

Provision of the services of an Investor's assistant representing the Investor towards the designer.

Request to participate in the procedure

In response to the contract notice in a procedure conducted in the form of restricted tendering by the Contracting Authority – Museum of Modern Art in Warsaw for the "Provision of the services of an Investor's assistant representing the Investor towards the designer." I submit the present request to participate in the procedure.

Contractor:	
name:	
address:	

in the event of contractors appearing jointly (consortium) please give the names and addresses of all consortium members

Authorised contact person:	
E-mail:	
Phone:	
Fax:	

.....
(person authorised to represent the Economic Operator)

....., date

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Appendices to the application:

- 1) a statement on meeting the participation conditions **(draft 1)**;
- 2) a statement on the absence of grounds for exclusion **(draft 2)**;
- 3) a current excerpt from the appropriate register or central register of commercial activity, if separate regulations require entry in such register, in order to demonstrate the absence of grounds for exclusion under Article 24 section 1 clause 2 of the Act, issued no earlier than 6 months prior to the lapse of the time limit set for submitting requests to participate in the procedure;
 - a) if the economic operator is established or has the place of residence outside the territory of the Republic of Poland, instead of the documents, referred to above, he shall submit a document or documents issued in the country of establishment or residence, confirming that he has not been placed in liquidation or declared bankrupt, issued no earlier than 6 months prior to the time limit set for submitting requests to participate in the procedure; If in place of residence of a person or the country in which the economic operator has the seat or place of residence, the documents, referred to above, are not issued, they shall be replaced by a document containing a declaration made before a competent judicial or administration authority or a competent professional or trade body in the place of residence of a person or the country in which the economic operator is established or has his place of residence, respectively, or before a notary;
- 4) a current certificates of the head of the competent tax office confirming respectively that the economic operator is not in arrears with the payment of taxes, or a certificate stating that the economic operator was legally entitled to exemption, deferment or spread of payment into instalments with reference to outstanding payments or stating that the execution of a decision of a competent authority has been stopped in its entirety – issued not earlier than 3 months prior to the expiry of the time limit for submitting requests to participate in the procedure;
 - a) if the economic operator is established or has the place of residence outside the territory of the Republic of Poland, instead of the documents, referred to above, he shall submit a document or documents issued in the country of establishment or residence, confirming that, he is not in arrears with the payment of taxes, or a certificate stating that the economic operator was legally entitled to exemption, deferment or spread of payment into instalments with reference to outstanding payments or stating that the execution of a decision of a competent authority has been stopped in its entirety – issued not earlier than 3 months prior to the expiry of the time limit for submitting requests to participate in the procedure; If in place of residence of a person or the country in which the economic operator has the seat or place of residence, the documents, referred to above, are not issued, they shall be replaced by a document containing a declaration made before a competent judicial or administration authority or a competent professional or trade body in the place of residence of a person or the country in which the economic operator is established or has his place of residence, respectively, or before a notary;
- 5) a current certificates of the relevant branch of the Social Insurance Institution (ZUS) or Agricultural Social Insurance Fund (KRUS) confirming respectively that the economic operator is not in arrears with the payment of fees and contributions payable towards health and social insurance, or confirmation that the economic operator was legally entitled to exemption, deferment or spread of payment into instalments with reference to outstanding payments or stating that the execution of a decision of a competent authority has been stopped in its entirety, – issued not earlier than 3 months prior to the expiry of the time limit for submitting requests to participate in the procedure;

