

**NON-PRIORITY SERVICE
TENDER NOTICE**

(in relation to Art. 5a PPA)

Procedure number 18/15/5A

I: CONTRACTING AUTHORITY

I.1) NAME AND ADDRESS

Name: Narodowe Centrum Badań i Rozwoju		
Postal address: ul. Nowogrodzka 47a		
Place: Warszawa	Postal code: 00-695	Voivodeship: Mazowsze
Tel.: (+48 22) 39 07 401	Fax: (+48 22) 20 13 408	
Contracting Authority's website address: www.ncbr.gov.pl		

SUBJECT OF THE CONTRACT

II.1) Determination of the object of the contract

II.1.1) Title attributed to the contract by the Contracting Authority: NCBR staff training on specific provisions of investment partnership agreements (LPA) in the venture capital fund sector	
II.1.2) Detailed description of the subject of contract The present contract is concerned with offering training, for NCBR staff, on specific, market provisions of Limited Partnership Agreements concluded in the venture capital fund sector, with a particular emphasis placed on the standards in effect in the United States of America. The Contractor shall conduct training based on his own materials guaranteeing the highest didactic standard of the courses, in line with a detailed training agenda to be attached by the Contractor to the Bid. The training shall have the form of a lecture and practical workshop presenting examples of the legal and business solutions used. Detailed Description of the Subject of the Contract is presented in Exhibit 1 hereto.	
II.1.3) Is the award of supplementary contracts planned	yes <input type="checkbox"/> no <input checked="" type="checkbox"/>
Determination of the subject and the volume or scope of supplementary contracts	
II.1.4) Is the submission of lots permitted:	yes <input type="checkbox"/> Number of lots: no <input checked="" type="checkbox"/>
II.1.5) Is the submission of variants permitted (if applicable):	yes <input type="checkbox"/> no <input checked="" type="checkbox"/>

II.2) Duration of contract or its performance deadline

The date on which the service is to be rendered shall be agreed upon by the Contracting Authority and the Contractor. The performance of the contract shall be completed by 18 September 2015 at the latest.

SECTION III: INFORMATION OF LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL CHARACTER

III.1) TENDER GUARANTEE

Information on the tender guarantee (if applicable):

No tender guarantee is required by the Contracting Authority

III. 2) ADVANCE PAYMENTS

Is the provision of advance payments for the performance of the contract planned yes X no

III. 3) TENDER PARTICIPATION CONDITIONS AND DESCRIPTION OF THE METHOD USED FOR EVALUATION IF THE REQUIREMENTS ARE MET

III. 3. 1) Licenses to perform a given type of activity, if required by applicable legal regulations

Description of the method used for evaluating if the requirements are met

The Contracting Authority does not provide for any specific requirements in this regard. The Contractors shall confirm their fulfilment of this specific requirement by submitting a relevant representation on meeting the tender participation conditions in relation to Art. 22(1)(1)-(4) of the Public Procurement Act. Evaluation will be performed with the use of the fulfils / does not fulfil method.

III. 3.2) Knowledge and experience

Description of the method used for evaluating if the requirements are met

The Contracting Authority does not provide for any specific requirements in this regard. The Contractors shall confirm their fulfilment of this specific requirement by submitting a relevant representation on meeting the tender participation conditions in relation to Art. 22(1)(1)-(4) of the Public Procurement Act. Evaluation will be performed with the use of the fulfils / does not fulfil method.

111.3.3) Technical capacity

Description of the method used for evaluating if the requirements are met

The Contracting Authority does not provide for any specific requirements in this regard. The Contractors shall confirm their fulfilment of this specific requirement by submitting a relevant representation on meeting the tender participation conditions in relation to Art. 22(1)(1)-(4) of the Public Procurement Act. Evaluation will be performed with the use of the fulfils / does not fulfil method.

111.3.4) Persons capable of performing the contract

Description of the method used for evaluating if the requirements are met

The Contracting Authority does not provide for any specific requirements in this regard. The Contractors shall confirm their fulfilment of this specific requirement by submitting a relevant representation on meeting the tender participation conditions in relation to Art. 22(1)(1)-(4) of the Public Procurement Act. Evaluation will be performed with the use of the fulfils / does not fulfil method.

III.3.5) Economic and financial standing

The Contracting Authority does not provide for any specific requirements in this regard. The Contractors shall confirm their fulfilment of this specific requirement by submitting a relevant representation on meeting the tender participation conditions in relation to Art. 22(1)(1)-(4) of the Public Procurement Act. Evaluation will be performed with the use of the fulfils / does not fulfil method.

