

Warsaw, 14 March 2017

REQUEST FOR PROPOSALS

no. CDR/03/2017/04

concerning subcontracting of services in the capacity of Character Artist

in the scope of the following project:

POIR.01.02.00-00-0110/16

“Animation Excellence - Comprehensive technology enabling extreme improvements in quality and effectiveness regarding the creation of complex character body and face animations, aimed at high-end, open-world RPG games, including innovative pipeline solutions and a custom toolkit.”

I. Introduction

Request for proposals announced by CD PROJEKT S.A. concerning subcontracting of services in the capacity of Character Artist to be employed under a contract for specific work or cooperation contract in the scope of the project named “Animation Excellence - Comprehensive technology enabling extreme improvements in quality and effectiveness regarding the creation of complex character body and face animations, aimed at high-end, open-world RPG games, including innovative pipeline solutions and a custom toolkit” covered by grant request no.

POIR.01.02.00-00-0110/16

Task 1.2: Sectoral R&D programs

GAMEINN sectoral program

Smart Growth Operational Programme for the years 2014-2020

Priority axis I: support for R&D activity of enterprises

II. Solicitor

CD PROJEKT S.A.

Jagiellońska 74

03-301 Warsaw

KRS: 000006865

NIP: 7342867148

REGON: 492707333

tel.: +48 22 519 69 00

e-mail: recruitment@cdprojekt.com

III. Contract award procedure

This request for proposals is subject to the competitiveness clause expressed in the Smart Growth Operational Programme cost eligibility guide of 1 March 2016, appendix no. 3 – “Manner of incurring expenditures in compliance with the principle of fair competition”.

IV. Subject of the tender

1. This tender concerns the following services:

- A) Creating high-quality humanoid characters and item assets.
- B) Working closely with Animation and Technical departments.
- C) Maintaining the production pipeline and meeting deadlines.

The outcome of these actions will be persisted in the form of digital files on servers maintained by the Solicitor.

2. In line with the GAMEINN Sectoral Program regulations, the work described above must be carried out within 36 months of the commencement of the project.

3. The services listed in item 1. must be performed by the date specified in the agreement between the Solicitor and the selected Proposer, compliant with the provisions of the co-financing agreement concerning “Animation Excellence - Comprehensive technology enabling extreme improvements in quality and effectiveness regarding the creation of complex character body and face animations, aimed at high-end, open-world RPG games, including innovative pipeline solutions and a custom toolkit” previously concluded between the Solicitor and the National Center for Research and Development. The project covers the following period: 01 Jan 2017 – 29 Jun 2019.

4. The Solicitor reserves the right to apply to the National Center for Research and Development for extension of the project. Should this request be granted, the service contract may be extended accordingly.

5. The corresponding Common Procurement Vocabulary (CPV) codes are as follows:

- 73000000-2 – Research and development services and related consultancy services
- 72200000-7 – Software programming and consultancy services
- 92312000-1 – Artistic services

V. Participation eligibility criteria and means of validating participation eligibility

1. Participation eligibility criteria have been formulated in a manner consistent with the scope of the tender. The Solicitor does not aim to restrict competition by including criteria which could be regarded as extraneous given the goals of the project and therefore prejudicial to potential Proposers.

2. All potential Proposers have equal access to information concerning this tender. No potential Proposer is privileged with regard to other Proposers. All proceedings associated with this tender are conducted in a transparent manner.

3. Eligibility for participation appertains to natural persons or legal entities which fulfill the following criteria:

- A) they accept the content of the tender without reservation – submission of a proposal is construed as acceptance of the tender;
- B) they possess the necessary permissions to perform the solicited tasks insofar as is required under law, e.g. they conduct business activities which match the scope of the tender (applies to commercial entities);
- C) they possess experience in the scope of developing at least two multiplatform (PS4, XBO, PC) AAA open-world non-linear RPG based on a proprietary technology, which the Solicitor is capable of verifying on the basis of documentation submitted by the Proposer or by referring directly to products indicated in the proposal (e.g. inclusion in end credits);
- D) they possess verifiable knowledge and experience in the following areas:
 - Solid experience as a Character Artist.
 - Proven success in creating outstanding characters in AAA game.
 - Strong modeling and texturing skills in a diverse visual range of characters and creatures.
 - Strong understanding of human form and anatomy.
 - Software: Zbrush, Maya, Photoshop, Substance Painter (or similar programs).
 - Excellent communication skills and ability to work efficiently within a team.
 - Ability to easily communicate in English.
 - Traditional sculpture, drawing or painting skills are a plus.
 - Skinning rigging and animating skills are a plus.
- E) they are not subject to any exclusion criteria which would prevent them from participating in this tender;
- F) they have submitted a complete and properly filled out proposal.

