

**INFORMATION ABOUT TECHNICAL AND ORGANIZATIONAL
REQUIREMENTS FOR DRAWING UP,
SENDING AND RECEIVING FILES IN ELECTRONIC COMMUNICATION**

1. A Competition Participant intending to submit an application for participation in the competition, a Study and a Competition Design, shall be obligated to set up an account on the Electronic Communication Platform at:

<https://www.soldea.pl/epz/epz/>

This entail the need to accept the Platform's terms and conditions and to read the instructions for use of the account on the Platform, available after the user logs in.

2. The current technical requirements related to using the ECP are listed on the login and registration website - at:

<https://www.soldea.pl/epz/epz/>

System requirements:

- a. Operating system Windows/Mac/Linux in their currently supported versions.
- b. Internet browser IE from 10 upwards / Edge / FireFox / Chrome / Opera / Safari, in their current versions.
- c. JavaScript enabled

3. Whenever used on the Electronic Communication Platform:

- a) The Offer - shall mean:
 - The application for admission to participate in the competition in the application submission phase.
 - The Study - in the study submission phase
 - The Competition Design - in the competition design submission phase
- b) The Designer - shall mean the Competition Participant
- c) The Procedure - shall mean the competition procedure
- d) Questions - shall mean requests for clarification of the terms of the Competition Regulations

4. The technical method of uploading files (application, statements, documents, studies and competition designs) on the ECP and the method of confirming the successful upload of files are described in dedicated instructions (video tutorials) for ECP Users, and each competition participant shall be obligated to familiarize all instructions.

5. The following rules for preparing electronic files, formulated in accordance with laws applicable to designers, hereinafter referred to as Competition Participants (Regulation of the Prime Minister of 30 December 2020 on the method of managing and exchanging information and technical requirements for electronic documents and means of electronic communication in public procurement procedures or competitions, Journal of Laws, item 2452), shall refer to competition participants in the case of a competition. The rules are the same for the phase of submitting the application for admission to participate in the competition, for the phase of submitting studies, and the phase of submitting competition designs. In addition, competition participants are obligated to anonymize their studies and competition designs by removing any metadata which could potentially reveal the design author's (or authors') identity (identities) from the files.

6. Applications for admission to participate in the Competition, competition designs, statements referred to in article 125 item 1 of the Act, evidence, including the statement referred to in article 117 item 4, and the statement of the entity sharing its resources, as referred to in article 118 item 3 of the act, hereinafter referred to the "statement of the entity sharing its resources", and the power of attorney, shall be drawn up in their electronic form, as specified in secondary legislature issued pursuant to article 18 of the Act of 17 February 2005 on the informatization of activities of entities performing public tasks (Journal of Laws of 2020, items 346, 568, 695, 1517 and 2320). In the subject procedure, these include the following formats: pdf, .doc, .docx, .xls, .xlsx, .rtf, .xps, .odt, jpg, .tif., zip.

7. Information, statements or documents other than those listed in item 4 above, and submitted as part of the competition, shall be drawn up in their electronic form, in formats specified in regulations issued pursuant to article 18 of the Act of 17 February 2005 on the informatization of activities of entities performing public tasks, or as text which is directly entered in a message sent using means of electronic communication, as specified by the Principal in these Competition Regulations.
8. The Principal shall not accept any other formats than those listed in item 5.
9. If a file drawn up in any of the formats listed in item 5 is not included on the list of formats supported by the Platform (pdf, doc, docx, xls, xlsx, xades, xml, zip), convert it into the archive format .zip and upload it as such on the ECP.
10. If, as part of the competition, electronic documents exchanged using means of electronic communication contain any information classified as business secret within the meaning of the Act of 16 April 1993 on counteracting unfair competition (Journal of Laws of 1913), in order to maintain the confidentiality of this information, the Competition Participant shall upload it in a separate and adequately marked file using a field dedicated to uploading files marked as Business Secret on the Electronic Communication Platform. If the Competition Participant fails to thus separate and ensure the confidentiality of this information, the Principal shall not be liable for its possible disclosure together with non-classified information.
11. All and any evidence and other documents or statements drawn up in a foreign language shall be submitted with their Polish translations.
12. If any evidence, other electronic documents or documents confirming the power of attorney to represent, respectively, an Individual Competition Participant, a Competition Participant jointly participating in the competition, an entity sharing its resources pursuant to the provisions of article 118 of the Act, hereinafter "documents confirming the power of attorney to represent", were issued by authorized entities other than an Individual Competition Participant, a Competition Participant jointly participating in the competition, an entity sharing its resources, hereinafter "authorized entities", shall transfer this document.
 - 12.1. If evidence or documents confirming the power of attorney to represent were issued by authorized entities as documents in hard copy, the digital counterparts of these documents affixed with a qualified electronic signature to confirm the conformity of the electronic version of the document with its hard copy shall be uploaded.
 - 12.2. The conformity of digital counterparts of documents with their hard copies shall be certified in the following instances:
 - 1) evidence and documents confirming the power of attorney to represent - by an Individual Competition Participant, a Competition Participant jointly participating in the competition, an entity sharing its resources, with respect to evidence or documents confirming the power of attorney to represent, as applicable;
 - 2) evidence - respectively, by an Individual Competition Participant, a Competition Participant jointly participating in the competition;
 - 3) other documents - respectively, by an Individual Competition Participant, a Competition Participant jointly participating in the competition, as applicable.
 - 12.3. The conformity of digital counterparts of documents with their hard copies, as referred to in item 10.1 of these ToR may be also certified by a notary public.
 - 12.4. The digital counterparts referred to above shall be understood as electronic documents being the electronic copies of documents drawn up in paper form, provided to read and understand the hard copy without the need to directly access its original.
13. Evidence, including the statement referred to in article 117 item 4 of the Act, and the statement of an entity sharing its resources, which are not issued by authorized entities, as well as power of attorney in its electronic form, shall be affixed with electronic signatures.