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- a) if the economic operator is established or has the place of residence outside the territory of the Republic of Poland, instead of the documents, referred to above, he shall submit a document or documents issued in the country of establishment or residence, confirming that he is not in arrears with the payment of fees and contributions payable towards health and social insurance, or confirmation that the economic operator was legally entitled to exemption, deferment or spread of payment into instalments with reference to outstanding payments or stating that the execution of a decision of a competent authority has been stopped in its entirety, – issued not earlier than 3 months prior to the expiry of the time limit for submitting requests to participate in the procedure; If in place of residence of a person or the country in which the economic operator has the seat or place of residence, the documents, referred to above, are not issued, they shall be replaced by a document containing a declaration, also specifying persons authorised to represent the economic operator, made before a competent judicial or administration authority or a competent professional or trade body in the place of residence of a person or the country in which the economic operator is established or has his place of residence, respectively, or before a notary;
- 6) a current information from the National Criminal Records Register covering the data specified in Article 24 section 1 clause 4-8, 10 and 11 of the PPL Act, issued no earlier than 6 months prior to the expiry of the time limit for submitting requests to participate in the procedure;
 - a) In the case of an economic operator established in the territory of the Republic of Poland, the persons, referred to in Article 24 section 1 clause 5-8, 10 and 11 of the PPL Act, reside outside the territory of the Republic of Poland, the economic operator shall submit a certificate of a competent judicial or administration agency of their place of residence regarding the absence of a criminal record covering the data mentioned in Article 24 section 1 clause 5-8, 10 and 11 of the PPL Act, issued no earlier than 6 months prior to the expiry of the time limit for submitting requests to participate in the procedure. If, in the place of residence of these persons such certificates are not issued, they shall be replaced by a document containing a representation made before a competent judicial, administration authority or a body of a professional or economic self-government of the place of residence of these persons, or before a notary;
 - b) If the economic operator is established or resides outside the territory of the Republic of Poland, then, instead of the document, referred to above, he shall submit a certificate issued by a competent judicial or administrative body of the place of residence of the person, to whom the documents covering matters specified in Article 24 section 1 clause 4-8, 10 and 11 of the PPL Act pertain, issued no earlier than 6 months prior to the time limit set for submitting requests to participate in the procedure; If in place of residence of a person or the country in which the economic operator has the seat or place of residence, the documents, referred to above, are not issued, they shall be replaced by a document containing a declaration, also specifying persons authorised to represent the economic operator, made before a competent judicial or administration authority or a competent professional or trade body in the place of residence of a person or the country in which the economic operator is established or has his place of residence, respectively, or before a notary;
 - 7) a current information from the National Criminal Records Register covering the data specified in Article 24 section 1 clause 9 of the PPL Act, issued no earlier than 6 months prior to the expiry of the time limit set for to submitting requests to participate in the procedure;
 - a) If the economic operator is established or has the place of residence outside the territory of the Republic of Poland, instead of the document, referred to above, he shall submit a document or documents issued in the country of establishment or residence, confirming that he has not been prohibited from competing for the

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contract, issued no earlier than 6 months prior to the time limit set for submitting tenders; If in place of residence of a person or the country in which the economic operator has the seat or place of residence, the documents, referred to above, are not issued, they shall be replaced by a document containing a declaration, also specifying persons authorised to represent the economic operator, made before a competent judicial or administration authority or a competent professional or trade body in the place of residence of a person or the country in which the economic operator is established or has his place of residence, respectively, or before a notary;

- 8) a list of entities belonging to the capital group, to which the economic operator belongs (the term "capital group" shall have the meaning given in the Act on Competition and Consumer Protection of 16 February 2007) or information stating that the economic operator does not belong to a capital group **(draft 3)**;

Comment (1): *in the case of economic operators acting jointly (consortium) the documents specified as appendices No 3-8 shall be submitted by each of the economic operators acting jointly.*

- 9) an information of a bank or a co-operative savings and credit union confirming the funds or the creditworthiness of the economic operator or of the entity, upon the financial capabilities of which the economic operator relies, issued no earlier than 3 months prior to the lapse of the time limit set for submitting requests to participate in the procedure;

- 10) a list of persons who will participate in the performance of the contract, with information on their professional qualifications and experience necessary for the performance of the contract, and the scope of the actions performed by them and information regarding the basis on which the economic operator may use these persons **(draft 4)**.

- 11) a list of main services provided within the period of past three years prior to the expiry of the time limit for submission of tenders or requests to participate in a procedure, and if the duration of economic activity is shorter – during that period, indicating their value, type and date of execution, enclosing the evidence attesting that these services were duly provided **(draft 5)**.

Comment (2): *If the economic operator relies on persons able to perform the contract from other entities, he shall be obligated to demonstrate that he will have at his disposal the resources necessary for the performance of the contract. In particular, a written obligation of such entities to put at the disposal of the economic operator the necessary resources for the duration of their use in the performance of the contract shall be deemed as constituting such evidence.*

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draft 1

STATEMENT

on meeting the participation conditions, pursuant to Article 22 section 1 of the Public Procurement Law Act of 29 January 2004.

