attached to the Application, as well as to the certified copies or declarations of will. The power of attorney shall be submitted in the form of the original document or a copy certified by notary public.
In the event the submitted document copy is, in the opinion of the Competition Jury, illegible or may rise doubts as to its authenticity, the Contracting Authority may demand from the Participant the presentation of the original copy or a certified copy of a document.

6.3. Alternative documents that can be submitted by the foreign Participants.
   a) In the event the Participant has their seat or domicile outside the territory of the Republic of Poland, instead of documents mentioned in point 6.2 b) of the Rules and Regulations, they shall submit a document or documents issued in the country of their seat or domicile confirming that, respectively:

   1) No winding up procedure or bankruptcy has been declared;
   2) There are no tax arrears, payments, payments of social insurance or health insurance premiums, or that the Participant has been legally granted an exemption, deferral or division into instalments of the outstanding payments or the execution of a decision of a competent authority has been stopped in its entirety;
   3) There is no adjudication against the Participant to ban them from applying for this contract.

The documents mentioned in points 1) and 3) hereabove should be issued not earlier than 6 months before the deadline to submit the Applications.

The document mentioned in point 2) hereabove should be issued not earlier than 3 months before the deadline to submit the Applications.

If in the place of the Participant’s residence or in the country where the Participant has a seat or a domicile no such documents are issued, they shall be substituted for with a declaration made before a notary public, a relevant court or administrative, professional, or economic authority competent for the place of residence or the country where the Participant has a seat or a domicile. Such a document shall be issued not earlier than 3 months before the deadline to submit the Applications.

b) In the event of any doubts regarding the content of the document submitted by the Participant with the seat or place of residence outside the territory of the Republic of Poland, the Contracting Authority may request the authorities competent for the Participant’s place of residence or the country where the Participant has a seat or domicile to disclose any and all necessary information with regard to the submitted document.

6.4. Declarations and documents to be submitted by Participants jointly applying for the admission to the competition.
   a) Participants may jointly apply for the admission to the competition (e.g. as a civil partnership, consortium, group of natural persons, etc.). Pursuant to Article 23.2 of the Act, Participants jointly applying for the admission to the competition shall appoint a plenipotentiary to represent them in the competition procedure.
   b) The power of attorney shall be signed jointly by all Participants applying for the admission to the competition or by persons authorized to submit statements of consent on behalf of each Participant, and shall be attached to the Application in the form of the original document or a copy certified by notary public.
   c) Any correspondence related to the course of the competition as well as financial statements shall be solely made with the plenipotentiary appointed in the manner
described above. The correspondence address shall be the address of the plenipotentiary and shall be included in the Application. Moreover, the Participants jointly applying for the admission to the competition shall jointly comply with the competition requirements to be confirmed by the following:

1) Requirements regarding knowledge and experience and having at the disposal a relevant technical potential and persons capable of executing the order shall be examined jointly by the Contracting Authority, i.e. documents specified in 5.4 except documents specified in 5.4.c).1)-5.4.c).4) of the Rules and Regulations shall be submitted by at least one of the Participants jointly applying for admission to the competition;

2) The declaration on meeting the conditions to participate in the proceeding, prepared pursuant to Annex 1.2 of the Rules and Regulations, and the declaration on no grounds for excluding from the procedure, pursuant to Annex 1.3 of the Rules and Regulations, shall be submitted by the plenipotentiary on behalf of Participants jointly applying for the admission to the competition, or separately by each of the Participants;

3) Documents specified in 5.4.c).1)-5.4.c).4) of the Rules and regulations shall be submitted separately by each Participant;

4) Joint documents (e.g. Application for admission to the competition, List of persons, List of services, Declaration on meeting the conditions to participate in the proceeding) shall be signed by each of the Participants applying jointly or by the plenipotentiary authorized to represent them in the competition;

5) Copies of documents regarding each of the Participants jointly submitting the Application shall be true copies of the original document certified by a person or persons authorized to represent these Participants.

d) The Contracting Authority requires that Participants jointly applying for the admission to the competition whose competition entries have been assessed as the best and who have been invited to participate in a negotiation procedure conclude an agreement regulating their cooperation prior to the prize payment, and submit the agreement to the Contracting Authority. Participants jointly participating in the competition shall take joint responsibility towards the Contracting Authority.

6.5. Rules of qualifying Participants to the competition.

a) In the event the Application is submitted in a way contrary to the Rules and Regulations, or the Participant fails to meet even one of the required conditions, the Participant shall be excluded from the competition, with reservation of Article 26.3 and 26.4 of the Act.

b) The Contracting Authority shall inform all Participants on the results of the qualification procedure by mail and e-mail. The qualification results shall be made public on the Contracting Authority’s website. Upon the publication of qualification results, the Contracting Authority shall make available to the Participants admitted to participate in the competition materials prepared by the Contracting Authority, i.e. Annexes from 2.2 to 2.8 listed in 25.2 of the Rules and Regulations and shall inform about the access to these materials on the internet website.
7. MANNER OF PREPARING THE APPLICATION FOR THE ADMISSION TO THE COMPETITION

7.1. The Participant submits the filled and completed application form for admission to the competition which constitutes Annex 1.1 to the Rules and Regulations, or prepares an Application in accordance with the content of the said Annex.

7.2. The Application including Annexes forming its integral part shall be prepared by the Participant pursuant to the provisions of the Rules and Regulations herein.

7.3. In the event the rules of representation do not explicitly result from the submitted copies or documents, a document (original or certified copy) indicating the person authorized to represent the Participant shall be deemed necessary.

7.4. The application shall be written in Polish on a computer or a typewriter. It is advisable that all pages of the Application form, including Annexes, are signed by a person (persons) authorized to submit the declaration of will on behalf of the Participant; the pages of at least the Application form, its Annexes (declarations) and the original certified copies the signature (signatures) shall be sealed with the company stamp and name stamp of the Participant.

7.5. All pages of the Application together with its Annexes should be clearly numbered and joined in a manner that would prevent the removal of any pages; the Applicant should prepare a table of contents to the Application.

7.6. Any and all amendments and changes to the Application content shall be signed by the person (persons) signing the Application.

7.7. The Participants shall bear all any and all costs related to preparing and submitting the Application. The Contracting Authority does not provide the reimbursement of these costs.

