

PUBLIC CONTRACT (OFFER) FOR THE PROVISION OF SERVICES

City of Warsaw

Edition 2025

E-SCIENCE SPACE SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ, a company registered under the laws of the Republic of Poland (hereinafter referred to as the "Contractor"), offers an unlimited number of users of the website <https://www.e-science.space> (hereinafter referred to as the "Customer") to enter into this Service Provision Agreement under the following conditions:

1. SUBJECT OF THE AGREEMENT

1.1. The Contractor provides the following services:

- Written translation of a scientific work (article) into English;
- Editorial preparation of a scientific work (article);
- Targeted selection of journals indexed in the Scopus or Web of Science scientometric databases;
- Support throughout the publication process (*as specified below*).
(hereinafter referred to as the "Services").

1.2. **Annex No. 1** to this Agreement specifies the title of the scientific work (article) and the list of services.

1.3. The Contractor does not own the scientific work (article) and/or its content and acts solely within the framework of this Agreement.

1.4. The publication process support includes:

- Submission of the scientific work (article) to a journal indexed in Scopus or Web of Science (as previously agreed with the Customer) for publication;
- Conducting negotiations – correspondence with journal editors exclusively on matters related to the publication of the scientific work (article);
- Monitoring the publication and indexing process of the Customer's scientific work (article).

2. RIGHTS AND OBLIGATIONS OF THE PARTIES

2.1. Obligations of the Contractor

The Contractor shall:

- Provide a professional translation of the scientific work (article);
- Conduct a professional proofreading of the scientific work (article);
- Ensure that the translation does not contain omissions, terminological errors, or distortions caused by the Contractor;
- Edit and/or format the scientific work (article) in accordance with journal editorial requirements and prepare it for submission to the journals listed in clause 1.1 of this Agreement;
- Assist in refining the scientific work (article);
- Perform a targeted selection of journals, as specified in clause 1.1;
- Provide support throughout the publication process;
- Deliver the services listed in Annex No. 1 within the specified timeframe;
- Inform the Customer about the services provided within five (5) business days upon receiving a written request via email.

2.1.1. The journals selected by the Contractor for publishing the Customer's scientific work (article), which fully meet the parameters outlined in clause 1.1, shall be deemed approved by the Customer by default.

2.1.2. The Contractor reserves the right to suspend the provision of services if the Customer fails to comply with the agreed payment schedule.

2.1.3. The Contractor may perform the services personally or engage third parties.

2.1.4. The Contractor shall not be liable for failing to use specific terminology in the translation if the Customer did not provide a specialized glossary, provided that the Contractor requested such information.

2.1.5. If the Customer does not submit any objections or revision requests within five (5) business days, the scientific work (article) shall be considered approved by default.

2.1.6. The Customer **agrees** that for effective publication support, the Contractor may edit the scientific work (article).

2.2. Obligations of the Customer

The Customer shall:

- Register on the website <https://www.e-science.space> and complete the registration form, providing:
 - Full name (mandatory field);
 - Email address (mandatory field);
 - Phone number (optional).
- Provide a scientific work (article) resulting from their intellectual activity, which contains new scientific knowledge that has not been published before.
 - Submit the scientific work (article) in electronic format (*.doc, *.docx) along with a completed author's questionnaire (*.xls, *.xlsx) to info@e-science.space.
 - Provide a terminology glossary and/or additional materials if necessary.
 - Pay for the services under the terms specified in clause 3 of this Agreement.
 - Inform the Contractor about any journals that do not meet the Customer's publication requirements.

2.2.1. The Customer shall provide necessary information to facilitate the proper submission of the scientific work (article) for publication.

2.3. Rights of the Customer

- The Customer may terminate the Agreement at any time, provided that the Contractor is reimbursed for the cost of the services already rendered, as specified in Annex No. 1.
 - If the journals listed in clause 1.1 reject the scientific work (article) for publication, the Contractor shall refund the Customer, deducting the cost of the services already provided.

3. COST OF SERVICES AND PAYMENT TERMS

3.1. The cost of services is determined in **Annex No. 1**.

3.2. The Contractor's services require **100% advance payment via bank transfer**.

3.3. The Customer shall submit a service request through the **website** and make payment within **three (3) banking days** based on the **invoice issued by the Contractor**.

4. TERM OF THE AGREEMENT

4.1. This Service Provision Agreement between the **Contractor** and the **Customer** shall be deemed concluded and effective from the moment it is electronically processed through the website <https://www.e-science.space> and the Customer has made the payment of the invoice issued by the Contractor. The Agreement remains in effect until full performance of the obligations by both Parties.

4.2. Information exchange between the Parties shall be conducted electronically, in paper form, or via facsimile communication, in compliance with **Directive 95/46/EC of the European Parliament and of the Council** "On the protection of individuals with regard to the processing of personal data and on the free movement of such data," dated December 24, 1995.

4.3. The Agreement may be suspended at the initiative of either Party, provided that the other Party is notified **at least fifteen (15) calendar days** in advance.

4.4. In the event of the suspension of the Agreement, the Contractor shall inform the Customer about the services actually provided and their cost.

