

REQUEST FOR QUOTATION

No. 12/2013

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The Foundation for Polish Science runs the SKILLS project, cofounded by the European Union within the European Social Fund (The Operational Programme Human Capital, Priority IV Tertiary education and science, 4.2. Development of R&D system staff qualifications and improving the awareness of the role of science in economic growth).

The Academy of the Research and Science Management (Academy) is a part of the SKILLS project. One of the goals of the Skills project is to improve the level of research and science management in Poland both among the scientists and at the research funding institutions. All Providers with expertise in the relevant area are welcomed to submit a quotation according to the following criteria.

1. Ordering Party:

Foundation for Polish Science, Grażyny str. 11, 02-548 Warszawa, Poland;

tel. 0048 604 128 299, fax 0048 22 540 15 49, e-mail: fnp@fnp.org.pl; www.fnp.org.pl;

2. Specification of the service:

- conducting 5 training courses in commercialization of research results, technology transfer and intellectual property management in Israel
- training courses are to be held in Israel
- training courses are to be conducted in English
- each of the training courses will be attended by a group consisting of about 15 participants total number of participants shall not exceed 80 people

The Ordering Party does not accept offers for lower number of training groups.

The service includes:

- assessment of the participants' level of knowledge on the relevant topic and of their interests (assessment to be conducted before each training course and in cooperation with the Ordering Party)
- leading the training courses according to the training course programme and handouts supplied by the Provider
- providing course materials for each participant (plus one additional copy for the Ordering Party); the Provider is obliged to mark all course materials with the logo and notice of the EU's contribution and with the Foundation's logo – all of them to be provided by the Ordering Party;
- providing training facilities according to the needs of the training groups;
- providing lunch for participants during each training course;
- providing transportation for the participants from the airport in Israel to the venue and back and during the training course if needed



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- evaluation of each training (written feedback prepared after each training course by the Provider for the Ordering Party) based among others on training assessment questionnaire supplied by the Provider to be filled out by the participants

The Ordering Party reserves the right to request changes to be introduced into the training programme. All changes will be introduced in cooperation with the Provider in order to obtain better compatibility of the programme with the goals of the project.

Common Procurement Vocabulary (CPV): 80500000-9; 55100000-1; 55300000-3; 70220000-9; 60100000-9; 79960000-1

2.1. Dates and places:

The training courses are to be held between May 2013 and December 2014. The Provider is expected to mark its preferences regarding the dates of the training courses in the attached calendar. The exact dates of the courses shall be agreed upon signing the contract.

Place: trainings to be held in Israel (in the place of Provider's choice).

2.2. Duration:

- a minimum twenty four-hour training programme (excluding lunch and coffee breaks);
- one training hour = 45 minutes

2.3. Participants:

Around 80 participants of the SKILLS Project:

- scientists working in research units based in Poland, former or current recipients of the FNP grants and stipends, interested in commercialization of their research results (around 45-50 scientists divided into 3 groups)
- program officers currently working for the two Polish research funding agencies (National Center for Research and Development or National Science Center) who are either in charge of programs facilitating technology transfer or are interested in this process (about 20-25 program officers gathered in two groups)

2.4. Training topic:

Commercialization of research results, technology transfer and intellectual property management in Israel

The course shall offer a broad overview of tools and skills required to successful commercialization of research results.



The training course program shall give participants an overview of the Israeli ecosystem of innovation (how does the R&D sector look like - from both financing and conducting research institutions' point of view; how many subjects are there, what are the leading areas, how are the resources being distributed, how much money is assigned to institutes/universities, what is the share of enterprises in R&D etc.). This introduction shall be followed by presentation of the innovation system (R&D&I) in Israel (legal basis, legal acts, institutions responsible for creation of the innovation development policies, institutions responsible for its implementation and managing the funds) and presentation of the Office of the Chief Scientist (OCS) and MATIMOP (evaluation procedures and decision making process, managing IPR issues; international cooperation and joint projects).

Other issues to be included in the agenda:

- presentation of selected technology incubators in Israel - their structure and mode of operation (+ site visit)
- presentation of selected venture capital funds (VC) in Israel (+site visit)
- visits to the leading research and research funding institutions in Israel e.g. Israel Science Foundation or Weizmann Institute) + discussion on their role in the ecosystem (incl. the question of IP management and royalties)
- visits to the TT companies set up by the research institutions e.g. Yissum - Hebrew University Jerusalem Tech Transfer Company
- International Research Centers with shares of large companies (ex. Google, IBM);

3. Content of the quotation:

- fulfilled Form of quotation (Attachment No. 1) with all required documents
- fulfilled calendar of Provider's time disposability (Attachment No. 2)

Offers are to be submitted in English. It is acceptable to submit scanned documents, which are in other languages, but the Ordering Party reserves the right to ask for official translation.