7.8. The Participant may change or withdraw the Application only prior to the deadline to submit the Applications. The notice of changes, supplements to the Application or the Application withdrawal shall be submitted in the same form as the Application itself, with reservation that the packaging (envelope) with the submitted supplements, changes to the Application or its withdrawal shall have an additional inscription: “UZUPEŁNIENIE/ZMIANA/WYCOFANIE WNIOSKU” (APPLICATION SUPPLEMENT/CHANGE/WITHDRAWAL). After the deadline for submitting the Applications the Participant cannot introduce any changes to the content of the Application.

8. COMMUNICATION BETWEEN THE CONTRACTING AUTHORITY AND PARTICIPANTS AND MANNER OF SUBMITTING DECLARATIONS AND DOCUMENTS

8.1. Declarations, notices and information shall be communicated in written form. Declarations, notices and information are deemed submitted only when their content has been received by the addressee before the deadline for submitting a relevant document.

8.2. Enquiries regarding the Rules and Regulations, preparation and submitting the competition entries can be made in electronic form, i.e. sent to the e-mail address: konkurs@muzeumpilsudski.pl.

8.3. Apart from cases referred to in 8.2 above, no communication in the electronic form shall be allowed. In cases requiring written form, the Contracting Authority shall give no information, explanations or answers orally or over the telephone.

8.4. The Contracting Authority shall publish all announcements, answers to questions regarding the Rules and Regulations and other communications on the website www.muzeumpilsudski.pl/konkurs; all explanations, additional information or changes to the Rules and Regulations given by the Contracting Authority shall be binding for all Participants at the moment they are made available on the said website.
8.5. The Rules and Regulations of the competition are available on the Contracting Authority website www.muzeupilsudski.pl/konkurs since the date of publishing the competition announcement in the Official Journal of the European Union.

8.6. The Contracting Authority is entitled to organize a separate meeting – a presentation for those Participants’ teams that have been formally assessed positively and invited to submit the competition entries. The Participants shall be informed about the date and place of such meeting 7 days in advance.

8.7. The Contracting Authority accepts all documents during working hours, i.e. from 9:00 a.m. to 5:00 p.m. on working days.

8.8. The person designated to communicate with the Participants is Ms. Agnieszka Kaczmarska, the Competition Secretary.

9. PLACE AND DATE OF SUBMITTING APPLICATIONS FOR ADMISSION TO THE COMPETITION

9.1. The Application for admission to the competition shall be submitted in the office of Józef Piłsudski Museum in Sulejówek at the address in Warsaw, ul. Dominikańska 25, 02-738 Warszawa by 12th December 2014 at 4:00 p.m.

9.2. The Application together with the required declarations and documents shall be submitted in written form, in a sealed package (envelope) preventing unauthorised access.

9.3. The packaging shall be marked with an inscription: “Wniosek o dopuszczenie do udziału w konkursie na opracowanie koncepcji plastyczno-przestrzennej wystawy stałej Muzeum Józefa Piłsudskiego w Sulejówku” (Application for Admission to the competition for the development of a visual and spatial concept of the permanent exhibition in Józef Piłsudski Museum in Sulejówek).

9.4. The packed Applications may be delivered directly to the seat of the Contracting Authority or sent by post or courier service to the address of the Contracting Authority. The Contracting Authority does not accept Applications submitted via fax or e-mail.

9.5. The Application shall be deemed submitted on time when it is received in the Contracting Authority’s seat before the deadline.

9.6. Applications submitted after the deadline shall not be opened, shall not be assessed and shall be returned to the sender’s address after the competition is concluded and after the date set for submitting the appeal. The Contracting Authority shall without delay inform the Participant about the submission of the Application after the deadline.

10. COMPETITION SCHEDULE

- Submission of a competition announcement to the Office for Official Publications of the European Communities - 18.11.2014
- Submitting enquiries to the Rules and Regulations of the competition - to 02.12.2014
- Contraction Authority answers to Participants enquiries - to 05.12.2014
- Submitting Applications for admission to the competition - 12.12.2014
- Sending notifications on admission to the competition and competition materials - 30.12.2014
- Deadline for sending competition entries - 02.03.2015
- Working session of the competition Jury - 03.03.2015 - 13.03.2015
Announcement of competition results - 16.03.2015
Invitation to negotiate, payment of prizes - not earlier than 15 days from the date of announcing competition results and not later than 15 days from the final date of the result validation of the adjudicated competition.

11. SCOPE OF THE COMPETITION ENTRY

11.1. Development of a general visual and spatial concept of the permanent exhibition in the exhibition space of 1,298 m² and cubic capacity of 14,278 m³ prepared on the basis of the Scenario, information included in the architectural requirements and other materials delivered by the Contracting Authority; the concept shall include:

a) Functional and spatial arrangement of the exhibition;
b) Circulation directions of visitors, taking into account a direct, non-chronological access to every gallery;
c) Solutions taking into account the specificity and variety of forms to tour the exhibition, whereby the expected minimal time of a visit by a guided group or an individual visitor with audio guide is approximately 1-1.5 hours; nevertheless, the material exhibited on all communication/experience levels is expected for multiple visits and about 10 visiting hours - including in-depth narrative paths. A clear designation of the basic visiting tour should be proposed;
d) Solutions providing comfortable touring conditions, places for rest, the exhibition's availability for disabled persons;
e) Presentation of exemplary key narrative historic events: e.g. regaining independence by Poland in 1918, the Polish-Soviet war in the years 1919-1921 or key exhibits, taking into account space needed for visiting groups – in particular school classes of approximately 25-30 students – without disturbing other visitors in touring the exhibition;
f) Graphic concept of the exhibition;
g) A concept of visual information system and marking the galleries.

11.2. Detailed development of a visual and spatial concept of two scenes from the Scenario: “Rebel” and “The Bezdany Raid” in the “Wiktor” gallery, with a space of approximately 40 m² for each of the scenes, based on the materials provided by the Contracting Authority, including:

a) Functional and spatial arrangement;
b) Design solutions for all stage design elements and expositors;
c) Manner of presenting the museum exhibits;
d) Graphics, including typographic design (Polish and English are the two basic exhibition languages, other languages might be used in original quotations translated into Polish and English);
e) Proposals of one exemplary interactive multimedia educational game and a proposal of one exemplary projection technology for freely selected topics from one or both scenes from the Detailed development of a visual and spatial concept;
f) Design solutions regarding acoustics with a possibility to introduce an exhibition sound path;
g) Design solutions regarding exhibition lighting;
h) Proposal to adjust space to the needs of a museum class and design solution of a fragment of educational path for children in lower secondary school.
11.3. Participants shall – pursuant to Art. 121.1 of the Act - submit competition entries including information on the expected costs of the realization works. To this end, the description of the competition entry shall include information on the expected total costs of:

a) Detailed Project Study of the competition entry,
b) Carrying out author’s supervision during execution of the permanent exhibition in Józef Piłsudski Museum in Sulejówek,
c) Development of the permanent exhibition in Józef Piłsudski Museum in Sulejówek.

