

Interreg V-A Lithuania-Poland cooperation programme

**BZ-BOF-VII-VII-2-2020**

Białystok, 31.07.2020

### **REQUEST FOR QUOTATION**

for organizing *Project Partners internal training on how entrepreneurship specialists should train, coach and lead teams and entities towards business establishment and development successfully*. Training for entrepreneurship specialists (further – training).

The Association of the Białystok Functional Area asks for a price offer to organize on-line training for entrepreneurship specialists on how business development specialists should train better topics.

The action is co-financed by the European Union from the European Regional Development Fund under the Interreg V-A Lithuania - Poland 2014-2020 cooperation programme (further – Program) in frame of the project „ACCELERATION OF BUSINESS SUPPORT ECOSYSTEM” (ACCESS) NO. LT-PL-4R-301 (further – Project).

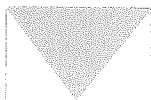
Project is implemented by partnership comprised of partners: Kaunas University of Technology, Kaunas Chamber of Commerce Industry and Crafts, Białystok University of Technology, Association of Białystok Functional Area.

The overall objective of the project is to promote business creation, development, innovativeness and cooperation through improved business support services in Kaunas, Marijampolė regions in Lithuania and Suwalski, Białostocki subregions in Poland.

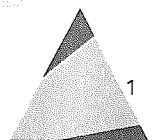
This request does not constitute an offer within the meaning of Article 66 of the Civil Code, nor is it a notice within the meaning of the Public Procurement Law. The request for proposal is conducted without regard to the Act of 29 January 2004. Public Procurement Law (Journal of Laws of 2018, item 1986) on the basis of art. 4 item A. 8 of the Act, as the estimated value of the contract does not exceed the equivalent of EUR 30,000.

#### **THE NAME OF THE PURCHASER:**

Association of the Białystok Functional Area  
ul. Adama Mickiewicza 74 lok. 6, 15-232 Białystok  
NIP 966-209-10-06  
tel./ fax. 85 66 11 538  
e-mail: [biuro@bof.org.pl](mailto:biuro@bof.org.pl)



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## I. OBJECT OF THE PURCHASE

CPV Common Procurement Vocabulary:

Name	Code
Training services	80500000-9

The service that is being purchased is: Project Partners internal training on how entrepreneurship specialists should train, coach and lead teams and entities towards business establishment and development successfully. Training should include main business entities development concepts, methods and tools used, soft skills – how to conduct conversation with the person or team you are consulting, how to ask the right questions etc.

**Outcome** – after the trainings project entrepreneurship specialists will have understanding about the early stage and more mature startup teams, the consultancy framework and skills needed to prepare and lead consultancy. Project entrepreneurship specialists will be also introduced with the tools and forms, where and how to track information about the client and how to measure the progress.

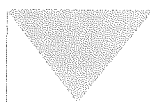
**Detailed components of the service:**

No.	TRAINING HAS TO COVER FOLLOWING THEMATIC BLOCKS
I.	<p><b>STARTUP JOURNEY INTRODUCTION</b></p> <p>The objective is to clear out differences between the start up and SME, provide knowledge about starting business journey stages, components, timeline, checkpoints, stakeholders involved, interactions between them, roles, latest starting business training trends, and similar.</p>
II.	<p><b>PRACTICAL ASPECTS STARTUP SHOULD BE LEADED DURING DIFFERENT STARTUP JOURNEY STAGES (WORKSHOPS)</b></p> <p>The objective is to provide knowledge, to train entrepreneurship specialist to lead startups through startup journey stages, equip them with the useful tools, methods, techniques for each of the stages, to ensure qualitative business support services and similar.</p> <ol style="list-style-type: none"> <li><b>1. ESSENTIAL STEPS IN FORMATION STAGE</b> Problem solving, idea generation, experimentation and team building, strategy formation, evaluation of progress (metrics), tools and methods their application (design thinking method, business model canvas, lean and other) and similar.</li> <li><b>2. ESSENTIAL STEPS IN VALIDATION STAGE</b> Product market fit, validation, customer development, market search, setting global ambition, competitor evaluation, creation of prototypes and minimum viable product, business model canvas and business plan development, evaluation of progress (metrics), tools and methods their application and similar.</li> <li><b>3. ESSENTIAL STEPS IN GROWTH STAGE</b> Business model market fit, scaling strategies, going to the market, sustainable business model, financial aspects, critical indicators of “financial health”, reading financial</li> </ol>