5. USE OF CONFIDENTIAL INFORMATION

5.1. Confidential information refers to any information or materials that are intentionally or incidentally received by the Parties in written or electronic form.

5.2. The Parties are obligated to use confidential information solely for the purpose of fulfilling obligations under this Agreement.

5.3. The Parties shall not disclose the received confidential information and shall ensure its protection and confidentiality.

6. DISPUTE RESOLUTION PROCEDURE

6.1. All disputes and disagreements arising in the course of fulfilling obligations under this Agreement shall be resolved by the **Parties through negotiations**.

6.2. Any disputes under this Agreement shall be considered **within five (5) business days** from the moment the **claim is received**, in accordance with **clause 4.2** of this Agreement, provided that it is submitted in writing and duly executed.

6.3. If the Parties fail to reach a resolution within a reasonable timeframe, disputes and disagreements shall be settled **in court**.

7. LIABILITY OF THE PARTIES

7.1. In case of non-performance or improper performance of obligations by the Parties under this Agreement, the Parties shall bear liability in accordance with the legislation of the Republic of Poland.

7.2. The Contractor shall not be liable for the actions and/or omissions of third parties, including but not limited to:

- Delayed provision of indexing information by journal editors;
- Extended peer review processes for the scientific work (article);
- Delayed publication of journal issues on publishers' websites;
- Removal of the scientific work (article) from the indexing database in the Customer's personal account.

7.3. The Contractor and/or the Customer shall be released from liability for full or partial non-performance of their obligations if such non-performance is caused by force majeure circumstances, including but not limited to:

- War or military actions;
- Earthquake, flood, fire, or other natural disasters that arose independently of the will of the Contractor and/or the Customer after the conclusion of this Agreement.

7.4. The Party unable to fulfill its obligations due to force majeure shall immediately inform the other Party.

8. FINAL PROVISIONS

8.1. By entering into this Service Provision Agreement through the website <https://www.e-science.space>, the Customer confirms their full and unconditional acceptance of the terms of this Agreement (offer).

8.2. By accepting the terms of this Agreement, the Customer confirms that they have fully read, understood, and agreed to all terms and conditions.

8.3. This Agreement shall be deemed concluded from the moment of offer acceptance and shall remain in effect until the full performance of obligations by both Parties.

8.4. The Contractor guarantees that the journal is indexed in the Scopus or Web of Science scientometric databases only at the time of submission of the scientific work (article). In case of any information regarding potential termination of journal indexing in Scopus or Web of Science, the Contractor shall provide a free replacement journal.

8.5. In drafting and executing this Agreement, the Parties shall be guided by Directive 95/46/EC of the European Parliament and of the Council "On the protection of individuals with regard to the processing of personal data and on the free movement of such data," dated October 24, 1995.

TERMINOLOGY USED IN THE AGREEMENT

Public Offer – a public proposal by the **Contractor**, addressed to an **unlimited number of persons**, to remotely enter into a **Service Provision Agreement** (hereinafter referred to as the "Agreement") with the Contractor under the terms set forth in this Offer, including all **Annexes to this Agreement**.

Annex to the Agreement – a document or a set of documents specifying the cost of services, the list of services, and the title of the scientific work (article).

Customer's Authorization – a decision independently made by the **Customer** to authorize the **Contractor** to perform the services.

Information Notice – a document specifying the list of services actually provided and their cost.

Services – work performed on the scientific work (article) submitted by the Customer, including translation, digitization (scanning), editing, typesetting, and other services specified in the Annex to this Agreement.

Glossary – a dictionary of terms, abbreviations, and acronyms provided by the Customer.

Invoice (Faktura) – a document issued by the Contractor to the Customer for payment of services, specifying the cost of the provided services.

LEGAL ADDRESS AND DETAILS OF THE PARTIES

CONTRACTOR:

E-SCIENCE SPACE
ul. SZCZĘSNA, nr 26,
WARSZAWA, kod 02-454, POLSKA
Województwo MAZOWIECKIE
Numer KRS 0000870645
NIP 5223193151
REGON 38760914900000
e-mail: info@e-science.space

№	Service Description	Timeframe (from receipt)	Cost (EUR, incl. VAT)*
1	Professional translation of a scientific work (article)	Up to 14 days	From 100
2	Professional proofreading of a scientific work (article)	3 to 5 days	From 100
3	Editing, formatting a scientific work (article) according to journal editorial requirements, preparing it for submission to journals (Scopus or Web of Science)	After the previous stage, up to 5 days	From 150
4	Refinement of a scientific work (article)	Up to 7 days	From 200
5	Targeted selection of journals	Up to 7 days	From 50
6	Submission of a scientific work (article) to journals (Scopus or Web of Science)	4 to 6 months	From 500
7	Negotiation process, correspondence with journal editors regarding the publication of the scientific work (article)	Until full completion of obligations	200
8	Monitoring the publication of the Customer's scientific work (article) in journals, as per clause 1.1 of this Agreement	Until full completion of obligations	100

* The final cost of services is determined individually based on the quality of the scientific work, the selected **scientometric database** (Scopus or Web of Science), and the **parameters of the journal**.

CONTRACTOR:

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