The proposed solutions should take into account the need to present a considerable number of original exhibits (approximately 1,200 objects in the whole exhibition, most of them of a quite small size). These solutions should also take into account a possibility to exchange the exhibits (e.g. due to conservation) with no harm to the exhibition coherence.

Multimedia solution should not dominate the exhibition.

The proposed spatial and technical solutions must comply with the fire-safety regulations, as well as requirements regarding safety and protection of museum exhibits in accordance with the Polish and European provisions and standards.

All materials, equipment, devices, technologies, etc. designed and used in the exhibition should maintain the exhibition durability for approximately 10-15 years.

12. PREPARATION AND PRESENTATION FORM OF COMPETITION ENTRIES

12.1 The competition entry shall consist of a descriptive part, graphic part and multimedia part.

The descriptive part and descriptions of boards of the competition entry shall be prepared in Polish in their entirety or shall be translated in their entirety or the entry shall be rejected.

12.2 Obligatory elements of the competition entry:

a) The descriptive part including:

- General description of the exhibition concept;
- Justification for selecting particular solutions;
- All other information and data not included in the graphic part but valid for the correct interpretation of the prepared artistic and visual concept
- Information about the expected costs.

The descriptive part shall be prepared in two identical and joined copies in A3 format, including graphic printouts minimized to A3 format.

b) The graphic part including:

- General plans of the entire permanent exhibition: 3 boards in the scale 1:100 including layout plans, sections and axonometric projection;
12.3 Optional elements of the competition entry

The Participants may additionally submit:

- 2 additional boards presenting any selected parts of the exhibition;
- A cartoon film or multimedia presentation presenting a virtual walk through the 3D model of the designed exhibition, not exceeding 3 minutes.

12.4 The descriptive, graphic and multimedia parts shall be electronically saved on a CD or DVD carrier and attached to the competition entry. The electronic carrier shall contain:

a) All boards in A0 format (JPG format resolution 300 dpi and TIFF format resolution 72 dpi);

b) All boards minimized to A3 format (in PDF);

c) Description, tables in DOC and PDF formats;

d) A film or multimedia presentation in AVI, MPG or WMV format;

e) Animatics in QuickTime or MP4 format.

13. PLACE AND DATE OF SUBMITTING COMPETITION ENTRIES BY PARTICIPANTS ADMITTED TO THE COMPETITION

13.1 The competition entries shall be submitted solely by the Participants invited to take part in the competition.

13.2 The deadline of submitting competition entries is 2\textsuperscript{nd} March 2015 at 4:00 p.m.

13.3 The competition entry shall be submitted to Biuro Muzeum Józefa Piłsudskiego w Sulejówku (Office of Józef Piłsudski Museum in Sulejówek), at the address ul.Dominikańska 25, 02-738 Warszawa. The competition entry can be submitted via Poczta Polska (Polish Post), messenger or courier service, under a condition to submit the competition entry to the registered seat of the Contracting Authority before the deadline specified in 13.2. above in full confidentiality regarding the Participant.

13.4 Competition entries shall be packaged in a way preventing them from identification of their authors and from being read by unauthorized persons prior to the work commencement of the Competition Jury. If the competition entry content discloses the name or address of the Participant(s) – the author(s) of the prepared competition entry, such competition entry shall
be rejected and not admitted for assessment, because it is inadmissible to disclose any information about competition entry authors before final assessment of all competition entries by the Competition Jury that selects the best of them.

13.5 In the event of submitting the competition entry by Poczta Polska or a courier service, the address and name inscribed on the envelope shall not be the address and name of the Participant.

13.6 The packaging of the competition entry should be marked in the following way:

**Konkurs na opracowanie koncepcji plastyczno-przestrzennej wystawy stałej Muzeum Józefa Piłsudskiego w Sulejówku. Praca konkursowa.**

(Competition for the development of a visual and spatial concept of permanent exhibition of Józef Piłsudski Museum in Sulejówek. Competition entry.)

Nie otwierać przed godziną 16:00 dnia 02 marca 2015 r.

(Do not open before 4:00 p.m. on 2nd March 2015)

Kod rozpoznawczy

(Identification code)

13.7 One packaging shall contain only one competition entry with a CD or a DVD containing full electronic recording of the competition entry, as well as a closed envelope with an inscription “KARTA” (CARD) and a six-digit identification code. The closed envelope with the “KARTA” inscription shall contain:

a) Legibly completed “Identification card of the competition Participant” (Identification Card) – prepared pursuant to **Annex 1.9 to the Rules and Regulations** of the competition – containing, among others, the following information:

- A six-digit identification code marking the competition entry,
- Full name and address of the Participant or names and addresses of joint competition Participants,
- Participant’s PESEL number (Polish Identification Number) or PESEL numbers of joint competition Participants acting as natural persons,
- REGON (statistical number) and NIP (tax identification number) in the case of Participants acting as legal entities;
- Name of the bank and bank account number the awarded money prize shall be transferred to,
- Handwritten signature(s) of competition Participant(s) or person(s) authorized to represent them,
- List of persons participating in the preparation of the competition entry;
b) Participant(s) agreement on the transfer of author’s economic rights to the competition entry signed by the Participant(s) – prepared pursuant to Annex 1.7 to the Rules and Regulations of the competition.

13.8 All envelopes containing Identification Cards shall be protected in order to keep them in an untouched condition. The Competition Jury shall open the envelopes upon the decision on the competition result.

13.9 All elements of the competition entry shall be legibly marked with the same six-digit identification code.

13.10 The identification code shall be permanently inscribed in the top right corner of the prepared boards, on the first page of the printed text of the competition entry in its descriptive part, on the CD or DVD box, and on the competition entry packaging, as well as the envelope with the ‘KARTA’ (‘CARD’) inscription. The identification code numbers shall have a size of approximately 1 cm.

13.11 The electronic version of the competition entry shall not be marked with the abovementioned six-digit identification code identifying the competition entry authors. Nevertheless, the six-digit identification code shall mark the carrier with the saved electronic version of the competition entry, i.e. a CD/DVD or its packaging (envelope or box).

