

REQUEST FOR PROPOSALS no. dzp.262.171.2023

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 in the Eastern Partnership Countries (Armenia, Azerbaijan, Georgia, Moldova, Ukraine) the European Solidarity Corps (ESC) Training and Evaluation Cycle (TEC): on-arrival training and mid-term evaluation for volunteers working in Partnership Countries, annual events of ESC projects coordinators, annual events of former volunteers; 2 persons from Azerbaijan.**

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: **from the day of signing to 31 December 2025.**

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 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 in the European Solidarity Corps project -- 10 points (10%) at maximum. The Contracting Entity will award two points for each volunteering project European Solidarity Corps listed.

Criterion 5 (X5): providing training in the capacity as a trainer on behalf of National Agencies or SALTO centres other than this listed in Criterion 1, 2 and 3 -- 30 points (30%) at maximum. The Contracting Entity will award one point for providing each training.

The Contractor will receive points indicated in Criteria I to V for each experience mentioned additionally other than that indicated in **Annex 5.**

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: $X1+X2+X3+X4+X5$.

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: **20 December 2023, 10:00 CET**.

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:

Anna Hryshkevich, phone (+48) 509 009 326, from 8:00 a.m. to 4:00 p.m. CET on weekdays (from Monday to Friday), e-mail: ahryshkevich@frse.org.pl.

12. Natural persons and self-employed persons are requested to attach to the offer **Annex No. 6 or 7**.

13. The GDPR information clause is attached as **Annex 8** 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 2022, item 1360).

Warsaw, 13.12.2023

place, dated:

signature of authorised employee