4. The following parties are excluded from participating in this tender:

- A) parties materially or personally affiliated with the Solicitor, or with parties entitled to incur liabilities on behalf of the Solicitor, or with parties discharging ancillary duties on behalf of the Solicitor;
- B) parties materially or personally involved in selection of subcontractors through:
 - a) participation in the company as a partner in a civil law partnership or personal partnership;
 - b) ownership of at least 10% of company shares;
 - c) participation in the company's supervisory or managerial organs, or acting as company proxy;

d) matrimony, kinship, blood ties up to the second degree, adoption, custody or guardianship.

5. Based on the conditions listed herein, the eligibility of each Proposer will be assessed on the “eligible/ineligible” basis.

6. Should the Solicitor receive proposals from several eligible parties, the Solicitor will schedule a further round of interviews to verify the experience and knowledge claimed by each Proposer.

VI. Selection criteria and their respective weights

The sole selection criterion is price.

The Solicitor shall select the proposal which matches all requirements listed in this document (see section III) and is regarded as the most favorable under the following criteria:

Item no.	Name	Max points	Points awarded
1.	Price	100	
	Total	100	

The price listed in the proposal should be fixed and cover all the costs and components of the service in accordance with the Solicitor’s requirements.

The detailed scoring algorithm is as follows.

The number of points awarded for the “price” criterion will be calculated according to the following formula:

$$P_i = [C_{\min} / C_i] \times 100 \text{ pts.},$$

where:

P_i – number of points awarded to proposal i for the “price” criterion;

C_{\min} – lowest aggregate price offered by any Proposer

C_i – total price offered in proposal i

VII. Submission of proposals: means of delivery, address and deadline

1. Proposals should be prepared by filling out the form which is attached to this RFP.

2. Each Proposer may submit a single proposal.

3. Proposals may be formulated in Polish or in English.

4. Proposals may be submitted in person at the Company headquarters (Warsaw, Jagiellońska 74), by mail, by courier or by e-mail at recruitment@cdprojekt.com. It is mandatory to use the proposal form attached to this RFP. The final deadline for submission of proposals is 23 March 2017.

5. If a proposal is submitted by mail or courier, or by another remote delivery service, it will be deemed properly submitted if it is received by the Company prior to the abovementioned deadline.

6. Deadline is no shorter than 7 calendar days counting from the day following the date of RFP being published. Whether the deadline is met decided the date and hour at which a Proposal has been received by the Solicitor.

7. Proposals received after the deadline will not be considered.

VIII. Assessment of proposals: venue and schedule

All proposals will be unsealed on 24 March 2017 at the CD PROJEKT S.A. headquarters (Warsaw, Jagiellońska 74).

Proposals will be assessed by the Solicitor in relation to the criteria listed in sections V and VI above and in accordance with the applicable transparency and fairness guidelines. The Solicitor reserves

the right to contact each Proposer to clarify any doubts or request further details.

