

REQUEST FOR A PROPOSAL NO. ZP/31/PS/2019

1. **Awarding Entity:**

The Foundation for the Development of the Education System seated in Warsaw, Al. Jerozolimskie 142 A, 02-305 Warsaw announces the Request for Tenders excluded from the obligation to apply the provisions of the Public Procurement Law for services consisting of accreditation and monitoring of organisations from the Eastern Partnership (EaP) countries (Armenia, Azerbaijan, Georgia, Belarus, Moldova, Ukraine) and the Russian Federation as well as from other partner countries named by the European Commission applying for Quality Label as part of the European Solidarity Corps and to monitor already accredited organisations.

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

3. **Term of the Contract:** two years from the date of Contract signing.

4. **Requirements from Economic Operators:**

For the procurement may compete the Economic Operators who proves, he disposes of a person who:

- a) has command of English on the level allowing for unconstrained verbal and written communication – minimal level B2.
- b) has practical computer skills (MS Office, IT tools for online submission of documents),
- c) Has experience in implementation of min. 3 volunteering projects in frames of European Voluntary Service (EVS), Erasmus+ and/or European Solidarity Corps as a project coordinator or a person supporting a project or/and experience in implementation of training activities on the topic of volunteering projects within above mentioned programmes,
- d) Has experience in implementation of min. 3 projects in the area of informal education of youth and persons working with youth in one of the EaP countries or in the Russian Federation, e.g. as project coordinator, educator, informal education trainer, pedagogue, instructor, tutor, expert, inspector, researcher etc.
- e) Has knowledge about aims and methods of implementation of European Solidarity Corps volunteering projects.

5. **Tender evaluation criteria and their weight:**

5.1 **Criterion I (X1):** experience in implementation of European Voluntary Service Projects (EVS) as a project coordinator or a person supporting a project, or/and experience in implementation of training activities on the topic of volunteering projects within above mentioned programmes different than listed in pt. 4 d) of the request for proposal - 40%

- a) 20 points for implementation of 1 or 2 additional volunteering projects
- b) 30 points for implementation of 3 or 4 additional volunteering projects
- c) 40 points for implementation of 5 or more additional volunteering projects

5.2 **Criterion II (X2):** Experience in conducting accreditations and/or Youth and/of monitoring in frames of Erasmus+ and/of Quality Label for National Agencies or Regional SALTO Resource Centres - 40%

- a) 10 point for conducting from 3 to 5 accreditations/ monitorings in frames of the above mentioned programmes
- b) 20 point for conducting from 6 to 10 accreditations/ monitorings in frames of the above mentioned programmes
- c) 30 points for conducting from 11 to 15 accreditations/ monitorings in frames of the above mentioned programmes
- d) 40 points for conducting 16 and more accreditations/ monitorings in frames of the above mentioned programmes

5.3 **Criterion III (X3):** fluent command of one of the official languages of the Eastern Partnership region and Russia (Azeri, Belarusian, Georgian, Armenian, Russian, Romanian, Ukrainian) min. B2 - 20%. 20 points for knowledge of min. 1 official language of the above mentioned countries.

The most advantageous tender shall be deemed the tender of the Economic Operator which receives the highest score in specific evaluation criteria according to the formula: $X1+X2+X3$.

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 a proposal.

The Awarding Entity informs that will sign contracts with 20 Contractors, whose offers receive the highest

number of points according to criteria of the assessment of proposals and will fulfill requirements specified in point 4 of the request for a proposal.

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 or directly to the FRSE office at Aleje Jerozolimskie 142a, 02-305 Warsaw.
8. Please enclose with the Tender:
 - 1) Filled in Annex No. 4,
 - 2) Filled in Annex No. 5,
 - 3) Filled in Annex No. 7,
 - 4) Filled in Annex No. 8,
 - 5) CV.
9. The deadline for tender submission is: **24th of February 2019 r. at 14:00 (CET)**.
10. Time limit for tender validity is 30 days.
11. Contact person on behalf of the Awarding Entity: Małgorzata Pawłowska, tel: 22 463-14-63, from 9.00 to 15.00, on weekdays (from Monday to Friday), e-mail: mpawłowska@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 Awarding Entity may request explanation from the Contractors regarding the content of proposals and completion of demanded documents.
14. The Awarding Entity reserved the right to correct in the proposal of the Contractor: obvious written, arithmetical and other errors that do not cause significant changes.
15. Proposals sent after the deadline, as well as variants will be rejected.
16. The Awarding Entity informs that, in accordance with the law in effect, this request for a proposal does not constitute an offer in accordance with the art. 66 of the act of 23 April 1964 r. Civil Code (Journal of Laws 2016 r., position 38).

WARSZAWA
Place, date

2019 -02- 12


FUNDACJA SYSTEMU EDUKACJI

signature of authorised employee

Piotr Sosnowski