**REQUEST FOR OFFER nr ZO/62/ABJ/2020**

1. Purchaser: Foundation for the Development of the Education System, place of residence: Warsaw, Al. Jerozolimskie 142A,02-305 Warszawa, forwards a request for offer for an order excluded from the obligation of the Public Procurement Law for:

**proofreading of two-volumes publication of Teacher Education Policy and Practice Network (volume 1 „Quality Teachers and Quality Initial Teacher Education” and volume 2 “****Studies on Quality Teachers and Quality In-service Teacher Education”, both written in English).**

1. Description of the ordered object: proofreading of the TEPE publication volume 1 of approx. 350 pages of text in Word format and volume 2 of approx. 410 pages of text in Word format.
2. The deadline for performing of this task: the Contractor is obliged to complete the task within 45 days from signing of the agreement.
3. Requirements towards Contractors:

Contractors can apply for performing of this task provided they have 2 years of experience in proofreading of texts written in English (with ISBN) on topics related to various aspects of education, with special focus on schools, teachers, teaching methods, competence upgrading, university teaching, teaching assessment.

In order to confirm the fulfillment of requirements the Contractor will complete the annex 4 – the list of tasks.

1. Assessment criteria and their weight:
2. **Number of publications - 30% (30 points)**

The Purchaser will assign 5 points to each proofreading in English of ISBN publications on topics related to education, with special focus on school, teachers, teaching methods, competence upgrading, university teaching, teaching assessment.

The Purchaser will assess the offer according to the completed annex 4 – the list of tasks.

1. **Price – 50% (50 points)**

The number of points calculated per page, while taking into consideration the unit price given per one proofread page indicated in the contract.

The number of points = lowest price/ price in question x 50

1. **Deadline – 20% (20 points)**

For every 5 days below the expected by the Purchaser maximum number of days for the proofreading of the publication (45 days) the Contractor will receive 10 points, however, not more than 40 points in total. If the Contractor offers a deadline identical to the deadline indicated by the Purchaser, the Contractor’s offer will receive 0 points in this criterion.

1. Contract model: the Contractor chosen to perform the task, as his offer was the most suitable one, will sign the agreement drafted on the basis of a model provided by the Purchaser.
2. Offers are to be forwarded in an electronic form, on the form attached to the Request in question (scanned version sent to the address: [dzp@frse.org.pl](mailto:dzp@frse.org.pl)) or, in a printed form, to the Purchaser’s residence (Fundacja Rozwoju Systemu Edukacji (Foundation for the Development of the Education System) al. Jerozolimskie 142A, 02-305 Warszawa).
3. Individuals or the self-employed are asked to complete annex 2 and attach it to their offer.
4. Offer validity period is 30 days from the day of the submission.
5. Bid submission deadline is until June 12, 2020, 1:00 pm.
6. Contact person for the Contractors: Agnieszka Rybińska, phone: 224-631-557 (9.00 –4.00 pm), e-mail: [arybinska@frse.org.pl](mailto:arybinska@frse.org.pl).
7. Purchaser reserves the right to cancel the Request at every stage without giving the reasons.
8. Purchaser can ask the Contractors for explanations concerning the content of their offers and request additional documents.
9. Purchaser reserves the right to amend offers provided by Contractors in terms of obvious errors including spelling and numerical ones, and other errors which do not lead to serious changes of the content.
10. Offers filed in after the deadline or any variant offers will be rejected.
11. Purchaser informs that according to the current law the Request in question is not an offer as understood by the art. 66 of the Civil Code of 23 April 1964 (consolidated text: Official Journal of 2018, item 1025 with further amendments).

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*Place, date Signature of a person in charge of this Request*