13.12 The competition entry and the envelope containing the Identification Card shall be received by the Competition Secretary. The Secretary shall prepare a receipt for submitting the competition entry on the form specified in Annex 1.6 to the Rules and Regulations. The receipt shall include the identification code of the competition entry, date and time of receiving the entry and the Secretary's signature. The receipt for submitting the competition entry is the only document entitling the Participant to collect the awarded prize, to withdraw from the competition, and to collect the competition entries not awarded a prize or recognition belonging to Participants who took part in the competition. It is in the interest of Participants who will not submit competition entries in person to submit the competition entry in a way that would enable the Contracting Authority to hand over the receipt to the Participant avoiding their identification.

13.13 In the event of submitting the competition entry by Poczta Polska or a courier service, the receipt shall be sent to the sender’s address.

13.14 The submitted competition entries shall be encrypted by the Secretary applying a sticker and thus covering the identification code allocated by the Participant, and allocating a two-digit number to each of the competition entries. That procedure shall be recorded in the minutes.

13.15 The date of submitting the competition entry to the seat of the Contracting Authority shall decide about the timeliness of the competition entry.

13.16 Competition entries submitted after the deadline stipulated in 13.2. herein shall not be examined and shall be returned after the Competition Jury adjudicates the competition result. Materials not referring to the scope of the competition shall not be examined.

13.17 The competition entry submitted by the Participant can be withdrawn only prior to the deadline for submitting competition entries. The withdrawal of the competition entry shall
follow upon presenting the original receipt for submitting the competition entry drafted by the Secretary.

13.18 Introduction of changes and supplements to the competition entry is only possible prior to the deadline for submitting competition entries. Introduction of changes and supplements to the competition entry shall follow the requirements for submitting competition entries, with reservation that the packagings (envelopes) shall be marked an additional inscription: “ZMIANA/UZUPEŁNIENIE PRACY KONKURSOWEJ” (SUPPLEMENT/CHANGE OF THE COMPETITION ENTRY).

13.19 Every Participant shall submit only one competition entry. A Participant submitting more than one competition entry shall be excluded from the competition and all competition entries prepared with their participation shall be rejected. Participants jointly participating in the competition who submit more than one competition entry jointly with another Participant shall also be excluded from the competition.

13.20 Participants shall bear all costs related to preparation and submission of the competition entry. These costs shall not be refunded by the Contracting Authority.

14. ASSESSMENT CRITERIA OF THE COMPETITION ENTRIES INCLUDING GROUNDS FOR SUCH ASSESSMENT

14.1 Assessment criteria of the competition entries.

The Competition Jury shall apply the following criteria in assessing the competition entries:

a) Assessment of the general concept of the exhibition – weighted score: up to 50 points from the total of 100 available points.

Assessed elements:

Manner of expressing the substantial aspect of the exhibition:

- Agreement of the concept with substantial guidelines specified in the Scenario and other materials,
- The concept of portraying Józef Piłsudski,
- Artistic proposal of presenting the political thought of Józef Piłsudski in the exhibition space,
- Ability to create narrative galleries, scenes and respective relations between them.

Composition and artistic values:

- Relationship between the exhibition and the location – a historic enclave in Sulejówek and the Milusin manor,
- Clarity of composition,
- Manner of creating the spatial and visual narration,
• Ability to create the appropriate mood, manner of using lighting and colour,
• Ability to diversify the message depending on the narration character,
• Attractiveness.

Functional values:
• Compliance with the architectural requirements,
• Communication, manner of visitors’ circulation, sense of direction, clarity of the basic and short sightseeing routes, possibility of accessing each of the galleries in a different way than by the chronological routes,
• Comfort of the visitors,
• Exhibition solutions adapted to the needs of disabled persons,
• Possibility of exchanging the exhibits with no harm to the overall exhibition coherence,
• Acoustics: solutions taking into account a possible sound path.

b) Assessment of detailed concepts (“Rebel” and “The Bezdany Raid” scenes) – weighted score: up to 50 from the total of 100 points.

Assessed elements:
• Agreement of the concept with substantial guidelines specified in the Scenario and other materials,
• Detailed proposals regarding solutions used in the exhibition, preparing the exhibition techniques, aesthetic values, agreement with the conservation requirements, use of materials proper for the function and place,
• Typographic solutions: manner of using lettertypes, solutions regarding quotations, descriptions and captions,
• Understanding the narrative value of the exhibits and manner of presenting the museum exhibits,
• Preserving the right balance between the authenticity, multimedia, and the staging concepts,
• Multimedia solutions shall be assessed according to their ability to enhance the message quality and clarity, and the educational values,
• Proposals of detailed educational solutions,
• Manners of influencing the senses and emotions of the visitors.

14.2 The criteria specified in 14.1 shall be considered separately by each Member of the Competition Jury who shall enter their scores in individual assessment sheets. A competition entry may receive a maximum score of 100 points from one Competition Jury Member. The final score for a given competition entry shall be calculated as an average of all scores awarded by the Competition Jury Members.

14.3 The awarded competition prizes specified in point 16 shall be awarded to the competition entries with the highest score; a competition entry shall score a minimum 60 points in order to be awarded a prize. The first prize shall be awarded to the competition entry that jointly receives the highest score, however, no less than 75 points.
14.3 The Competition Jury shall be entitled to draw up recommendations to the competition entries whose authors will be invited to participate in negotiations without publication. Such competition recommendations shall be taken into account by the awarded Participant of the competition in the further stages of designing work.

15. COMPETITION JURY

15.1 The Competition Jury consists of the following members:

a)  Hab. Ph.D Dorota Folga-Januszewska – President of the Competition Jury
b)  Janusz Byczewski
c)  Prof. Sławomir Idziak
d)  Jaroslav Mikołajewski
e)  Marcin Mroszczak
f)  Michał Niezabitowski
g)  Allan Starski
h)  Representative of the Ministry of Culture and National Heritage
i)  Representative of the Józef Piłsudski Family Foundation
j)  Krzysztof Jaraczewski – Director of Józef Piłsudski Museum
l)  Robert Supel’- Józef Piłsudski Museum, Rapporteur

15.2 Ms. Agnieszka Kaczmarska shall have the function of a Competition Secretary without the right to vote. The Secretary shall have no right to assess the competition entries, their role shall be to provide the formal and legal services to the competition, in particular to assess the Applications, to protect the anonymity of the Participants and competition entries, to ensure on behalf of the Contracting Authority that the competition is run pursuant to the Rules and Regulations and other requirements resulting from the provisions of law, to prepare answers to the enquiries received from the Participants and to draw up minutes and other documents pertaining to the competition.

