



Foundation for Polish Science

## REQUEST FOR QUOTATION

No. 1/2013

Date of issuance: 31.01.2013

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).

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 trainings on commercialization of research results for 5 groups of about 16 researchers**

**trainings are to be held in Poland and in English**

**The Ordering Party does not accept offers for lower number of trainings.**

#### The service includes:

- conducting a survey among participants in order to identify and better address their needs through the training programme
- leading the trainings according to the training programme and handouts supplied by the Provider
- evaluation of each training (written feedback prepared by the Provider for the Ordering Party and provided after each training) 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.

Each of the trainings might be conducted by up to 3 experts. One person shall be assigned a leading expert.

**Common Procurement Vocabulary (CPV): 80500000-9; 80521000-2**



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## **2.1. Date and place:**

Place: trainings will be held in Poland (presumably in one of the following cities: Warsaw, Cracow, Poznan, Wroclaw, Gdansk).

The trainings are to be held in 2013 but not earlier than in March and excluding July, August and September. The Provider is to mark its preferences in the attached calendar. Exact dates and places will be agreed before signing the contract.

## **2.2. Duration:**

minimum 32 hours training programme (excluding lunch and coffee breaks ; one training hour = 45 minutes)

## **2.3. Participants:**

Participants of the SKILLS Project, in particular researchers who are recipients of the FNP grants and stipends working in research units based in Poland, who are willing to enhance their skills related with commercialization of research results .

About 80 participants divided into 5 groups of about 16 participants each.

## **2.4. Training topic:**

### **Entrepreneurship.**

The training programme should present the best foreign practices in the field of entrepreneurship and allow participants to refer them to the polish context, in particular in the field of academic entrepreneurship.

The training should be aimed at stimulating innovative and entrepreneurial attitudes among polish scientists and researchers and at using the commercial potential of the ideas created as results of the scientific research.

The training should verify the participants' knowledge and skills in the field of commercialization of scientific results and running a business. The training should offer participants the possibility of creating and analyzing a business plan connected to one's own research and of creating and exercising presentation of this idea in order to gain potential investors.

The training should support participants in preparing a business plan with the use of previously gained skills in the field of recognizing market opportunities, investment potential and preparing a financial plan. The participants should also get to know about resources, team management and also about issues related to management of intellectual property rights.



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### 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 either in Polish or 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.

### 4. The Ordering Party provides:

#### 4.1 In case of tutors who are not permanent residents of Poland (individuals)

- tutor's return travels from the agreed place (airport/ railway or bus station of the tutor's choice) - excluding internal travels, to the agreed place in Poland (airport/railway or bus station of the Ordering party's choice) /detailed conditions to be defined in a contract between the Provider and the Ordering Party/;
- transport from the airport/ railway or bus station in Poland to the hotel (venue) and back only when the venue is outside the city of arrival (when the venue is within the borders of the city of arrival the Ordering Party does not organize transport; the Provider may include the cost in the fee)
- accommodation during the training including two extra days (one before and one after each training);
- meals only during the trainings.

#### 4.2 In case of tutors who are permanent residents of Poland (individuals)

- transport from the airport/ railway or bus station in the city nearest to the hotel (venue) and back if the venue is outside the city (when the venue is within the borders of the city of arrival the Ordering Party does not organize transport and the Provider may include the cost in the fee);
- accommodation during the training including two extra days (one before and one after each training) if the tutor's place of permanent residence is outside the city/place where the training is to take place;
- meals only during the trainings.

All other costs 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.



## 5. Eligibility

All Providers who participate in the current call must have at least 8 years of professional experience in the relevant areas. The following is required for the determination of eligibility of Provider:

- trainer's/s' CV showing his/ their practical and theoretical engagement in activities in the field covered by this request
- list of 20 trainings in the field covered by this request conducted by the Provider within the last 8 years for institutions from at least 3 different EU countries

## 6. Criteria of assessment and their percentage distribution:

- proposed trainings' agenda – **60%**
- total price per one (minimum two-day) training – **40%**

### 6.1. 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 with the aims of the training described in 2.4
- proposed methodology (interactive and participatory methods are preferred)

A selection committee will create a ranking of all Providers as to the quality/content of 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.

### 6.2 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.





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## 7. Documents marking

The Provider is obliged to mark all handouts and evaluation forms with the logo and notice of the EU's contribution and with the Foundation's logo – all of them provided by the Ordering Party.

## 8. Deadline of submission:

All quotations must be submitted by **14.02.2013**

via e-mail to Katarzyna Pronobis [pronobis@fnp.org.pl](mailto:pronobis@fnp.org.pl)

or by fax: 0048 22 540 15 49

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.

## 9. 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 given price per group should remain unchanged if the final number of training groups is lower than the one given in this request.
- c. 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 a final acceptance protocol 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.



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- 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.
- d. 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.
  - e. 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 final acceptance protocol of each training service has been prepared and signed by both parties). The invoice may be issued after one or more trainings.
  - f. 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.

