**REQUEST FOR A PROPOSAL no. ZO/29/KS/2017**

1. **The Awarding Entity:**

The Foundation for the Development of the Education System seated in Warsaw, Al. Jerozolimskie 142A, 02-305 Warsaw announces the Request for a proposal excluded from the obligation to apply the provisions of the Public Procurement Law **for the organisation of the following events: training for European Voluntary Service (EVS) volunteers working in the Eastern European countries, the Caucasus region and the Russian Federation; meetings of EVS coordinators; annual meetings of former volunteers (EVS events); training for youth workers; contact seminars; meetings of persons responsible for youth policy; meetings of EVS trainers and persons responsible for accreditation; meetings of the SALTO network, including:**

**Lot 1 - in Armenia,**

**Lot 2 - in Azerbaijan,**

**Lot 3 - in Belarus,**

**Lot 4 - in Georgia,**

**Lot 5 - in Moldova,**

**Lot 6 - in Russia,**

**Lot 7 - in Ukraine.**

1. **Description of subject matter of contract** constitutes **Annex no. 1** to the Request for a proposal.
2. **Term of the Contract**: from the date of Contract signing until 31 March 2019.
3. **Requirements from Economic Operators:**

Economic Operators who have experience in organising **at least 5** youth events concerning non-formal education in an Eastern Partnership country and Russia over the past 12 months calculated from the date of tender submission, as listed in **Annex no. 4** to the Request for a proposal.

1. **Proposal evaluation criteria and their weight:**

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

Points scale: 0 - 60

$$number of points X\_{1}=\frac{the lowest price}{the tender price}\*60$$

Criterion 2 (X2): **experience of the Economic Operator in organising at least 5 youth events concerning non-formal education in an Eastern Partnership country and Russia over the past 12 months calculated from the date of tender submission - 40%:**

An Economic Operator will be awarded **5 points** for each **additional** (other thanthis listed in point 4)organised **youth event concerning non-formal education in an Eastern Partnership country and Russia**  listed in **Annex no. 4** to the Request for a proposal - experience - 40% (max. 40 points).

1. **The draft Contract** constitutes **Annex no. 3** to the Request for a proposal.
2. Tenders presented on the form constituting **Annex no. 2** to the Request for a proposal shall be sent in electronic form (scanned copies) to the following e-mail address: dzp@frse.org.pl.
3. Please enclose with the Tender:
4. Filled in Annex No. 4 - experience.
5. The deadline for tender submission is: **6th March 2018 at 3:00 p.m.(CET).**
6. Time limit for tender validity is 30 days.
7. Contact person on behalf of the Awarding Entity: Andrij Pavlovych, tel: (+48) 224-631-462 from 9:00a.m. to 3:00p.m. on weekdays (from Monday to Friday), e-mail: andrij.pavlovych@frse.org.pl.
8. The Contracting Entity reserves the right to cancel the Request for Proposals at any time, without giving reasons for it.
9. 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.
10. 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.
11. Proposals submitted after the deadline and variants will be rejected.
12. 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 2016, item 38).