IX. Announcement of results, conclusion of contracts, Solicitor's reservations

1. Proposers will be notified of the results of the tender (or of its cancellation, as appropriate) through suitable notices posted on the Solicitor's website;
2. The Solicitor reserves the right to amend the terms of this tender, to suspend it or to cancel it without selecting a proposal, at any stage, particularly if all Proposers offer financial conditions which exceed the amount of resources budgeted by the Solicitor for this project;
3. The Solicitor reserves the right to conclude other contracts with the selected Proposer as long as the subject of such contracts does not overlap with the subject of this tender.
4. The Solicitor will conclude a contract with the selected Proposer at the place of the Solicitor's choosing and under the conditions defined by the Solicitor.
5. The Solicitor declares that payment for services rendered under the abovementioned contract will be remitted on a monthly basis, following submission of signed reports certifying the fulfillment of a given percentage of the total workload.
6. The Solicitor retains the right, conditioned upon the Contractor's approval, to deduct allowances for additional services offered to the Contractor (except for liabilities mandated by law) from contractual payments.
7. Should the selected Proposer decline to sign a contract with the Solicitor, the Solicitor reserves the right to select a different proposal as long as the associated price does not exceed the total amount of resources budgeted by the Solicitor for this project.
8. The selected Contractor will be offered a conditional service contract whose enactment will depend on acceptance of the Contractor by the National Center for Research and Development as regulated by the conditions of the GameINN R&D Sectoral Program.

X. Supplementary information

1. Partial proposals may be considered by the Solicitor.
2. The Solicitor shall not bear responsibility for any losses or damage resulting from improper submission or delivery of a proposal, non-submission of any required information or delivery/submission of a proposal to a different address than the one specified in this document.
3. The unsealing of proposals will not be publicized.
4. Proposals shall be considered submitted at the moment they are received by the Solicitor. This particularly applies to any proposals submitted by mail or courier.
5. The selected Proposer may be offered a contract for specific work or cooperation contract.
6. Proposals submitted after the deadline specified in this document shall not be considered by the Solicitor.
7. In case of any discrepancies between the English and Polish version of this document the Polish version shall prevail.

XI. Contact details

Please address all inquiries related to this Request for Proposals to Mr. Stanisław Just at recruitment@cdprojekt.com.

XII. Appendices

1. Proposal submission form

APPENDIX NO. 1

PROPOSAL SUBMISSION FORM

I. Solicitor details

1. Name: CD PROJEKT S.A.
2. Registered office: Warsaw
3. Address: Jagiellońska 74, 03-301 Warsaw
4. Court registration no. (KRS): 0000006865
5. Tax ID (NIP): 7342867148
6. Statistical ID (REGON): 492707333

II. Proposer details

1	Full name	
2	Company name, as registered with the appropriate authorities, and tax ID (NIP) – applies to self-employed individuals	
3	Registered office – applies to self-employed individuals	
4	Phone no.	
5	E-mail	
6	Type of cooperation	

III. Competences claimed

With regard to Request for Proposals no. CDR/03/2017/04 concerning subcontracting of services in the capacity of Character Artist, I hereby declare that:

1. I fulfill all the conditions expressed in section V of this Request for Proposals;
2. I possess experience in the scope of developing at least two multiplatform (PS4, XBO, PC) AAA open-world non-linear action RPG based on a proprietary technology. The titles of the relevant products are: _____.
3. I declare readiness to substantiate my competence claims by producing copies of contracts concluded with past employers, copies of employment records, employment/cooperation certificates or other similar documents. I furthermore acknowledge that such documentation may be demanded of me during an interview.

IV. Price assessment

Gross price inclusive of all costs related to fulfilling all aspects of the proposal calculated for a period of 1 month (in PLN) PLN (in words:)
--	---------------------------------

V. Additional statements and declarations

I furthermore declare the following:

1. I have familiarized myself with the contents of this Request for Proposals, I do not raise any objections with regard to any part of this Request for Proposals and I accept all conditions listed herein without reservation.
2. Should my proposal be selected by the Solicitor I am willing to conclude a formal agreement at the time and place of the Solicitor's choosing.
3. I am not materially or personally affiliated with the Solicitor, with any persons empowered to incur liabilities on behalf of the Solicitor or with any persons appointed by the Solicitor to facilitate preparation of the Tender and selection of subcontractors; particularly through:
 - a. participation in the company as a partner in a civil law partnership or personal partnership;
 - b. ownership of at least 10% of company shares;
 - c. participation in the company's supervisory or managerial organs, or acting as company proxy;
 - d. matrimony, kinship, blood ties up to the second degree, adoption, custody or guardianship.

.....
 Proposer's signature

.....
 Date and place of submission