Incomplete offers shall not be examined. Price must be final, any taxes or fees cannot be added once the quotation is submitted. Price shall include honoraria/fees of all tutors involved and all costs of participants accommodation and meals.

4. Eligibility

All Providers who participate in the current call must have experience in conducting training programs on the relevant topics and for the relevant participants. Therefore the following documents are required for the determination of eligibility of Provider:

- 2 examples of training programs concerning relevant topic and addressed to a similar target groups (from outside Israel) carried out by the Provider within the last five years (2008-2012) as a proof of Provider's experience and competence relevant to the assignment;

5. Criteria of assessment and their percentage distribution:

- proposed trainings' agenda – **60%**
- gross price of one participant – **40%**



5.1. Proposed trainings' agenda – detailed information

Provider's descriptions of the trainings' programme will be evaluated according to the following criteria:

- content of the trainings (curricula and syllabi)
- compatibility of the trainings' agenda with the goals of the SKILLS project and the training topic and goals described in point 2.4;
- proposed methodology (interactive and participatory methods are preferred)

A selection committee will create a ranking of all Providers as to the offered training programmes. The amount of gained points equals the place in the ranking x 60%. The programme with the highest compatibility with the goal of the training and SKILLS project will be ranked highest.

5.2 Price – detailed information

A selection committee will create a ranking of all Providers as to the offered price. The amount of gained points equals the place in the ranking x 40%. The offer with the lowest price will be ranked highest.

Please note that the submitted offers are going to be compared in PLN. In order to convert all foreign currencies into PLN, an average NBP (National Bank of Poland) exchange rate from the day pointed as deadline of submission is going to be applied.

If the sum of the gained points of two or more Providers will be the same, the limitative one will be the criterion of the proposed trainings' agenda.

Please note that according to Polish tax law the training courses are tax exempt. Therefore all Providers are requested not to include VAT while making out an invoice .

All costs not mentioned in this request must be covered by the Provider or included in the price.

Payment conditions are to be defined in a contract between the Provider and the Ordering Party.

6. Deadline of submission:

All quotations must be submitted by **30.04.2013**

via e-mail to Katarzyna Pronobis pronobis@fnp.org.pl

or personally in the Foundation's main office: Grażyny Str. 11, 02-548 Warszawa (please mind the office working hours: 8.00 a.m. – 4:00 p.m.)

The quotation must be signed by the Provider. Scanned quotations will be accepted. The form of quotation cannot be modified in a way that would prevent the Ordering Party from comparing and evaluating proposal.



7. Other requirements:

- a. The Ordering Party reserves the right to cancel the procedure of request for quotation at any time without giving a reason.
- b. The Provider will sign an agreement with the Ordering Party where a. o. the following clauses will be included:
 - The Ordering Party reserves the right to access relevant to the participants of the “SKILLS” project documents of the Contractor, including financial documents.
 - The Parties agree that after delivery of the training programme the Ordering Party will draw up an evaluation report to assess the service. If the Contractor is found to have seriously failed to meet its contractual obligations, it shall incur financial penalties proportionally to the failures in services.
 - The Ordering Party reserves the right to resign from the Contractor’s services and to terminate the agreement after any of the consecutive trainings if they content/quality do not meet the Ordering Party and Participants requirements and needs.
 - The Trainer/-s contracted to provide all trainings is the one given in the Offer. The once set dates of the trainings cannot be changed by the Provider in essence. If the trainer is not able to provide a training the Contractor is obligated to provide another trainer with similar competences who is to be accepted by the Ordering Party. If the Parties do not find a mutually satisfying solution, the Contractor will not provide the training and will not be paid for this training. The Ordering Party may request to propose another date for this training.
 - If the Contractor fails to provide any of the trainings, it shall pay back any trainers’ travel, accommodation and catering costs and expenses made by the Ordering Party.
- c. The Ordering Party foresees additional requests on conditions not worse than the ones included in the contract, which account for not more than 50 % of the basic request value. In this case it is not obligatory to employ the competitiveness rule once more.
- d. Service fee will be paid by the Ordering Party within 30 days based on the invoice correctly issued by the Provider (given that all services has been provided and the evaluation report of each training service has been prepared and signed by both parties). The invoice may be issued after one or more trainings.
- e. The Ordering Party informs that the service cannot be assigned to an entity which is financially or personally associated with the Ordering Party.*

* This is: in a mutual relationship with the Ordering Party or entity empowered to enter into commitments in the name of the Ordering Party or with entities fulfilling, in the name of the Ordering Party, tasks connected with preparing and conducting procedures of choosing the Provider, especially: being a partner of a civil-law partnership or a partnership; possessing minimum 10% of shares; being a member of a supervisory or management organ, a person with authority to sign in the name of the company, agent; being in matrimony, related by consanguinity, whether lineal or collateral, and affinity, whether direct or secondary or remaining in adoption-like relationship, being in tutelage or being placed under guardianship.

