

REQUEST FOR QUOTATION

No. 13/2013

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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). 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 728 344 250, fax 0048 22 540 15 49, e-mail: fnp@fnp.org.pl; www.fnp.org.pl;

2. Specification of the service:

conducting two 1-day training courses in scientific presentation skills for different audiences.

The service includes:

- leading the trainings according to the training program and handouts supplied by the Provider - due to the number of participants **at least two trainers** are needed. The Ordering Party foresees the ability to divide the attendees into smaller groups.
- 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 program. All changes will be introduced in cooperation with the Provider in order to obtain better compatibility of the program with the goals of the project.

Common Procurement Vocabulary (CPV): 80500000-9

2.1. Dates and places:

The trainings are to be held:

- on 23th May 2013 in Warsaw
- on 24th May 2013 in Serock - near Warsaw (40 km from the city center).

2.2. Duration:

1-day training 8-hour training program (excluding lunch and coffee breaks; one training hour = 45 minutes)

2.3. Participants:

Participants of the SKILLS Project: laureates of the scholarship programs, especially research teams' leaders and PhDs.

About 25-40 attendees both on 23th May and on 24th May.

2.4. Training topic:

Scientific presentation skills for different audiences.



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The aim of the training is to develop and demonstrate participants' capacity to communicate scientific research to a range of specialised and non-specialised audiences (e.g. politicians, entrepreneurs, researchers in other fields, the media, the public, funding agencies).

The emphasis shall be put among others on:

- tailoring structure, content and delivery to the needs of the audience,
- using support materials (different media, visual aids, hand-outs etc.),
- communicating concepts in a quick and catchy way,
- motivating the audience - creating an interactive, question friendly atmosphere,
- dealing with difficult presentation issues and people.

3. Content of the quotation:

- fulfilled Form of quotation (Attachment No. 1)

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:

- accommodation during the trainings including two extra days: the day before and the day after each training (if there is no convenient flight/train connection before or after the training),
- meals only during the trainings.

All other costs must be covered by the Provider or included in the price.

Please note that the Ordering Party does not cover any travel expenses and transport from the airport/railway or bus station in Poland to the hotel (venue) and back.

5. Eligibility

All Providers who participate in the current call must have at least 5 years' experience in conducting trainings on the relevant topics for scientists. The following information is required for the determination of eligibility of Provider:

- 5 most important examples of training courses concerning relevant topics carried out by the Provider within five years (please note that these examples shall cover the period of five years/Providers are requested to list one training per each year)
- 3 persons or institutions, whose workers attended trainings offered by the Provider, which can be approached by the Ordering Party for references;

6. Criteria of assessment and their percentage distribution:

- proposed trainings' agenda – **60%**
- total gross price of one 1-day training – **40%**

6.1. Proposed trainings' agenda – detailed information

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

- content of the trainings (curricula and syllabi);



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- 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 programs. The amount of gained points equals the place in the ranking x 60%. The program 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.

Please note that according to Polish tax law the Vat should not be included.

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 **30.04.2013**:

- at the address of the Ordering Party: Foundation for Polish Science, Grażyny str. 11, 02-548 Warszawa, Poland
- via e-mail to Emilia Wojewoda emilia.wojewoda@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 number of groups is lower than the one specified in the 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 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.

- 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). If the Provider is a natural person his/her gross remuneration will be reduced by 20% of Tax.
- 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.

