

REQUEST FOR QUOTATION

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The Foundation for Polish Science is a non-governmental, non-profit institution which pursues the mission of supporting science. It is the largest source of science funding in Poland outside of the state budget. It has been in operation since 1991. The Foundation realizes its statutory purposes mainly through support for distinguished scholars and research teams. It offers them a direct support. All grants, prizes and stipends are awarded on the basis of a competition while assessment of achievements of participants in the Foundation's competitions are made by scientists by peer-review. The Foundation has run a number of programmes, but in all of them it has been highly selective in awarding support, scientific excellence being the most important criterion in awarding of support. During over 20 years of its activity, the Foundation has granted over 7500 individual prizes, fellowships and stipends to researches at different stages of academic career.

All Providers with expertise in the use of bibliometric tools in evaluation of research performance are welcomed to submit a quotation according to the following criteria.

1. Ordering Party:

Foundation for Polish Science, Krasickiego str. 20/22, 02-611 Warsaw, Poland;
tel. +48 22 845 95 01, e-mail: fnp@fnp.org.pl ; website: www.fnp.org.pl

2. Specification of the service:

Careers and scientific performance of Polish researchers - bibliometric analysis of FNP's laureates.

The main goal is to identify strengths and weaknesses of Polish science in terms of the measurable output. The study shall consist in bibliometric analysis of the performance of FNP laureates. The analysis will embrace a group of 553 researchers, laureates of the selected FNP funding schemes. The group of researchers is heterogeneous in terms of age and experience and includes representatives of all disciplines of science excluding humanities and social sciences as well as representatives of other disciplines whose performance cannot be properly measured with bibliometric tools.

Questions to be answered by the analysis:

- I. Bibliometric characteristic of the group of the FNP's laureates:
 - Which scientific disciplines are covered by the laureates?
 - What is the bibliometric profile of individual funding schemes?



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- How does the performance of FNP's laureates compare to Polish and EU benchmarks?
- How does performance of the laureates compare to the top European level in same research areas?
- How does performance of the top Polish researchers compare to the top European level?
- Which are the fields with best performance of Polish researchers and FNP-grantees as compared to international benchmarks? Where do the strengths of Polish researchers and FNP grantees lay?

II. Networks analysis:

- What do collaboration patterns among the FNP-grantees look like?
- What (active or latent) networks have been funded in the past, that can be used as building blocks for future funding projects?

Common Procurement Vocabulary (CPV): 73210000-7

2.1. Deadline for the completion of the service:

The service is to be completed within the period of **3 months** after signing the contract, except for the presentation of the main results of the analysis which is to take place during a conference organized by the Foundation for Polish Science in Warsaw on 8 April 2015.

The contract will be awarded at the beginning of **February 2015**.

2.2. Deliverables:

2.2.1. Methodological report including:

- description of the bibliometric data source and data acquisition process,
- description of the selected indicators,
- identification of all the papers published by FNP set,
- construction of the Polish benchmark for FNP laureates,
- provision of international benchmarks for FNP laureates.

2.2.2. Final report describing the main findings of the study, including description of the indicators and methodology used in the study, main limitations and strengths of the study, as well as main conclusions regarding:

- bibliometric information based on chosen indicators for the complete FNP set,
- field normalized analysis,



- benchmark analysis,
- network analysis.

2.2.3. An appendix with the raw data on each individual researcher included in the analysis (with calculated indicators used in the analysis).

2.2.4. Presentation of the main results at a conference in Poland.

The conference is organized in Warsaw on 8 April 2015 and its costs (including the cost of accommodation in Warsaw and travel to and from Warsaw for up to 2 representatives of the Provider) will be covered by the FNP.

2.3. Available data on researchers to be included in the analysis:

The analysis shall embrace 553 researchers, laureates of the selected FNP funding schemes. The Foundation has already contacted its laureates in order to gain their consent and secure their active participation in the study. As a result 404 persons declared their consent for the processing of their personal data and the Foundation may supply the Provider with their email addresses along with information including their last name, first name initials, affiliations, type of funding received and gender. Those researchers may also be directly contacted by the Provider (e.g. be invited to take part in verification of their publication record).

In case of the remaining 149 persons, the Foundation failed to get their direct consent and as a result will be able to provide only the limited data such as last name, first name initials, affiliation, type of funding received and gender of the laureates without email address. Those researchers cannot be directly contacted by the Provider and it has to be assumed that they will not actively participate in the analysis.

3. Eligibility

3.1. The Provider cannot be financially or personally associated with the Ordering Party, i.e. is not 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: is not a partner of a civil-law partnership or a partnership; does not possess minimum 10% of shares; is not a member of a supervisory or management organ, a person with authority to sign in the name of the company, agent; is not in matrimony, related by consanguinity, whether lineal or collateral, and affinity, whether direct or secondary and does not remain in adoption-like relationship, is not in tutelage or placed under guardianship. The Provider is to sign a statement as described above. This statement is included in the Form of Quotation.



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3.2. Provider participating in the call **shall assign a team of minimum 2 researchers** who will perform the analysis and who shall have adequate professional experience.