Entering the procedure for the award of a public contract entitled "Provision of the services of an Investor's assistant representing the Investor towards the designer.", acting for:

.....
.....
.....

(name of the Economic Operator or Operators)

I/we represent that I/we meet the conditions for participation in the procedure pertaining to:

- a. holding the licenses necessary for pursuing specific activity or performing specific acts; if such licenses are required under the law,
- b. having the knowledge and experience;
- c. having the necessary technical potential and persons capable of performing the contract;
- d. economic and financial standing,

.....
(person authorised to represent the Economic Operator)

....., date

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draft 2

STATEMENT

on the absence of grounds for exclusion under Article 24 section 1 of the Public Procurement Law Act of 29 January 2004.

Entering the procedure for the award of a public contract entitled "Provision of the services of an Investor's assistant representing the Investor towards the designer.", acting for:

.....
.....
.....

(name of the Economic Operator or Operators)

We represent that I/we am/are not subject to exclusion from the procedure under Article 24 section 1 of the Public Procurement Law Act of 29 January 2004.

.....

(person authorised to represent the Economic Operator)

....., date

STATEMENT
on belonging to a capital group

Entering the procedure for the award of a public contract entitled "Provision of the services of an Investor's assistant representing the Investor towards the designer.", acting for:

.....
.....
.....

(name of the Economic Operator or Operators)

I/we represent that, according to Article 26 section 2d of the Public Procurement Law Act, I/we belong/do not belong to a capital group within the meaning of the Competition and Consumer Protection Act of 16 February 2007¹.

List of entities belonging to the same capital group as the Economic Operator.

1.
2.
3. ...

.....
(person authorised to represent the Economic Operator)

....., date

¹ According to Article 4 clause 14) of the Competition and Consumer Protection Act of 16 February 2007, the term „capital group” should be understood as meaning: all economic operators who are directly or indirectly controlled by one economic operator, including that economic operator.

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draft 4

.....
(name of the Economic Operator)

Procedure: “Provision of the services of an Investor’s assistant representing the Investor towards the designer”,

List of persons

who will participate in the performance of the contract, with information on their professional qualifications and experience necessary for the performance of the contract, and the scope of the actions performed by them and information regarding the basis on which the economic operator may use these persons.

LIST OF PERSONS			
Function:	Name and surname:	Basis, on which this person may be used²:	English language proficiency³
Museum specialty consultant			
Theatre specialty consultant			
Acoustic specialty consultant			

² If the Economic Operator relies on persons capable of performing the contract, it is necessary to enclose proof that he will have at his disposal resources necessary for contract performance. In particular, a written obligation of such entities to put at the disposal of the economic operator the necessary resources shall be deemed as constituting such.

³ Please specify the degree of language proficiency – A1 / A2 / B1 / B2 / C1 / C2 / Native speaker.

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Museum specialty consultant			
Name and surname:			
1.	has experience consisting in investor consultancy services against designer in museum specialty	YES/NO	
2.1.	Project 1:		
	Name of the building:		
	Value of the construction works:		
	Location of the designed building:		
	Name and address of the entity, for whose benefit the design was delivered:		
	Date of execution:		
	a. use (function) of the building – one choice:		
	<input type="checkbox"/> building for exhibition use <input type="checkbox"/> museum <input type="checkbox"/> art museum <input type="checkbox"/> modern art museum		
	2.2.	Project 2:	
		Name of the building:	
Value of the construction works:			
Location of the designed building:			
Name and address of the entity, for whose benefit the design was delivered:			
Date of execution:			
a. use (function) of the building – one choice:			
<input type="checkbox"/> building for exhibition use <input type="checkbox"/> museum <input type="checkbox"/> art museum <input type="checkbox"/> modern art museum			
2.3.		Project 3:	
		Name of the building:	
	Value of the construction works:		

