

Request for Tenders dzp.262.161.2023

1. The Awarding Entity:

The Foundation for the Development of the Education System seated in Warsaw, al. Jerozolimskie 142a, 02-305 announces the Request for Tenders excluded from the obligation to apply the provisions of the Public Procurement Law **for the organisation of events in Azerbaijan: trainings for European Solidarity Corps (ESC) volunteers working in the Eastern European countries and the Caucasus region; meetings of coordinators of volunteering activities; annual meetings of former volunteers (Annual events); training for youth workers; contact seminars; Erasmus+ events; meetings of persons responsible for youth policy; meetings of ESC trainers and persons responsible for accreditation; meetings of the SALTO network.**

2. **Description of subject matter of contract** constitutes **Annex no. 1** to the Request for Tenders.

3. **Term of the Contract:** from the date of Contract signing until 31 December 2024 or until the funds provided for in the contract are exhausted.

4. Requirements from Economic Operators:

Economic Operators who have experience in organising **at least 5** youth events concerning non-formal education in Azerbaijan over the past 12 months calculated from the date of tender submission, as listed in **Annex no. 4** to the Request for Tenders.

5. Tender evaluation criteria and their weight:

Criterion 1 (X1): **Price - 60%**

Points scale: 0 - 60

$$\text{number of points } X_1 = \frac{\text{the lowest price}}{\text{the tender price}} * 60$$

Criterion 2 (X2): **experience of the Economic Operator in organising youth events concerning non-formal education in Azerbaijan over the past 12 months calculated from the date of tender submission - 40%:**

An Economic Operator will be awarded **5 points** for each **additional** organised **youth event concerning non-formal education in Azerbaijan** listed in **Annex no. 4** to the Request for Tender - experience - 40% (max. 40 points).

6. **Draft Contract/ Essential Terms of Contract** (guarantee, acceptance and payment conditions, forecasted amendments of the Contract and conditions thereof) shall constitute **Annex no. 3** to the Request for Tenders.

7. Tenders presented on the form constituting **Annex no. 2** to the Request for Tenders shall be sent in electronic form (scanned copies) to the following e-mail address: dzp@frse.org.pl.

8. Please enclose with the Tender:

1) Filled in Annex No. 4 - experience.

2) Filled Annex 6 or 7 - declaration on business activity or declaration of the contractor.

9. The deadline for tender submission is: **1 December 2023, 10:00 CET.**

10. Time limit for tender validity is 30 days.

11. Contact person on behalf of the Awarding Entity: Andrij Pavlovyh, tel: +48 664-902-371, from 9:00a.m. to 3:00p.m. on weekdays (from Monday to Friday), e-mail: apavlovyh@frse.org.pl.

12. The Awarding Entity reserves the right to cancel the Request for Tenders at any time, without giving reasons for it.
13. 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.
14. 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 2022, item 1360).

Warsaw, 24 November 2023

place, date

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signature of authorised employee