- 13.1. If the evidence, including the statement referred to in article 117 item 4 of the Act, and the statement of the entity sharing its resources, has been issued by unauthorized entities or were issued as a document in paper form and affixed with hand-written signature, the digital counterparts of these documents shall include a qualified electronic signature to certify the conformity of these electronic counterparts with their paper originals.
- 13.2. The conformity of digital counterparts of documents with their hard copies shall be certified in the following instances:
 - 1) evidence - respectively, by an Individual Competition Participant, a Competition Participant jointly participating in the competition, an entity sharing its resources, with respect to evidence applicable to each of these entities;
 - 2) power of attorney - the principal.
- 13.3. The conformity of digital counterparts of documents with their hard copies may be also certified by a notary public.
14. If a compressed (archive) document is uploaded by means of electronic communication, the file containing compressed documents must be affixed with qualified electronic signature, and all documents comprising the file must be affixed with individual qualified electronic signatures.
15. Questions pertaining to the contents of the Regulations may be submitted by Competition Participants in the "Questions to the ToR" only. Answers to these questions shall be published on the principal's website, while maintaining the anonymity of the question author, at: <http://konkurs.ecfcamerimage.pl>
16. The date generated by the Electronic Communication Platform shall be construed as the date of receipt of documents, statements, application, studies, competition designs, notifications and other information.
17. The date generated by the ECP shall be construed date of publication of information for the Competition Participants by the principal.
18. After the deadline for submitting applications, studies and competition designs, the competition participant will find requests and information directed to them in the "For the Designer" tab.
19. Answers to requests made by Competition Participants shall be published in an ECP window dedicated to uploading files for the Principal, in a breakdown into non-classified files and files classified as business secret.
20. The Electronic Communication Platform will accept the following data file formats: **files up to 20 MB each**, submitted in the following formats: pdf, doc, docx, xls, xlsx, xades, xml, zip. The Competition Participant shall submit multiple, single files in the desired format, or compressed files (ZIP, up to 20MB), each containing multiple sub-files in anyformat acceptable for the Principal.
21. Application, study, competition design files uploaded by the Competition Participant on the ECP shall not be visible or identifiable for the principal until the lapse of deadline for submitting these files.
22. The Electronic Communication Platform shall save encrypted files until they are opened. For each file submitted on the ECP, the Competition Participant will receive a confirmation of receipt containing the checksum for the file, calculated by the SHA-1 cryptographic algorithm.
23. Any file uploaded by the Competition Participant on the ECP shall not be visible or identifiable for any other Competition Participant throughout the competition.
24. An application, studies, competition designs may be recalled (deleted) and re-submitted by a Competition Design before the lapse of the deadline for submitting them. The option to substitute files shall only apply to documents and statements submitted at the request of the Principal.
25. After the deadline for submitting documents, it will not be possible to delete or substitute any submitted applications, studies or competition designs.

26. Competition Participants shall be obligated to follow all announcements generated by the Electronic Communication Platform. The ECP is the basic source of information, all optional notifications send by e-mail carry the risk of error related to the operation of mail servers, which extends the scope of reasonable control of the principal.
27. Principal's recommendations:
 - a) Applications and statements should be preferably drawn up in the PDF format and affixed with signatures in the PadES format.
 - b) Competition Participants shall not encrypt the files submitted on their own.
 - c) The XADES external signature is not recommended (2 files to be submitted)
 - d) A time stamps should be used for the qualified signatures. Qualified signatures in the BES variant are not recommended.
28. Electronic documents submitted as part of the competition shall jointly fulfill the following requirements:
 - a) have been fixed in a manner which allows their multiple readings, saving and reproduction, as well as their forwarding using means of electronic communication, or on a data carrier;
 - b) allow their contents to be presented in the electronic form, in particular by displaying their content on a screen monitor;
 - c) allow their content to be presented in paper form, especially through print;
 - d) contain data arranged in a manner which explicitly determines their content and the context of information.

METHOD AND DEADLINES FOR SUBMITTING APPLCIATIONS

1. Applications for admission to participate in the competition shall be submitted via the Electronic Communication Platform <https://www.soldea.pl/epz/epz/> until **24.03.2021 at 12:00:00**

Note

The date and hour of receipt of the file on the EPC, i.e. the date and hour stated in the confirmation of receipt, according to the ECP server time shall be construed as the date and hour of submission of the application for admission.

2. If a file is submitted to the Principal after the deadline specified in item 1 of this section, the application shall be dismissed.

APPLICATION OPENING DATE

1. The applications will be opened on **24.03.2021 at 12:05:00** on the Principal's computer, after the files uploaded on the Electronic Communication Platform by the Competition Participants have been downloaded.
2. Information on all submitted applications will be made publicly available.