	reports, fundraising opportunities, important legal aspects with the investors, right timing, evaluation of progress (metrics), other financial support instruments, marketing for growth (including international growth), tools and methods their application and similar.
<b>III.</b>	<p><b>SOFT SKILLS FOR PROJECT ENTREPRENEURSHIP SPECIALISTS</b></p> <p>The objective is to give understanding about effective business support services, most effective types of services, how to organise, prepare and ensure effective business consulting, how to lead consultation, not to lose control and ensure engagement, progress (metrics), apply effective techniques, applicable with different clients in different contexts, tools and methods for consultations and icebreaking.</p>

#### MAIN REQUIREMENTS AND FORESEEN EXPECTATIONS FOR TRAINING:

1. The Service Provider must ensure that proposed methods and means of implementation of trainings, sessions correspond to the highest international standards currently established within the field entrepreneurship innovation promotion, business support services.
2. Training program must be tailored to fit target group needs and create preconditions for achieving the overall objectives of the project.
3. Duration of services – total duration of training should be not shorter than 24 hours. Service provider can decide on time for indicated training blocks and topics under those blocks.
4. Minimum number of training participants – 8.
5. Profile of training participants – entrepreneurship specialists.
6. Project partners will provide list of training participants.
7. Language of training: English
8. Place for services provision – online.
9. Online platform for training has to be suggested and provided for whole service provision duration by Services Provider. Service Provider can decide on duration (Central European Time Zone) for indicated training blocks and topics under those blocks.
10. Topics, duration for indicated training areas and agenda have to be harmonized with the Purchaser and project partners.
11. Time for two coffee/tea and lunch breaks must be included in each training day agenda (does not count as training time)
12. Service Provider has to provide for training's participants' training materials as training handouts (in electronic form). Training materials will be used by training participants' internally and for submission to the project controlling authorities.
13. The Service Provider must ensure that all printed and displayed materials are prepared in accordance with the requirements of the Program's publicity and communication guidelines (<https://lietuva-polska.eu/en/interreg.html>). It is also the Service Provider's sole responsibility to ensure that all requirements, indicated in the Program's publicity and communication guidelines, are met during training.
14. Training has to include:



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- organising registration of participants - the Service Provider is responsible for preparation of participant's lists, reports and other documents, required by the Program, related to attendance of all participants during two days training.
  - evaluation of training's participants' knowledge; Service Provider can decide how to make primarily evaluation of trainings for trainings participants.
  - evaluating training participants' feedback about training.
15. Service Provider has to issue a Certificate of Attendance drawn up in accordance with the Project Publicity Requirements for training participants confirming that training participant took part in trainings. Certificates have to be issued for participants who have attended not less than 83 % of all trainings.
  16. Service Provider has to collect written, photographed or recorded evidence of the training and provide these evidences within 2 weeks from the end of training.
  17. Service Provider has to assign one responsible person for communication with the Purchaser and planning all the trainings.

**II. The term of the contract:**

The service must be completed between **15<sup>th</sup> of September 2020 and 31<sup>st</sup> of August 2021.**

**III. Conditions for participation in the procedure**

Experts (trainers/lecturers in the trainings) or Service Providers who employ experts (at least 1 expert) who have knowledge and experience in training for staff to get skills for better business support services (to the extent specified in the object of the purchase in point I.) can apply for the contract. In order to confirm the condition of knowledge and experience, the Service Provider who employ experts or expert shall demonstrate that expert conducted at least 3 trainings in training for staff to get skill for better business support services (to the extent specified in the object of the purchase in point I.) in the last 3 years before the offer submission deadline, confirmed by appropriate documentation (e.g. previous contracts, recommendations, etc.).

In order to meet the conditions, the Service Provider should complete Annex no. 2 to the request for quotation - list of expert/experts involved in the service with relevant documents (knowledge and experience declaration).

The Purchaser will assess the fulfilment of the above conditions on the basis of the criterion: meets / does not meet, based on documents and statements submitted by the Service Provider.

Purchaser does not allow the possibility of awarding a contract in the form of separate lots.

Purchaser does not allow variant offers submission.