15.3 If a Competition Jury Member is excluded due to circumstances specified in Article 17 of the Act or other circumstances that would prevent them from performing their duties, a new Member of the Competition Jury shall be appointed in their place.

15.4 In the framework of the assessment of the competition entries the Competition Jury shall in particular:

a)  Assess the fulfilment by the Participants of the requirements pursuant to the Rules and Regulations,
b)  Select the best competition entry,
c)  Prepare the justification regarding the competition result,
d)  Submit a motion for recommendations to the competition entries whose authors will be invited to participate in negotiations without publication,
e)  Submit a motion to cancel the competition in the following events:

- No Application for admission to the competition that would meet the requirements of the Rules and Regulations herein has been submitted,
• No competition entry that would meet the requirements of the Rules and Regulations herein has been submitted,
• A material change of circumstances has occurred as a result of which the conduct of the competition or the execution of the contract is not in the public interest and which could not have been foreseen,
• The competition is encumbered with irreparable defect which prevents the conclusion of a valid public procurement contract.

15.5 The Competition Jury shall assess in closed meetings the competition entries with reference to the requirements pursuant to the Rules and Regulations and based on the criteria of entry assessment defined in the Rules and Regulations herein.

15.6 Each Competition Jury Member shall award to every competition entry a number of points up to the limit defined for every criterion of entry assessment.

15.7 Following the final decision the entries shall be identified by the Competition Jury based on the information specified in the Identification Card. If upon the identification of the competition entry it turns out that it has been submitted by a Participant not invited to the competition, or excluded from the competition, such entry shall be rejected.

15.8 In the event the Competition Jury makes decisions in the even number of its Members and two competition entries are awarded the same number of points, the President of the Competition Jury shall have the casting vote. Should the President of the Competition Jury resign from such right, such competition entries shall be classified on the same position.

16. TYPES AND AMOUNTS OF PRIZES

16.1 The following prizes shall be awarded:

I Financial prize in the amount of PLN 80,000

II Financial prize in the amount of PLN 60,000

III Financial prize in the amount of PLN 40,000

The Competition Jury may award two additional recognitions in money in the amount of PLN 10,000 each.

16.2 The above amounts are gross amounts. They shall be taxed according to the provisions of the binding law.

16.3 The authors of the two best competition entries shall be invited to participate in negotiations without publication. The negotiations will lead to the selection of one Participant (team) to be awarded a contract for the development of the permanent exhibition in Józef Piłsudski Museum in Sulejówek as well as author’s supervision of the exhibition realisation.
16.4 The Competition Jury may award *ex aequo* prizes and recognitions in money, as well as additional honourable recognitions without any financial remuneration, provided that the total sum of prizes and recognitions in money in this competition does not exceed PLN 200,000.

16.5 If the Competition Jury fails to award the 1st and/or the 2nd prize, the invitation to participate in negotiations without publication may be granted to at least two awarded Participants whose entries are assessed by the Competition Jury as the best.

16.6 If the Competition Jury decides that the submitted competition entries fail to meet the assessment criteria to the extent that no prize and/or recognition can be awarded, an option of not awarding any prizes and/or recognitions shall be acceptable.

### 17. DEADLINE FOR AWARDING (PAYMENT) OF THE PRIZE AND INVITATION TO THE NEGOTIATION PROCEDURE WITHOUT PUBLICATION

17.1 The prizes and recognitions in money awarded by the Competition Jury shall be payable by money transfer to the bank accounts specified by the Participants who were awarded prizes and recognitions in money.

17.2 Payments shall follow the adjudication of competition results, and shall be made no earlier than 15 days from the date of announcing the competition results and no later than 15 days after the date the competition results come into force, i.e. the deadline provided for appeal against the actions related to the competition result and confirmation of its results by the Contracting Authority.

17.3 Participants who are authors of at least two awarded competition entries with the highest scores awarded by the Competition Jury shall be invited to participate in the negotiations conducted in the procedure without publication. The negotiation subject shall include detailed provisions regarding the contract to execute a detailed project study and author’s supervision. The invitation shall specify the scope, date and place if the negotiation.

17.4 The invitation to negotiate in the mode of negotiations without publication shall be sent in the period no shorter than 15 days from the date of the competition result announcement, and no longer than 15 days after the date the competition results come into force, i.e. the deadline provided for appeal against the actions and date the results are confirmed by the Contracting Authority.

17.5 Participants who are authors of the awarded competition entries shall be bound to enter the negotiation procedure without publication, and further – the selected Participant – to sign the contract based on conditions specified in point 20 of the Rules and Regulations – VITAL PROVISIONS TO BE INTRODUCED IN THE CONTRACT and agreed upon in the course of negotiations.

17.6 Granting the public order in the procedure of invitation to negotiations without publication with the aim to select a potential contractor of the detailed project study of the competition entry shall follow Article 62.1 of the Act.

17.7 The Contracting Authority shall reserve the right to require that the Detailed project studies of visual and spatial concept of the permanent exhibition of Józef Piłsudski Muzeum in Sulejówek
prepared by the authors of the selected competition entries take into account recommendations regarding the competition entry, if made by the Competition Jury.

17.8 The Contracting Authority is entitled not to conclude the contract in the event of material change in the circumstances as a result of which the conducting the procedure or execution of the contract is no longer in the public interest and which could not have been earlier foreseen, and moreover when during conducted negotiations any circumstances arise that result in renouncing the procedure pursuant to Articles 93.1.4 and 93.1.7 of the Act. The failure to conclude the contract by the Contacting Authority shall not constitute grounds for any claims on the part of the Participant, including with reference to copyright.

