

REQUEST FOR QUOTATION

No. 5/2013

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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 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 7 training courses in self-presentation and public speaking for 7 groups of about 15 scientists

training courses are to be held in Poland and in English

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

The service includes:

- leading the trainings according to the training programme and handouts supplied by the Provider
- 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

2.1. Dates and places:

The trainings are to be held in 2013 but not earlier than in April and excluding July, August and September and in 2014 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.

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

2.2. Duration:

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

It is preferred that the trainings are possibly organized one after another in consecutive days, including Saturdays or with a pause of max. one day or a weekend between each training workshop.



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2.3. Participants:

Participants of the SKILLS Project, in particular researchers who are PhD students and PhD holders and recipients of the FNP grants and stipends working in research units based in Poland.

About 120 scientists divided into 10 groups of about 12 participants each.

2.4. Training topic:

Self-presentation and public speaking.

The training workshop shall combine theoretical approach with participants' activities. It should also give advice how to fight stress, make the participants consider their body language and space. The training workshop should also give participants a chance to practice self-presentation and public speaking as well as to receive a personal feedback.

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:

- tutor's return travels (economy class tickets or refund up to a certain limit*) from the airport nearest to residential address of the tutor to the airport in Poland nearest to the venue (excluding internal travels within the country of departure; it is possible to travel by train or bus; detailed conditions are to be defined in a contract between the Provider and the Ordering Party);
**the limit equals the price of the return ticket (on the dates suitable for providing the training course) given by a travel agency cooperating with 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 (including dinner on the first day of the training course).

4.2 In case of tutors who are permanent residents of Poland:

- 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 (including dinner on the first day of the training course if the tutor has the right to accommodation).

Please note: If the Provider proposes to hold the trainings one after another and the Ordering Party decides to conduct trainings in different cities, the travels between the cities will be organized and the cost covered by the Ordering Party.

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 5 years of experience in conducting training programs on the relevant topics. The following documents are required for the determination of eligibility of Provider:

- 5 most important examples of training programs concerning relevant topics 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 (please note that these examples shall cover the period of five years/Providers are requested to list one training per each year)
- 3 institutions or persons, 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 price of one (minimum two-day) training for one group – **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 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.

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 **6.03.2013**

via e-mail to Katarzyna Pronobis 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 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.
 - 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.



- 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 evaluation report 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.