**IV. Offer preparation method**

Offers must be submitted using the completed form attached as Annex no. 1, 2, 3 to the request for quotation.

The offer should include:

- the name and address of the Service Provider,
- the offered price,
- list of expert/experts involved in the implementation of the service and possessing the knowledge and experience indicated in point III.

The Service Provider is obliged to submit a declaration of the lack of personal or financial connections – Annex no. 3.

The offer in case of natural persons must be signed personally by the Service Provider, and in case of organizational units by a person(s) authorized to represent them. Regardless of the above, the Purchaser allows the offer to be signed by a proxy, in this case the offer must be accompanied by a power of attorney or other authorization of the Service Provider, signed by him/her in accordance with the above mentioned rules.

Only offers submitted on time and complete, i.e. signed and containing a valuation of all items in the offer form, will be taken into account by the Purchaser.

#### V. Method and deadline for submitting offers

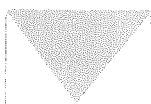
The offer containing Annexes no. 1, 2 and 3 to this request for quotation should be submitted by **14.08.2020** (the date of receipt to the Białystok Functional Area Association counts), in printed version to the address: **Association of the Białystok Functional Area, ul. Adama Mickiewicza 74 place 6, 15-232 Białystok, Poland** or in an electronic version to the e-mail address: **biuro@bof.org.pl**

#### VI. Evaluation criterion for offers

N.	Evaluation criterion	WEIGHT
1.	Gross price (C)	50%
2.	Additional experience of the expert who is proposed for the contract, in providing training for employees in terms of their ability to apply better business support services (S)	50%

The Purchaser will evaluate the offers on the basis of the number of points awarded on the basis of the above mentioned evaluation criteria, assuming that 100% = 100 points

1. The criterion „Gross price” (C) will be the first criterion for evaluation of offers to provide the service and will be calculated according to the following formula:



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$$\frac{\text{gross price from the offer with the lowest price}}{\text{gross price of the audited offer}} \times 50 = \text{score}$$

For the criterion „Gross price” the Service Provider may obtain a maximum of 50 points.

2. The criterion “Additional experience of the expert who is proposed for the contract, in providing training for employees in terms of their ability to apply better business support services” (S)

4 - 6 additional training experience for staff to get skill for better business support services	15 points
7 – 9 additional training experience for staff to get skill for better business support services	30 points
at least 10 additional training experience for staff to get skill for better business support services	50 points

For the criterion „Additional experience of the expert who is proposed for the contract, in providing training for employees in terms of their ability to apply better business support services”, the service provider may obtain a maximum of 50 points.

In order to correctly demonstrate additional training experience for staff to get skill for better business support services, the service provider should fill in Annex no. 2 to the request for quotation - the list of persons, who will be involved in the service (to the extent specified in the object of the purchase in point I.) and submit documents confirming the experience presented in the list (e.g. contract, recommendation, etc.).

The total number of points will be calculated according to the formula below:

$$P = C + S$$

P – final number of points of the examined offer

C – number of points of the examined offer in the criterion "Gross price"

S– number of points of the examined offer in the criterion “Additional experience of the expert who is proposed for the contract, in providing training for employees in terms of their ability to apply better business support services”

**The offer with the highest total score for both evaluation criteria will be considered the most advantageous.**

1. The number of points in each criterion will be rounded to two decimal places.



2. If the most advantageous offer cannot be selected because two or more offers will present the same balance of price and the number of services provided, the Purchaser will select an offer with a lower price from among those offers, and if the Service Providers have submitted offers with the same price - the Purchaser will call for additional offers.
3. During the examination and evaluation of offers, the Purchaser may request the Service Provider to clarify the contents of the submitted offer.
4. The Purchaser shall correct mistakes in the offer pursuant to art. 87 item 2 of the Public Procurement Law.

#### **VII. Exclusions**

Entities related to the Association of the Białystok Functional Area, either personally or in terms of capital, are excluded. Capital or personal relationships shall be understood as mutual relations between the Purchaser or persons authorized to contract liabilities on behalf of the Purchaser or persons performing on behalf of the Purchaser activities related to preparation and execution of the procedure for selection of the Service Provider and the Purchaser, consisting in particular in the following:

- Participation in the company as a partner in a civil partnership or a partnership;
- Holding at least 10% of shares or stocks;
- Acting as a member of the supervisory or management body, proxy, proxy;
- Being married, in a relationship of kinship or affinity in the straight line, kinship or affinity in the collateral line to the second degree, or in an adoption, custody or guardianship relationship.