18. PROVISIONS ON THE TRANSFER OF AUTHOR’S ECONOMIC RIGHTS

18.1 Provisions regarding the transfer of the author’s economic rights to the competition entries.

A. Arrangements regarding competition entries awarded with a prize or a recognition:

a) The author or authors of the competition entry shall have the copyright to the prepared competition entry, i.e. “Visual and spatial concept of the permanent exhibition of Józef Piłsudski Muzeum in Sulejówek” and detailed concepts of two scenes in the permanent exhibition of Józef Piłsudski Museum in Sulejówek: “Rebel” and “The Bezdany Raid”. The author or authors of the competition entries shall submit a declaration on transferring their economic rights to the submitted competition entry if it is awarded with a prize or recognition.

b) Upon the confirmation of competition results payment of all awarded remunerations for prizes and recognitions, the Contracting Authority shall become the owner of all competition entries that have been awarded prizes or recognitions in money.

c) The author or authors of the awarded competition entries shall transfer, upon payment by the Contracting Authority of the awarded prizes and recognitions in money, to the Contracting Authority the author’s economic rights to the competition entries and the ownership rights to all carriers with the recorded entries. The authors of these entries shall preserve their moral rights.

d) The payment of the remuneration for the prize or recognition in money awarded by the Contracting Authority shall be conditioned upon a written transfer of the author’s economic rights to the competition entry by its author (authors) to the Contracting Authority, pursuant to the signed contract in Annex 1.7 to the Rules and Regulations. Transfer of the author’s economic rights shall particularly include the right to:

- Present the competition entry in its entirety or partially by the Contracting Authority, without any restrictions related to place, time and form,
- Disseminate information about the competition,
- Copy the competition entry in its entirety or partially by photocopying and saving in the computer’s memory, multiple publication of the competition entry in its entirety or partially for promotional purposes of Józef Piłsudski Museum in Sulejówek to promote the project without any restrictions as to place, time and form – only for non-commercial purposes.

e) The Contracting Authority reserves the right to present all competition entries awarded with the prize or recognition – in their entirety or in fragments – during a post-
competition exhibition, as well as the right to reproduce and publish them using any technique, with no remuneration paid to their authors.

f) The Contracting Authority shall be obliged to make available all awarded or recognised competition entries to their authors in the scope necessary for the execution of the author’s copyright. The Contracting Authority shall not demand any financial security and remuneration from the authors of the abovementioned competition entries for using the competition entries prepared by them.

B. Provisions regarding other competition entries:

a) Competition entries that are not awarded with a prize or recognition shall remain the property of their authors. These competition entries may be collected by the competition Participants in the seat of the Contracting Authority upon the receipt for submitting the competition entry – specimen included in Annex 1.6 to the Rules and Regulations – but not earlier than four months upon announcement of the competition results. In the event the not awarded competition entry is not collected within twelve months from the announcement of competition results, the Contracting Authority reserves the right to destroy such competition entry.

b) The Contracting Authority reserves the right to present all or selected competition entries during the post-competition exhibition organized after the competition is adjudicated.

18.2 All Participants shall grant the Contracting Authority the right to present their competition entries in a form of a post-competition exhibition and publication (among others on the internet and in the Contracting Authority’s own publications), and to save all or a parts of the competition entries in the computer memory.

18.3 In the scope not regulated by this document and referring to the author’s economic right to the competition entries, provisions of the Act of 23rd April 1964 – Civil Code (Official Journal of Laws 1964, No 16 item 93, as amended) and Act of 4th February, 1994 on copyrights and neighbouring rights (Official Journal of Laws 2006, No 90, item 631, as amended) shall apply respectively.

19. DETAILED SCOPE OF THE COMPETITION SUBJECT GRANTED IN THE MODE OF NEGOTIATIONS WITHOUT PUBLICATION

19.1. The detailed project study shall include:

- Post-competition concept,
- Construction design including required approvals, opinions and arrangements to enable granting a construction permit in the event exhibition design introduces vital changes to the architecture, structure or installations in the building of Józef Piłsudski Museum in Sulejówek,
- Executive design of all disciplines including required approvals, opinions and arrangements,
- Executive designs of all interior elements, all graphic elements, all audiovisual system elements and its infrastructure, including all combinations of these elements,
- Project studies necessary to execute the multimedia content, i.e. to prepare films, projections and software for interactive multimedia stands,
• Description of the competition subject in the meaning of Article 31.1 of the Act, necessary for the Contracting Authority to prepare tender documentation for public procurement procedure for the realisation of the exhibition,
• Substantive and financial schedule.

19.2. The Participant acknowledges and accepts that individual elements of the exhibition shall require cooperation in the scope of design with the designer and the contractor of Józef Piłsudski Museum building in Sulejówek regarding the construction part. The scope of such cooperation shall be defined at the stage of contract preparation, whereby the Participant whose work is selected for the development of the Detailed Project Study shall coordinate their duties and design work with the designer and contractor of Józef Piłsudski Museum building in Sulejówek.

19.3. A detailed project study shall also take account of the following detailed guidelines that will be presented to the Participants at the negotiation stage:

• Conservation requirements and requirements on safeguarding museum collections from fire, theft and other perils resulting in the destruction or loss of the collections,
• Guidelines on requirements regarding the audiovisual system of the exhibition,
• Guidelines regarding different types and levels of disability that shall be included in the exhibition design.

19.4. Irrespective of the provisions in 19.1 – 19.3, the Participant shall be obliged to:

• Obtain all decisions, arrangements, opinions and approvals required by the provisions of law,
• Obtain all required exemptions,
• Complete and amend documentation according to the recommendations by the respective bodies.

19.5. Documentation shall be:

• Prepared in the Polish language,
• In accordance with the provisions of law, standards and construction art,
• Coherent and coordinated in all sectors, and coordinated with Museum building design,
• Include a protocol on multi-sectoral coordination signed by all professional designers participating in the realisation of the contract,
• Signed by a designer and a verifying person with the required entitlements,
• Prepared with a clause on completeness and suitability as to its purpose.

19.6. Information on the technology of work, selection of materials and equipment shall define the contract subject pursuant to the Act.

19.7. Equipment and technical solutions used in the design of permanent exhibition in Józef Piłsudski Museum in Sulejówek shall be in accordance with the Polish Standards and provisions of law.

19.8. The Detailed Project Study shall constitute the basis for preparing the public procurement procedure pursuant to the provisions of the Act. In this scope, the Participant shall cooperate with the Contracting Authority to prepare the description of the order subject required to open the public procurement procedure with the purpose to obtain the documentation pursuant to the Act.
19.9. The Participant agrees to develop the project documentation in accordance with Article 29 of the Act concerning the description of proposed materials and equipment. If the Participant indicates in the project documentation the origin (brand, trademark, manufacturer, provider) of materials and refers to standards, as mentioned in Article 30.1-30.3 of the Act, they shall declare in the documentation that equivalent materials and solutions are allowed and specify the scope of acceptable equivalence.