The following is required for the determination of eligibility of the Provider:

- for each team member assigned to perform the analysis – the list of at least 3 bibliometric studies performed for institutions with international scope of activities for which a team member was an author or co-author. The list should be given in table in point 4 of Form of quotation (Attachment No. 1).

4. Content of the quotation:

- fulfilled Form of quotation (Attachment No. 1);
- certificate of incorporation in the register of business activity – issued not earlier than 6 month before due date for submission of offers - applicable to all entities except from natural person that does not run a sole proprietorship; in case they do not possess such certificate they are obliged to attach other document that confirms entity's legal status – issued not later than 6 months before submitting an offer.
- Proposed methodology of the bibliometric analysis, describing data acquisition/verification, indicators and benchmarks to be used in the analysis with justification of the choice

All proposals are to be submitted in English or Polish.

Incomplete offers shall not be examined. Price must be final, any taxes or fees cannot be added once the quotation is submitted.

5. Criteria of assessment and their percentage distribution:

- total gross price for completion of the service as described in 2.2. – **40%**
- proposed methodology of the bibliometric analysis – **60%**

5.1. Total gross price for completion of the service as described in 2.2. – 40%

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

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.

5.2. Proposed methodology of the bibliometric analysis – 60%

Provider is obliged to send a detailed description of the proposed methodology for the



bibliometric analysis containing description of each indicator and benchmark to be used as well as information on the data acquisition and verification.

Submitted offers will be evaluated according to:

- methodology of data acquisition (max. 10 points),
- choice of indicators (max. 10 points)
- proposed benchmarks (max. 10 points),
- compatibility of the proposed methodology with the objectives of the study (max. 10 points).

All members of selection committee will create a ranking of all Providers as to quality of their proposals. The amount of gained points equals the place in the ranking x 60%. Final score for this criterion will be an arithmetic mean of points awarded by all selection committee members. Final score will be provided to the two decimal places.

The final amount of points that an offer can gain, will be the sum of points awarded in 5.1. and 5.2. If, after the summing-up the points awarded for both criteria, more than one tenderer will gain the same amount of points, then the amount of points awarded for 5.2. will be decisive. The criterion 5.1. of the Request for Quotation will be considered and assessed second.

6. Documents marking:

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

7. Deadline of submission:

All quotations must be submitted by **30.01.2015**

- via e-mail to emilia.wojewoda@fnp.org.pl
- or
- through postal service, messenger or personally in the Foundation's main office:
Krasickiego 20/22, 02-611 Warszawa (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.

In case of questions please contact either Marta Łazarowicz-Kowalik marta.lazarowicz@fnp.org.pl, +48 22 845 95 01..

8. Other requirements:

The Ordering Party reserves the right to cancel the procedure of request for quotation at any time without giving a reason.



9. The Contract

The successful Provider (later in the Contract referred to as Contractor) will sign a contract with the Ordering Party (later referred to as Contracting Authority) where a. o. the following clauses will be included:

1. The Contractor confirms having knowledge, personnel and relevant experience necessary to carry out the Contract.
2. The Contractor shall carry out the object of the Contract in accordance with the Contracting Authority's requirements specified in the RFQ, the Offer, and the Contract.
3. The Contractor is not entitled to cede the rights and obligations derived from this contract to third parties without the written consent of the Contracting Authority.
4. The Contracting Authority reserves the right to inspect the Contractor's documents related to the performance of the Contract, including financial documents.
5. Remuneration for the service will be paid by the Contracting Authority in tranches:
 - a) the first tranche, amounting 50% of the contract sum is to be paid after completion of the service specified in section 2.2.4 of the RFQ,
 - b) the second tranche, remaining 50% of the contract sum is to be paid after completion of the service specified in section 2.2.1 – 2.2.3 of the RFQ.In each case payment will be made within 21 business days from the Contracting Authority receiving a correct VAT invoice by bank transfer to the Contractor's bank account specified on the invoice.
6. The prior signing of the final acceptance protocol shall be a condition for issuing the invoice and making the payment for the completed service.
7. The date of payment shall be the date of debiting the Contracting Authority's bank account.
8. The Contractor shall label any materials related to the rendered service with EU logotypes and an information on EU co-financing, as well as the logotype of the Foundation.
9. In the event of the Contracting Authority discovering defects and oversights in the carrying out of the requested service, including but not limited to the lack of methodological report, final report or appendix with the raw data, the Contracting Authority may request the Contractor to immediately remove such defects or oversights or otherwise the remuneration shall be lowered.
10. In the event of improper performance of the service, the Contracting Authority shall have the right to lower the remuneration accordingly. Any and all potential inconsistencies and reservations shall be included by the Contracting Authority in the final acceptance protocol.
11. The Contract shall be governed by and interpreted in accordance with the laws of the Republic of Poland.
12. The generally applicable legal regulations shall apply to the matters not regulated in the Contract.



13. The potential disputes under this Contract shall be settled by the Parties through negotiations. Should the Parties fail to reach an agreement, any and all disputes shall be settled by a court competent for the registered office of the Contracting Authority.
14. In the event of discrepancies between the Polish and the English versions, the Polish version shall prevail.
15. The change of personal or contact details should be notified by e-mail and is not considered a change of the Contract.



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