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	<p>Location of the designed building:</p> <p>Name and address of the entity, for whose benefit the design was delivered:</p> <p>Date of execution:</p> <p>a. use (function) of the building – one choice:</p> <ul style="list-style-type: none"> <input type="checkbox"/> building for exhibition use <input type="checkbox"/> museum <input type="checkbox"/> art museum <input type="checkbox"/> modern art museum
2.4.	<p>Project 4:</p> <p>Name of the building:</p> <p>Value of the construction works:</p> <p>Location of the designed building:</p> <p>Name and address of the entity, for whose benefit the design was delivered:</p> <p>Date of execution:</p> <p>a. use (function) of the building – one choice:</p> <ul style="list-style-type: none"> <input type="checkbox"/> building for exhibition use <input type="checkbox"/> museum <input type="checkbox"/> art museum <input type="checkbox"/> modern art museum
2.5.	<p>Project 5:</p> <p>Name of the building:</p> <p>Value of the construction works:</p> <p>Location of the designed building:</p> <p>Name and address of the entity, for whose benefit the design was delivered:</p> <p>Date of execution:</p> <p>a. use (function) of the building – one choice:</p> <ul style="list-style-type: none"> <input type="checkbox"/> building for exhibition use <input type="checkbox"/> museum

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	<input type="checkbox"/> art museum <input type="checkbox"/> modern art museum
2.6.	<p>Project 6:</p> <p>Name of the building:</p> <p>Value of the construction works:</p> <p>Location of the designed building:</p> <p>Name and address of the entity, for whose benefit the design was delivered:</p> <p>Date of execution:</p> <p>a. use (function) of the building – one choice:</p> <input type="checkbox"/> building for exhibition use <input type="checkbox"/> museum <input type="checkbox"/> art museum <input type="checkbox"/> modern art museum
2.7.	<p>Project 7:</p> <p>Name of the building:</p> <p>Value of the construction works:</p> <p>Location of the designed building:</p> <p>Name and address of the entity, for whose benefit the design was delivered:</p> <p>Date of execution:</p> <p>a. use (function) of the building – one choice:</p> <input type="checkbox"/> building for exhibition use <input type="checkbox"/> museum <input type="checkbox"/> art museum <input type="checkbox"/> modern art museum

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Theatre specialty consultant		
Name and surname:		
1.	has experience consisting in investor consultancy services against designer in theatre specialty	YES/NO
2.1.	Project 1:	
	Name of the building:	
	Value of the construction works:	
	Location of the designed building:	
	Name and address of the entity, for whose benefit the design was delivered:	
	Date of execution:	
	a. use (function) of the building – one choice: <input type="checkbox"/> building for cultural use <input type="checkbox"/> theatre b. auditorium capacity - one choice: <input type="checkbox"/> 0-50 persons <input type="checkbox"/> 50-100 persons <input type="checkbox"/> 101 – 150 persons <input type="checkbox"/> above 150 persons	
2.2.	Project 2:	
	Name of the building:	
	Value of the construction works:	
	Location of the designed building:	
	Name and address of the entity, for whose benefit the design was delivered:	
	Date of execution:	
	a. use (function) of the building – one choice: <input type="checkbox"/> building for cultural use <input type="checkbox"/> theatre b. auditorium capacity - one choice: <input type="checkbox"/> 0-50 persons <input type="checkbox"/> 50-100 persons <input type="checkbox"/> 101 – 150 persons <input type="checkbox"/> above 150 persons	

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2.3	Project 3:
	Name of the building:
	Value of the construction works:
	Location of the designed building:
	Name and address of the entity, for whose benefit the design was delivered:
	Date of execution:
	a. use (function) of the building – one choice: <input type="checkbox"/> building for cultural use <input type="checkbox"/> theatre b. auditorium capacity - one choice: <input type="checkbox"/> 0-50 persons <input type="checkbox"/> 50-100 persons <input type="checkbox"/> 101 – 150 persons <input type="checkbox"/> above 150 persons
2.4.	Project 4:
	Name of the building:
	Value of the construction works:
	Location of the designed building:
	Name and address of the entity, for whose benefit the design was delivered:
	Date of execution:
	a. use (function) of the building – one choice: <input type="checkbox"/> building for cultural use <input type="checkbox"/> theatre b. auditorium capacity - one choice: <input type="checkbox"/> 0-50 persons <input type="checkbox"/> 50-100 persons <input type="checkbox"/> 101 – 150 persons <input type="checkbox"/> above 150 persons
2.5.	Project 5:
	Name of the building:
	Value of the construction works:

