



The **CREA**tion of the Department of Physical Chemistry of Biological Sys**TE**ms [CREATE]
666295 — CREATE — H2020-WIDESPREAD-2014-2015/H2020-WIDESPREAD-2014-2

OPEN COMPETITION FOR BIDS FOR THE PRODUCTION OF A SHORT FILM PROMOTING THE DEPARTMENT OF PHYSICAL CHEMISTRY OF BIOLOGICAL SYSTEMS

I. Type of task

The Institute of Physical Chemistry of the Polish Academy of Sciences (hereinafter: "the Institute", "IPC PAS" or the "Ordering Party") announces a competition for the production of a short film promoting one of the Institute's departments – the Department of Physical Chemistry of Biological Systems (hereinafter: the "Department").

The Institute of Physical Chemistry of the PAS is one of the best Polish scientific-research units dealing with chemistry in its broadest sense. In the Ministry of Science and Higher Education's recent categorization it obtained the highest possible rating of A+. The Institute conducts **interdisciplinary research and application research on the borderline of chemistry, biology/medicine and physics**. On the basis of inventions that have come about at the Institute **2 spin-off companies** have been formed developing advanced tools for medical diagnostics. In addition, as part of the "IPC PAS for business" initiative (www.ichfdlafirm.pl) the Institute offers services for business such as commissioned research, consultancy, measurement services as well as patented solutions. As a researcher-friendly institution, the Institute has the right to use the "HR Excellence in Research" logo.

In 2015 the Institute was recognized by the European Commission, which awarded it funding for the implementation of the **CREATE project** (Horizon2020 programme), **aimed at acquiring a world-class scientist and setting up a chair capable of competing with the best departments in the European Research Area**. This is how the **Department of Physical Chemistry of Biological Systems came about, led by Professor dr hab. Maciej Wojtkowski**. The Department's activity focuses on the development and application of new and breakthrough optical techniques that enable the non-invasive, microscopic imaging of tissues for the purposes of medical diagnostics. The film referred to in the competition is aimed at promoting the new Department and increasing the recognition of the research team working within it.

The film should show how the Department came about, the object of its activity, its achievements and its perspectives for development, including cooperation with other research units and business.

More detailed information on the Department and the project as a result of which the Department came into being can be found on the following websites:

- <http://www.create.edu.pl/era-chair-holder/department-of-physical-chemistry-of-biological-sys>
- <http://pob-lab.com/>

The duration of the film should be **about 15 minutes**.

The implementation of the film includes the documentation, production and post-production of the film.

II. Competition rules

1. This is an open, one-stage competition.
2. The competition is addressed to filmmakers and film production studios. The author of the project must have experience in the form of implementation of at least two similar productions.
3. Projects may be submitted individually or in groups.

The bid should include the following :

- a) An original description of the concept of the implementation of the film, including both a draft of the script and a description of the artistic means used, as well as a description of the general concept and visual form - the description should not exceed 4 pages of typescript;
- b) An estimate of the cost of implementation of the project taking into account the number of pre-production, shooting and post-production days, a calculation of the cost of implementation of the project;
- c) A schedule of implementation of the project, in which production (that is, the documentation and all the shooting days) are completed by 30th April, 2018 r, and post-production is completed by 30th June, 2018);
- d) Sample selected completed similar productions of own authorship (possibly with a justification for their choice) a maximum of 5 completed original productions of a similar nature, in the form of a link available to the competition organizers to the material on the Internet or on provided media;
- e) The author's/authors' CV/CVs incorporating their earlier work.

Entities participating in the competition must include:

- A copy of their current description in the National Court Register, the appropriate record of economic activity or another document/other documents confirming the legal status of the tenderer and revealing the rules for submitting declarations of will (in accordance with the actual and legal status).

III. Deadlines and conditions of implementation of the task

The film should be in **digital form, in Polish and English** [English subtitles added if the people in the film are speaking Polish, likewise Polish subtitles if English is being spoken].