**20. SIGNIFICANT ARRANGEMENTS TO BE INCLUDED IN THE CONTRACT:**

20.1. The contract with the Participant – Contractor of the Detailed Project Study (Contractor) shall include the following significant provisions:

1) The Contractor shall be obliged to:

   a. Follow the recommendations of the Contracting Authority concerning the competition entry while developing the Detailed Project Study;
   b. Develop the Detailed Project Study of the selected competition entry in accordance with the binding technical and construction provisions, Polish Standards and rules of technical and construction art, in the timeframe and against the remuneration agreed with the Contracting Authority;
   c. Ensure that the developed project studies are coordinated in technical aspects and that persons with unlimited construction licence in an appropriate specialisation participate in the development of the project study, with account taken of the prepared project documentation, among others:
      - Ensure that the team preparing the Detailed Project Study consists of at least one person with an MA or an MSc degree in Architecture, Interior Design, Exhibition Design or Stage Design, with at least 3 years of experience in design following the date of graduation or granting of degree,
      - Ensure that the team preparing the Detailed Project Study consists of persons with required construction licences in specialisation fields necessary for the development of a complete project documentation,
      - Ensure that the team preparing the Detailed Project Study consists of at least one person with an MA degree in History;
   d. Obtain the required opinions and approvals for the adopted project solutions in the scope resulting from legal provisions in force, as well as reviews of the developed project documentation in terms of its consistency with the provisions in force, such reviews being carried out by official surveyors for occupational health and safety, fire protection and sanitary conditions;
   e. Take into account the requirements for museums resulting from the Act on museums of 21st November 1996 together with the Announcement of the Speaker of the Sejm of 27th July 2012 on the harmonised text thereof (Official Journal of Laws, item 987), Ordinance of the Minister of Culture and National Heritage of 1st December 2008 on safeguarding museum collections from fire, theft and other perils resulting in the destruction or loss of the collections and preparation of the collections for evacuation in case of threat (Official Journal of Laws no 229, item 1528), Ordinance of the Minister of Culture and National Heritage of 15th May 2008 on conditions, manner and mode of transferring museum exhibits (Official Journal of Laws no 91, item 569);
f. Coordinate their project works with the project team of the Contracting Authority and of contractor for Józef Piłsudski Museum building, in accordance with point 19.2 of the Rules and Regulations;
g. Declare the compliance of the project documentation with the binding legal provisions and technical knowledge;
h. Consent to the use of the developed project documentation for the realisation of the investment project, the scope of the latter being consistent with the subject of developed documentation;
i. Provide explanations to possible concerns with regard to the proposed project solutions.

2) For the purposes of the realisation by the Contractor of the works specified in this Contract, the Contracting Authority shall provide the Contractor with materials in their possession that are necessary for the realisation of the Detailed Project Study, and in particular:

- Executive designs of the building of Józef Piłsudski Museum in the scope required for the realisation of the Contract gradually, as they are developed by the designer and contractor of the building,
- The list of exhibits;
- The list of texts, iconographic, film and sound materials.

3) The Contractor agrees to carry out the works under this Contract with due diligence and in compliance with the binding legal provisions and technical knowledge, as well as in accordance with contractual provisions and recommendation of the Contracting Authority.

4) The Contractor shall provide a collateral for the diligent realisation of the contract in the amount of 10% of the value of Contractor’s offer, in accordance with Article 148 of the Act.

5) The Contractor shall execute the subject of the contract in cooperation with the Contracting Authority at each stage of the realisation of the contract; meetings and consultations shall be held at the Office of Józef Piłsudski Museum.

6) The Contractor shall participate in the meetings organised by the Contracting Authority and present the materials requested by it. The Contractor shall be notified of the dates of meetings at least 3 days in advance.

7) The Contractor shall provide the Contracting Authority with project documentation in accordance with the scope of the contract. A list of project studies and a written declaration of the completeness of the documentation and of its objectives shall constitute an integral part of submitted documentation.

8) After the delivered subject of the contract is accepted by the Contracting Authority as free of defects and faults and after the payment of the agreed fee, the Contractor shall transfer to the Contracting Authority author’s economic rights to all elements of the developed project documentation, at the minimum in the following fields of use: marketing, recording and multiplication with available techniques, copying, public performance and broadcasting, realisation of derivative intellectual rights; transfer of rights will take place without Contractor’s additional statements.
9) Beside the transfer of author’s economic rights, the Contractor shall authorise the Contracting Authority to exercise derivative copyrights and to subcontract the exercise of such derivative copyrights.

10) The transfer of author’s economic rights and approval of the exercise of derivative copyright shall take effect within the framework of the contractual remuneration. The Contractor shall not be entitled to a separate remuneration for the use of documentation in every separate field of use or for the derivative copyrights.

11) Rights or obligations resulting from the contract may be transferred to other persons or entities only following the written approval of the Contracting Authority.

12) The Contractor shall provide quality guarantee/warranty with reference to the defects of the subject of the contract until the end of the period of guarantee/warranty for the realisation of project documentation.

13) The Contracting Authority may renounce the contract if the Contractor, despite prior written notifications by the Contracting Authority, fails to conduct the works in accordance with contractual provisions or neglects the contractual obligations.

14) In the event of a material change of circumstances, as a result of which the execution of the contract is no longer in the public interest, and which could not have been foreseen at the time of concluding the contract, the Contracting Authority may, in accordance with Article 145 of the Act, renounce the contract within a period of 30 days from the date on which they became aware of these circumstances. In such case, the Contractor may demand from the Contracting Authority only the remuneration for the performed part of the contract.

15) The Contractor may renounce the contract if the Contracting Authority demands the introduction in the project of solutions violating construction standards or safety rules. The declaration on renouncing the contract shall be made in writing, otherwise being null and void, with prior notification delivered to the Contracting Authority and specification of deadline for the change of their position.

16) The Contractor agrees to carry out author’s supervision as necessary for the correct execution of the arrangement of the permanent exhibition in Józef Piłsudski Museum on the basis of the prepared project documentation.

17) Author’s supervision shall be carried out in the period of execution of the investment, under this Contract, at each request of the Contracting Authority made with at least 3 days’ notification.

18) The “stay at the construction site” shall be defined as the stay of one person (designer) nominated by the Contractor as responsible for author’s supervision. Contractor shall not require additional payment in case more than one person nominated by the Contractor take part in author’s supervision visit. The realisation of an author’s supervision visit shall be confirmed by a person indicated by Contracting Authority on the “visit card” forms.

19) Payable author’s supervision shall not include the stays of designers at the construction site (or in places treated as such) as a result of a complaint concerning the project
documentation in the framework of guarantee and warranty or of the Contracting Authority’s remarks provided during its development.

20) Should the contract be terminated, the Contracting Authority shall have the right to select another contractor for the contract’s subject, in the framework of an award procedure or another procedure in accordance with the provisions of the Act.

