

## REQUEST FOR QUOTATION

No. 8/2013

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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 Research and Science Management (Academy) is a part of the SKILLS project and aims at increasing the level of research and science management among program officers working at the Polish 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](mailto:fnp@fnp.org.pl); [www.fnp.org.pl](http://www.fnp.org.pl);

### 2. Specification of the service:

- conducting 3 training courses on advanced bibliometric methods in evaluation of research performance
- training courses are to be held outside Poland
- training courses are to be conducted in English
- each training group consists of up to 15 program officers; total number of participants shall not exceed 45

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

### The service includes:

- assessment of the participants' level of knowledge on bibliometric methods prior to each training course (in cooperation with the Ordering Party)
- leading the trainings according to the training 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 rooms (number of rooms, chairs and tables according to the needs of the training and participants);
- providing accommodation and full board for the participants during the training courses (it is assumed that participants will arrive in the training's venue the day before the course starts; each training course shall last for at least 2 days; participants will stay for two nights and leave on the last day of the course),
- 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



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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 trainings are to be held in 2013 but not earlier than in April and excluding July and August and in 2014 excluding July and August. The Provider is to mark its preferences in the attached calendar. Exact dates and places will be agreed before signing the contract.

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

It is preferred that the trainings are organized on working days.

### **2.2. Duration:**

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

### **2.3. Participants:**

Program officers who are currently working for the two Polish research funding agencies - National Center for Research and Development (NCBR) and National Science Centre (NCN) who are either in charge of grant schemes or are involved in the funding process.

40-45 program officers divided into 3 groups of about 12-15 participants each.

### **2.4. Training topic:**

#### **Advanced bibliometric methods in evaluation of research performance (evaluation, mapping, ranking)**

The course shall offer a broad overview of bibliometric methodology incl. primary and secondary citation networks, impact, mapping; definition and delineation of scientific fields; construction of bibliometric performance indicators; field-specific citation density and field-specific normalization, different approaches; citation density differences within a field; different (research) fields, different time window for citation analysis; skewness of citation impact and related statistical issues; impact factor and the role of journal impact indicators.



The course shall pay a special attention to:

- the evaluation of groups and research institutions (especially universities): by field, or by department with standardized procedures and give details of a bibliometric evaluation study incl. data collection, data analysis; research output & impact profiles of groups, departments, institutes, programs, and profiles of their ‘knowledge users’; ranking of universities, as a whole and by main field; benchmarking of universities: comparison of a specific university with other universities; H-index;
- structuring science with citation relations and with conceptual relations: the use of bibliometric mapping to visualize scientific & technological developments and to identify the leaders in the different (sub)fields.

Participants shall also be made aware of limitations of bibliometric analysis e.g.:

- its limited usefulness with regard to applied/technical science or social sciences & humanities
- the question of books in evaluation
- potential misuse of the bibliometric indicators (“citation engineering”)

### **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 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:

- 3 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;
- 3 most important examples of bibliometric analysis/evaluation of a research institution/field/scheme conducted by the Provider upon request of another institution within the last 5 years;
- 3 most important publications of the persons affiliated with the Provider on the relevant topics
- 3 institutions or persons, whose workers attended trainings offered by the Provider, which can be approached by the Ordering Party for references;



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

- proposed trainings' agenda – **60%**
- total price of one (minimum two-day) training for one group – **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 Vat should not be included.

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 **12.04.2013**

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