The film should consist of **5 parts [around 3 minutes each]** that supplement each other and create a coherent entirety, but which could be used as separate presentations [e.g. of particular team members, types of research issues, etc.]

Together with the film there should be a short **approx. 1-minute presentation** [in both languages], illustrating the activities of the Department in an attractive simplified form, which shall be treated as part of the film.

The film producer shall be required to provide the Ordering Party with **50 DVD copies of the produced film together with a master copy for further copying of the film.**

The detailed conditions for the implementation, financing and settlement of the task, as well as the transfer to the Institute of proprietary copyrights to the film in all fields of operation shall be

regulated by an agreement between the IPC PAS and the bidder selected as a result of the competition.

IV. Technical conditions

The film should meet the following (possibly equivalent or better) conditions regarding technical quality:

- The minimum requirement for the recorded video file is 10Bit 4:2:2.
- The sound should be recorded on an external recorder via a high-quality microphone.
- The music must not violate any copyright or property rights. The background music may be taken from a legal (including free of charge) music database.
- The final copy of the video (the file delivered to the Ordering Party) should have a frame size of 1920x1080p, progressive scan with 25 fps, encoded on ProRes 422HQ format (or similar degree of support for video players) or the same DNxHD quality.

V. Deadline and procedure for submission of bids

The deadline for the submission of bids is **28th February 2018 at 16:00.**

The bid with the adnotation "**Competition for bids – CREATE film**" should be submitted directly to:

**IPC PAS
ul. Kasprzaka 44/52
01-224 Warszawa
Room 42**

or sent by post within the deadline specified in the competition conditions (the date of receipt at the IPC PAS is decisive).

V. Deadlines, procedures and criteria for selection of the bid

The Director shall consider the bids via the Competition Committee within 14 days of the deadline for submission of bids.

The Ordering Party may request the bidder to:

- Supplement a bid not meeting the formal requirements, i.e. one that is incomplete, or that contains obvious typographical or calculating errors, within a specified deadline. Any bid that is supplemented within the set deadline shall be considered.
- Update the cost estimate, if the proposed price exceeds the funds of the Ordering Party.

The Ordering Party may request the submission of supplementary information, clarification or documents relevant to the decision within a set deadline. The non-submission of these documents or clarifications within the required deadline shall mean that the bid is considered on the basis of the documents and information at the disposal of the Ordering Party.

Any bid that does not meet the formal requirements or is not supplemented within the required deadline or that is not subject to supplementation shall be rejected.

The bids shall be **assessed by the Competition Committee**, taking into account the following criteria:

1. Assessment of the concept of the film [compliance with assumptions, originality, presentation of the subject] - 1-10 points.

2. Assessment of the author [experience, previous projects] - 1-10 points.
3. Price - 1-5 points.

The project with the highest score awarded by the Committee (hereinafter the "Selected Project") shall win. The runner up in terms of scoring shall remain as a reserve project (hereinafter the "Reserve Project").

The Committee has the right to consider the competition unresolved, especially in the event that the submitted bids exceed the allocated budget.

The Committee's decision is not subject to appeal.

The Ordering Party may ask the author of the Selected Project to make changes to it.

Participation in the competition and winning it obliges the author to undertake further production work and comprehensive implementation, as well as keeping to the schedule and cooperating with the Ordering Party in order to complete production in a timely manner.

The Reserve Project shall remain at the disposal of the Ordering Party for one month from the day of the decision. The Ordering Party reserves the right to use the Selected Project and its title for all identification and advertising purposes with unlimited geographic scope. The Ordering Party reserves identical rights in the event that the Reserve Project is implemented.

The results of the competition shall be published by the Ordering Party on the IPC PAS official website by 15th March 2018.

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Answers to any questions shall be given directly to the inquiring persons; they shall also be made public on the website with the competition announcement.



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