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	Location of the designed building:
	Name and address of the entity, for whose benefit the design was delivered:
2.6.	Project 6:
	Name of the building:
	Value of the construction works:
	Location of the designed building:
	Name and address of the entity, for whose benefit the design was delivered:
	Date of execution:
	a. use (function) of the building – one choice:
	<input type="checkbox"/> building for cultural use
	<input type="checkbox"/> theatre
	b. auditorium capacity - one choice:
	<input type="checkbox"/> 0-50 persons
	<input type="checkbox"/> 50-100 persons
	<input type="checkbox"/> 101 – 150 persons
	<input type="checkbox"/> above 150 persons
2.7.	Project 7:
	Name of the building:
	Value of the construction works:
	Location of the designed building:
	Name and address of the entity, for whose benefit the design was delivered:
	Date of execution:

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	<p>a. use (function) of the building – one choice:</p> <p><input type="checkbox"/> building for cultural use</p> <p><input type="checkbox"/> theatre</p> <p>b. auditorium capacity - one choice:</p> <p><input type="checkbox"/> 0-50 persons</p> <p><input type="checkbox"/> 50-100 persons</p> <p><input type="checkbox"/> 101 – 150 persons</p> <p><input type="checkbox"/> above 150 persons</p>
2.8.	<p>Project 8:</p> <p>Name of the building:</p> <p>_____</p> <p>Value of the construction works:</p> <p>_____</p> <p>Location of the designed building:</p> <p>_____</p> <p>Name and address of the entity, for whose benefit the design was delivered:</p> <p>_____</p> <p>Date of execution:</p> <p>_____</p> <p>a. use (function) of the building – one choice:</p> <p><input type="checkbox"/> building for cultural use</p> <p><input type="checkbox"/> theatre</p> <p>b. auditorium capacity - one choice:</p> <p><input type="checkbox"/> 0-50 persons</p> <p><input type="checkbox"/> 50-100 persons</p> <p><input type="checkbox"/> 101 – 150 persons</p> <p><input type="checkbox"/> above 150 persons</p>

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Acoustic specialty consultant		
Name and surname:		
1.	has experience consisting in investor consultancy services against designer in acoustic specialty	YES/NO
2.1.	Project 1:	
	Name of the building:	
	Value of the construction works:	
	Location of the designed building:	
	Name and address of the entity, for whose benefit the design was delivered:	
	Date of execution:	
	a. use (function) of the building – one choice: <ul style="list-style-type: none"> <input type="checkbox"/> building for cultural use <input type="checkbox"/> museum <input type="checkbox"/> theatre 	
2.2.	Project 2:	
	Name of the building:	
	Value of the construction works:	
	Location of the designed building:	
	Name and address of the entity, for whose benefit the design was delivered:	
	Date of execution:	
	a. use (function) of the building – one choice: <ul style="list-style-type: none"> <input type="checkbox"/> building for cultural use <input type="checkbox"/> museum <input type="checkbox"/> theatre 	
2.3.	Project 3:	
	Name of the building:	
	Value of the construction works:	
	Location of the designed building:	
	Name and address of the entity, for whose benefit the design was delivered:	

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	<p>Date of execution:</p> <p>a. use (function) of the building – one choice:</p> <p><input type="checkbox"/> building for cultural use</p> <p><input type="checkbox"/> museum</p> <p><input type="checkbox"/> theatre</p>
2.4.	<p>Project 4:</p> <p>Name of the building:</p> <p>Value of the construction works:</p> <p>Location of the designed building:</p> <p>Name and address of the entity, for whose benefit the design was delivered:</p> <p>Date of execution:</p> <p>a. use (function) of the building – one choice:</p> <p><input type="checkbox"/> building for cultural use</p> <p><input type="checkbox"/> museum</p> <p><input type="checkbox"/> theatre</p>
2.5.	<p>Project 5:</p> <p>Name of the building:</p> <p>Value of the construction works:</p> <p>Location of the designed building:</p> <p>Name and address of the entity, for whose benefit the design was delivered:</p> <p>Date of execution:</p> <p>a. use (function) of the building – one choice:</p> <p><input type="checkbox"/> building for cultural use</p> <p><input type="checkbox"/> museum</p> <p><input type="checkbox"/> theatre</p>
2.6.	<p>Project 6:</p> <p>Name of the building:</p> <p>Value of the construction works:</p> <p>Location of the designed building:</p>

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	Name and address of the entity, for whose benefit the design was delivered:
	Date of execution:
	<p>a. use (function) of the building – one choice:</p> <p><input type="checkbox"/> building for cultural use</p> <p><input type="checkbox"/> museum</p> <p><input type="checkbox"/> theatre</p>
2.7	Project 7:
	Name of the building:
	Value of the construction works:
	Location of the designed building:
	Name and address of the entity, for whose benefit the design was delivered:
	Date of execution:
	<p>a. use (function) of the building – one choice:</p> <p><input type="checkbox"/> building for cultural use</p> <p><input type="checkbox"/> museum</p> <p><input type="checkbox"/> theatre</p>

.....