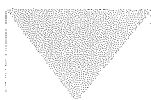
#### **VIII. Amendments to the contract**

1. The Purchaser anticipates the possibility of making significant changes to the provisions of the agreement concluded with the selected Service Provider in relation to the content of the offer based on which the Service Provider was selected.
2. Amendments to the agreement will be allowed in particular situations:
  - a) amendments to any regulations and rules and other documents, including the programme documents of the Interreg V-A Lithuania-Poland Interreg Programme 2014-2020 under the project "ACCELERATION OF BUSINESS SUPPORT ECOSYSTEM". (ACCESS) No. LT-PL-4R-301;
  - b) changes in salaries (changes in the official VAT rate);
  - c) external reasons beyond the control of the Purchaser and the Service Provider;
  - d) justified changes in the scope of performance of the object of the purchase.
3. The Purchaser is also entitled to change the order completion date.

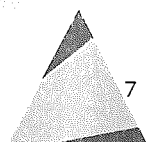
#### **IX. Reasons for rejection**

The Purchaser will reject the offer if:

- its content will not correspond to the content of the request for quotation,
- will be submitted after the deadline for submission of offers,
- will be invalid under separate regulations,



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- will not contain all documents or statements required by the Purchaser.

#### **IX. Cancellation of proceedings**

The Purchaser will cancel the proceedings when:

- the price of the most advantageous offer exceeds the amount which the Purchaser may use to finance the contract,
- the procedure will have a defect that prevents the conclusion of a valid contract,
- all offers will be rejected.

#### **X. Protection of personal data**

In accordance with Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Regulation on data protection) (OJ L 119, 04.05.2016, p. 1), hereinafter referred to as "FAMILY", the Contracting Authority informs that:

1. The Administrator of the personal data is the Association of Białystok Functional Area; Mickiewicza Street 74 lok. 6; 15-232 Białystok; NIP 966-209-10-06, REGON 200830327, entered into the National Court Register under the number 0000494084 in the District Court in Białystok, 12th Commercial Division of the National Court Register.
2. Contact with the Data Protection Inspector: [iod@bof.org.pl](mailto:iod@bof.org.pl).
3. Personal data will be processed on the basis of Article 6 paragraph 1 points (b) and (c) of the General Data Protection Regulation (GDPR) in order to implement the agreement.
4. The person to whom the personal data refers has:
  - a) according to art. 15 of the GDPR, the right of access to his personal data;
  - b) pursuant to Article 16 of the GDPR, the right to rectify his personal data;
  - c) pursuant to Article 18 of the GDPR, the right to require the controller to restrict the processing of personal data subject to the cases referred to in Article 18 (2) of the GDPR;
  - d) the right to lodge a complaint with the President of the Office for Personal Data Protection, if the processing of personal data is considered to be in breach of the provisions of the GDPR;
5. The person to whom the personal data refers is not entitled:
  - a) in connection with Article 17 paragraph 3 points b, d or e of the GDPR, the right to delete personal data;
  - b) the right to transfer personal data referred to in Article 20 of the GDPR;
  - c) pursuant to Article 21 of the GDPR, the right to object to the processing of personal data, as the legal basis for the processing of personal data is Article 6(1)(b) and (c) of the GDPR.

#### **XI. Other relevant provisions**

1. In order to ensure comparability of all offers, the Purchaser reserves the right to contact relevant Service Provider in order to supplement or clarify the submitted documents.
2. The Purchaser also reserves the right to negotiate the terms and conditions after selecting an offer and to resign from the contract without giving any reason.
3. Offer and attachments should be written in Polish or English.
4. Price offer should be in PLN.





5. Financial settlements between the Purchaser and Service Provider will be made in PLN.
6. This inquiry and the conditions set out in it may be changed or cancelled by the Purchaser.
7. The Purchaser reserves the right to close the inquiry without selecting the most advantageous offer.
8. The Purchaser shall award a contract to the Service Provider whose offer complies with the rules specified in this enquiry and shall be considered the most advantageous offer.
9. The Purchaser after selecting the most advantageous offer, shall immediately notify all Service Providers of this fact.
10. The Purchaser informs that apart from the written form, may communicate with the Service Providers by e-mail.
11. The Purchaser informs that the Service Providers are not entitled to legal protection measures specified in the Act of 29 January 2004. Public Procurement Law.