21) The remuneration provided for in the contract shall be a lump sum and shall include the remuneration for all services and duties of the Contractor resulting from the contract. The Contracting Authority shall bear no costs of the contract’s subject other than the remuneration (such as costs of transport, materials, communication, insurance, employment, etc.).

22) The Contracting Authority does not foresee the payment of any advances on the Contractor’s remuneration prior to the execution of the contract.

23) The Contractor may renounce the contract only in the cases indicated in the Polish Civil Code.

24) The Contractor shall pay to the Contracting Authority a contractual penalty:
   a) For culpable delay in the realisation of the contract: 0.5% of the gross contractual remuneration per each day of delay;
   b) For the renouncement of the contract by the Contracting Authority for reasons in the responsibility of the Contractor: 20% of the gross contractual remuneration;
   c) For the renouncement of the contract by the Contractor for reasons independent of the Contracting Authority: 20% of the gross value of the contract;
   d) For substantive errors in the project resulting in the delayed procedure of awarding public construction works contract: 2% of the gross value of the contract per each error.

25) The Contractor shall remove the defaults identified by the Contracting Authority within 7 days of the receipt of the notification concerning the default; the contractual penalty of 0.5% of the contractual remuneration per each day of delay shall apply.

26) The Contractor shall provide a collateral for diligent realisation of the contract in accordance with Article 148 of the Act.

27) The Contracting Authority shall have the right to pursue supplemental damages in accordance with general rules if the contractual penalty does not cover the entirety of the loss.

28) The payment of the contractual penalties by the Contractor does not relieve the Contractor from the obligation to fulfil their obligations.

29) Any dispute arising from the execution of this contract shall be subject to settlement of a general court of subject-matter and local jurisdiction for the seat of the office of the Contracting Authority, in accordance with Polish laws and procedures.
30) Prior to the signing of the contract for the realisation of the subject of the procurement, the Contractor shall provide a proof of a covered civil liability policy, and should such a policy be unavailable, any other proof of being insured against civil liability within the scope of their activities for the amount of PLN 2.5 million.

21. MANNER OF PUBLIC PRESENTATION OF THE FINAL DECISION IN THE COMPETITION

21.1. The final results of the competition shall be announced publicly on 16th March 2015.

21.2. Immediately after the announcement, the competition results shall be presented in a publicly available place in the Contracting Authority’s seat, as well as on the website www.muzeumpilsudski.pl/konkurs. The Contracting Authority shall without delay provide them to the Office for Official Publications of the European Communities (Official Journal of the European Union) and shall notify in writing all Participants who submitted their entries.

21.3. In justified circumstances, the Competition Jury shall have the right to change the location, date and time of the announcement of the competition results; such information shall be placed on the website of the Contracting Authority.

21.4. The competition entry receiving the award shall be retained and become the property of the Contracting Authority.

22. INSTRUCTION ON LEGAL REMEDIES

22.1. Competition Participants, as well as any other entities that have or had their interest in the award of the contract and suffered or may suffer loss as a result of the violation of the provisions of the Act by the Contracting Authority, shall be entitled to legal remedies provided for in Title 6 of the Act.

22.2. The Participant entitled to legal protection under Article 179 of the Act shall have the right to appeal only in the scope specified in Article 180.1 of the Act against the Contracting Authority’s actions in violation of the Act or their failure to act in the manner provided for in the Act.

22.3. The appeal shall be directed at the Head of the National Chamber of Appeal in written form or in electronic form bearing a safe electronic signature verifiable by a valid qualified certificate.

22.4. The appealing party shall send a copy of the appeal to the Contracting Authority prior to the deadline for the appeal, so that the latter has the opportunity to verify its contents before such deadline.

22.5. A detailed description of the content, form and procedure for appeal to which the Participants are entitled can be found in Title 6 of the Act.

22.6. The final decision of the National Chamber of Appeal ending the appeal procedure can be appealed against to the court.
23. COMPETITION VALUE

The value of the competition comprises the total value of the prizes together with possible recognitions, the cost of preparation of a detailed project study and the cost of author’s supervision to be awarded by the Contracting Authority as a result of this competition. The total value of the competition shall not exceed the PLN 3.09 million gross.

24. MAXIMUM PLANNED TOTAL COST OF EXECUTING THE WORKS REALISED ON THE BASIS OF COMPETITION ENTRY

24.1. The maximum total cost of executing the Detailed Project Study, author’s supervision and the permanent exhibition in Józef Piłsudski Museum in Sulejówek (including the cost of materials, equipment, prototypes, multi-media content and investment realisation costs), as planned by the Contracting Authority, cannot exceed PLN 25.84 million net, i.e., PLN 31.78 million gross.

24.2. The estimated costs of exhibition realisation and of the development of the Detailed Project Study can be altered by the Contracting Authority depending on the results of the competition, and in particular can be changed for project solutions adopted in competition entries evaluated as the best by the Competition Jury.
25. ANNEXES TO THE RULES AND REGULATIONS

25.1. Formal and legal annexes

Annex 1.1 – Application for admission to the competition
Annex 1.2 – Declaration of the Participant on meeting the conditions to participate in the proceeding pursuant to Article 22.1 of the Act – specimen
Annex 1.3 – Declaration on no grounds for exclusion from the procedure pursuant to Article 24.1 of the Act – specimen
Annex 1.4 – List of prior delivered services
Annex 1.5 – List of persons
Annex 1.6 – Receipt for submitting the competition entry – specimen
Annex 1.7 – Agreement on the transfer of author’s economic rights to the work
Annex 1.8 – Declaration on subcontractors – specimen
Annex 1.9 – Identification Card – specimen
Annex 1.10 – Information on participation in a capital group

25.2 Content annexes

Annex 2.2 – Scenario of permanent exhibition in Józef Piłsudski Museum in Sulejówek
Annex 2.3 – Extended scenes of the scenario: “Rebel” and “The Bezdany Raid”
Annex 2.4 – Catalogue of exemplary exhibits
Annex 2.5 – Example educational materials of Józef Piłsudski Museum
Annex 2.6 – Architectural conditions
Annex 2.7 – Visual board
Annex 2.8 – DVD with example materials to be used for the preparation of the exhibition

Note:

Annexes 2.2-2.8 to the Rules and Regulations will be handed over together with the invitation only to the Participants invited to submit competition entries. Annex 2.1 is available at the Contracting Authority’s website from the day of the competition announcement.