(person authorised to represent the Economic Operator)

....., date

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draft 5

.....
 (name of the Economic Operator)

Procedure: „Investor consultancy services against designer“

The list of main services

Meeting the participation conditions covering chapter III.2.1) section 3 poin 1) clause a of the contract notice		
1.	Investor consultancy services against designer	YES/NO
2.1.	Project 1:	
	Name of the building:	
	Value of the construction works:	
	Location of the designed building:	
	Name and address of the entity, for whose benefit the design was delivered:	
	Date of execution:	
	Total gross area of the bulding:	
	b. use (function) of the building – one choice: <ul style="list-style-type: none"> <input type="checkbox"/> building for exhibition use <input type="checkbox"/> museum <input type="checkbox"/> art museum <input type="checkbox"/> modern art museum 	
2.2.	Project 2:	
	Name of the building:	
	Value of the construction works:	
	Location of the designed building:	
	Name and address of the entity, for whose benefit the design was delivered:	
	Date of execution:	

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	Total gross area of the bulding:
	a. use (function) of the building – one choice: <input type="checkbox"/> building for exhibition use <input type="checkbox"/> museum <input type="checkbox"/> art museum <input type="checkbox"/> modern art museum
2.3.	Project 3:
	Name of the building:
	Value of the construction works:
	Location of the designed building:
	Name and address of the entity, for whose benefit the design was delivered:
	Date of execution:
	Total gross area of the bulding:
	a. use (function) of the building – one choice: <input type="checkbox"/> building for exhibition use <input type="checkbox"/> museum <input type="checkbox"/> art museum <input type="checkbox"/> modern art museum

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Meeting the participation conditions covering chapter III.2.1) section 3 poin 1) clause b of the contract notice		
1.	Investor consultancy services against designer	YES/NO
2.1.	Project 1:	
	Name of the building:	
	Value of the construction works:	
	Location of the designed building:	
	Name and address of the entity, for whose benefit the design was delivered:	
	Date of execution:	
	Total gross area of the bulding:	
	c. use (function) of the building – one choice:	
	<input type="checkbox"/> building for cultural use <input type="checkbox"/> theatre	
	d. auditorium capacity - one choice:	
	<input type="checkbox"/> 0-100 persons <input type="checkbox"/> 101-200 persons <input type="checkbox"/> 201 – 300 persons <input type="checkbox"/> above 300 persons	
2.2.	Project 2:	
	Name of the building:	
	Value of the construction works:	
	Location of the designed building:	
	Name and address of the entity, for whose benefit the design was delivered:	
	Date of execution:	
	Total gross area of the bulding:	
	a. use (function) of the building – one choice:	
	<input type="checkbox"/> building for cultural use <input type="checkbox"/> theatre	
	b. auditorium capacity - one choice:	

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	<input type="checkbox"/> 0-100 persons <input type="checkbox"/> 101-200 persons <input type="checkbox"/> 201 – 300 persons <input type="checkbox"/> above 300 persons
2.3.	<p>Project 3:</p> <p>Name of the building: <input type="text"/></p> <p>Value of the construction works: <input type="text"/></p> <p>Location of the designed building: <input type="text"/></p> <p>Name and address of the entity, for whose benefit the design was delivered: <input type="text"/></p> <p>Date of execution: <input type="text"/></p> <p>Total gross area of the bulding: <input type="text"/></p> <p>a. use (function) of the building – one choice: <input type="checkbox"/> building for cultural use <input type="checkbox"/> theatre</p> <p>b. auditorium capacity - one choice: <input type="checkbox"/> 0-100 persons <input type="checkbox"/> 101-200 persons <input type="checkbox"/> 201 – 300 persons <input type="checkbox"/> above 300 persons</p>