

REQUEST FOR PROPOSALS no. DZP.262.60.2021

1. The Contracting Entity:

The Foundation for the Development of the Education System seated in Warsaw, Al. Jerozolimskie 142a, 02-305 Warsaw sends the request for proposals concerning a contract excluded from the obligation to apply the provisions of the Public Procurement Law for: : providing on arrival training and evaluation meetings for European Solidarity Corps (ESC) volunteers working in the Eastern Partnership countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine) and in Russia; meetings of ESC volunteering project coordinators; annual meetings of former volunteers; training for youth workers; contact seminars; events organised in frames of Erasmus+ Programme; meetings of persons responsible for youth policy; meetings of trainers and persons responsible for the accreditation of youth volunteering organisations; meetings of the SALTO network.

The Contracting Entity informs that it will select 2 Contractors from Azerbaijan who will submit the most advantageous proposals meeting the evaluation criteria and complying with the conditions of the request for proposals and will sign contracts with them.

2. Description of the subject matter of the contract: as per **Annex no. 1** to the Request for Proposals.

3. Term of the Contract: **Date of signing the contract - 31.12.2023.**

4. Requirements for Contractors:

The Contracting Entity will consider Contractors as meeting the conditions for the participation in the Request for Proposals, if they demonstrate that they have at their disposal a person (trainer), who have experience in the implementation of min. 5 training courses for non-formal education youth in the territory of the Eastern Partnership country and Russia in the last 24 months from the deadline for submitting offers, presented in Annex 4 to the inquiry.

5. Proposal evaluation criteria and their weight:

Criterion 1 (X1): experience in providing educational training addressed to young people and devoted to: teamwork, conflict solving, personal development, project management, other than this listed in Criterion 2 and 3 -- 20 points (20%) at maximum. The Contracting Entity will award one point for every ten hours of provided training.

Criterion 2 (X2): experience in providing educational training addressed to young people and devoted to volunteering, including international voluntary service and issues related to intercultural diversity, other than this listed in Criterion 1 and 3 -- 20 points (20%) at maximum. The Contracting Entity will award one point for every ten hours of provided training.

Criterion 3 (X3): experience in providing educational training addressed to young people and youth workers devoted to non-formal education methods, other than this listed in Criterion 1 and 2 -- 20 points (20%) at maximum. The Contracting Entity will award one point for every ten hours of provided training.

Criterion 4 (X4): experience in carrying out international volunteering projects as a coordinator or person supporting the project -- 10 points (10%) at maximum. The Contracting Entity will award two points for each international volunteering project listed.

Criterion 5 (X5): participation in projects carried out in the framework of the Erasmus+ Youth programme -- 10 points (10%) at maximum. The Contracting Entity will award one point for the participation in a project as a participant and two points for the participation in a project as its organiser or co-organiser.

Criterion 6 (X6): providing training in the capacity as a trainer on behalf of National Agencies of the Erasmus+ Youth programme or SALTO centres other than this listed in Criterion 1, 2 and 3 -- 20 points (20%) at maximum. The Contracting Entity will award one point for providing each training.

The Contractor will receive points indicated in Criteria I to VI for each experience mentioned additionally other than that indicated in Annex 4.

The Contracting Entity will consider as the most advantageous the proposals submitted by Contractors who will receive the highest number of points for proposal evaluation calculated in accordance with the following formula: $X1+X2+X3+X4+X5+X6$.

6. Proposals presented on the form constituting **Annex no. 3** to the Request for Proposals shall be sent in an electronic form (scanned copies) to the following e-mail address: dzp@frse.org.pl.

7. Please enclose with the Proposal:

a) Annex No. 4 - Requirements for Contractors;

b) Annex No. 5 - Information about Trainer's Experience (Contractors who do not enclose this document to the Proposal will receive 0 points).

8. The draft contract constitutes **Annex no. 2** to the Request for Proposals.

9. The deadline for the submission of proposals is: **12 July 2021 9:00 am**.

10. Term of proposal validity shall be 30 days from the date of submission of the proposal.

11. Contact person on behalf of the Contracting Entity:

Marina Makarenko, tel. (+48) 510-386-141, from 9:00 a.m. to 3:00p.m. on weekdays (from Monday to Friday), e-mail: mmakarenko@frse.org.pl

12. Natural persons and self-employed persons are requested to attach to the offer Annex No. 6

13. The GDPR information clause is attached as Annex 7 to the Request of Proposals.

14. The Contracting Entity reserves the right to cancel the Request for Proposals at any time, without giving reasons for it.

15. The Contracting Entity can request that Contractors present explanations concerning the contents of their proposals and submit the requested documents, which have not been submitted with the proposal.

16. The Contracting Entity reserves the right to correct in the proposals: obvious spelling errors, errors in calculation and other errors, the correction of which does not result in substantial changes to the proposals.

15. Proposals submitted after the deadline and variants will be rejected.

16. The Contracting Entity informs that in accordance with applicable law the Request for Proposals does not constitute an offer within the meaning of Article 66 of Polish act of 23 April 1964 Civil Code (OJ of 2020, item 1740).

Warszawa, 28.06.2021 r.

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place, dated:

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signature of authorised employee