**List of annexes to the request for quotation:**

**Annex no. 1 - OFFER FORM**

**Annex no. 2 – KNOWLEDGE AND EXPERIENCE DECLARATION**

**Annex no. 3 - SERVICE PROVIDER'S DECLARATION OF NO PERSONAL OR CAPITAL RELATIONS WITH THE PURCHASER**

DYREKTOR BIURA ZARZĄDU

  
*dr hab. Dorota Perło*



**OFFER FORM**

for organizing Project Partners internal training on how entrepreneurship specialists should train, coach and lead teams and entities towards business establishment and development successfully. Training for entrepreneurship specialists.

**SERVICE PROVIDER'S DATA:**

**Service Provider's Name:** .....

**Service Provider's address:**

.....

**tel.** ..... **e-mail:** .....

**Tax Identification Number:** .....

**We offer a gross price:** .....

**In words:** .....

The offer gross price is the price including all costs and components related to the execution of the order.

I declare that I have read the content of the request for quotation and I do not raise any objections to it and I accept the conditions contained therein.

I declare that the offer price includes all the costs of order execution, in accordance with the terms and conditions set out in point I. description of the object of the purchase.

I declare that I consider myself bound by this offer for a period of 30 days from the date of the deadline for submission of offers.

If I am awarded a contract, I undertake to conclude the contract at a place and time indicated by the Purchaser.

I declare that the object of the purchase offered by me meets all requirements of the Purchaser.

I declare that the valuation of the object of the purchase takes into account all conditions and factors related to the execution of the purchase and covers the entire material scope of the purchase - it is complete.

I offer to execute the order within the terms and conditions specified in the request for quotation.

I declare that I meet the conditions for participation in the procedure.

.....  
place, date

.....  
signature of an authorized person / persons  
to represent the service provider

DR

**KNOWLEDGE AND EXPERIENCE DECLARATION**

Name and surname of the applicant for training expert:

.....

I declare that the person indicated above has/does not have (delete as appropriate, failure to delete will be equivalent to failure to submit a declaration, the offer will be rejected) the necessary knowledge and experience to perform the order, i.e:

- in the last 3 years before the deadline for submission of offers conducted at least 3 training courses for employees on acquiring skills in providing better business support services (to the extent specified in the subject of the contract under point I. of the inquiry).

Description of experience (to be confirmed by appropriate documentation - e.g. previous contracts, references, etc.) indicating the time, place, subject matter and participants of the training.

No.	Training topic	Date of training	Place of training	Participants (who?)
1				
2				
3				
4				
5				
6				
7				
8				

9				
10				

.....  
place, date

.....  
signature of an authorized person / persons  
to represent the service provider

DR

**SERVICE PROVIDER'S DECLARATION OF NO PERSONAL OR CAPITAL RELATIONS WITH THE PURCHASER**

Full name of the Entity:.....

Name of the person submitting the declaration:.....

Position of the person submitting the declaration:.....

By submitting an offer in response to the request for quotation for organizing Project Partners internal training on how entrepreneurship specialists should train, coach and lead teams and entities towards business establishment and development successfully. Training for entrepreneurship specialists. I declare that:

I AM / NO I AM (delete as appropriate, failure to delete will be equivalent to failure to submit a declaration, the offer will be rejected)

related to the Purchaser - Association of the Białystok Functional Area.

Capital or personal relationships shall be understood as mutual relations between the Purchaser or persons authorised to contract liabilities on behalf of the Purchaser or persons performing on behalf of the Purchaser, activities related to preparation and execution of the service provider selection procedure and the service provider itself, consisting in particular of:

- a) Participation in the company as a partner in a civil partnership or a partnership;
- b) Holding at least 10% of shares or stocks;
- c) Acting as a member of the supervisory or management body, proxy, attorney;
- d) Being married, in a relationship of kinship or affinity in the straight line, kinship or affinity in the collateral line to the second degree or in adoption, custody or guardianship.

.....  
place, date

.....  
signature of an authorized person / persons  
to represent the service provider

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