III.4) INFORMATION ON REPRESENTATIONS OR DOCUMENTS TO BE SUBMITTED BY CONTRACTORS

The Contractors shall submit, along with the tender form, the following documents:

1. Current copy of a relevant register entry or of a central business activity register entry, if an entry to such a register is required under separate legal regulations, in order to demonstrate that no grounds exist to refuse the participation in the procedure pursuant to Art. 24(1)(2) of the Public Procurement Act, issued not earlier than 6 months prior to the expiry of the tender submission deadline (documents confirming the actual state of affairs and valid as at the tender submission deadline shall be considered current).
2. Training agenda
3. Description of the educational and professional background of the coaches, along with their CVs submitted with the use of the specimen constituting exhibit 3 hereto.
4. List of conferences, training sessions and workshops related to the subject of the contract, organized or co-organized by the Contractor over the past 10 years, in compliance with the specimen constituting exhibit 4 hereto.

5. Information on the number of full years over which the Contractor has been involved in the performance of VC fund transactions, as an entity contributing intellectual property to businesses from the VC funds' portfolios.

SECTION IV: PROCEDURE

IV. 1) Bid assessment criteria

Lowest price	<input type="checkbox"/>
<i>or</i>	
Price, additional criteria and their weights	x
Criteria	Weight
1. Price of the training program	<u>10</u>
2. Experience of the coaches	<u>60</u>
3. Contractor's experience	<u>30</u>

IV. 2) AMENDMENT OF THE CONTRACT

Are significant modifications of the provisions of the contract, compared to the wording of the tender on the basis of which the Contractor has been chosen, allowed:

yes O no X

Permissible modifications of contract provisions and determination of the conditions for introducing such modifications

IV.4) Administrative information

IV.4.1) The tender submission deadline expires at 12:00 noon on 22 May 2015:

The tenders need to be submitted electronically, in the form of a signed scan, to the following e-mail address:
przetargi@ncbr.gov.pl

IV.4.2) The tenders shall remain valid for the period of 30 days

IV.4.3) Additional information, including information on financing the project/program with the use of European Union funds

(if applicable):

1. It is recommended that the tender be submitted with the use of the Tender Form constituting exhibit 2 hereto.
2. The public tender is co-financed with the use of European Union's funds under the Technical Assistance - Innovative Economy Operational Program.
3. All document scans (including the Tender Form and exhibits) must be signed by the person(s) authorized to represent the Contractor (in accordance with the rules for representation set out in the relevant register or another document relevant for the organizational form of the Contractor) or holding a relevant power of attorney.
4. If the tender is signed by a proxy, a scan of the power of attorney, issued by a person(s) authorized to represent the Contractor (in accordance with the rules for representation set out in the relevant register or another document relevant for the organizational form of the Contractor) must be submitted as well. The wording of such a power of attorney must not be authenticated by the proxy acting pursuant to such a power of attorney, by a legal counsel or by a lawyer. The wording of the power of attorney shall clearly indicate the proxy's right to represent the Contractor. Contractors seeking the award of the contract jointly (e.g. civil partnerships, consortiums), shall be required, pursuant to Art. 23(2) PPA, to appoint a proxy. The wording of his power of attorney shall clearly indicate the proxy's right to represent the Contractor in the procedure for the award of the contract, or to represent the Contractor and conclude the public procurement contract on his behalf. The document shall be signed by the person(s) authorized to grant the power of attorney, in compliance with the form of representation of each of the Contractors. In the case of civil partnership partners, the deeds of association of their civil partnership may be submitted, stating the scope and method of representations, and in the case of consortiums, the consortium agreement may be submitted.
5. The tender assessment criteria have been described in detail in Exhibit 5 hereto.
6. Material provisions of the contract are presented in Exhibit 6 hereto.
7. Pursuant to Art. 70¹ § 3 of the Civil Code, the Contracting Authority is entitled to amend or revoke the requirements applicable to the tender in question.
8. Pursuant to Art. 70⁵ § 1 of the Civil Code The party organizing the tender, as well as its participants, may demand that the contract concluded be nullified, if a party to that contract, another participant or a person acting in agreement with the aforementioned have influenced the results of the tender in violation of the law or good practices. If the contract has been concluded on behalf of another party, its nullification may be also demanded by the party on whose behalf it has been concluded or by the contracting party. The right referred to above shall expire one month following the date on which the party authorized to exercise such a right has learned about the cause giving grounds to such nullification, but in no case later than one year following the contract conclusion date.
9. While examining and assessing the tenders, the Contracting Authority may demand the Contractors to provide additional explanations concerning the wording of the tenders they have submitted.
10. The Contracting Authority reserves the right to:
 - 1) Answer selected tenders only;
 - 2) Negotiate the contract terms and conditions;
 - 3) Withdraw from the tender procedure without stating any specific reasons, prior to the signature of the contract;
 - 4) Meet the coaches in person in order to make their final selection
11. Should you have any questions, please contact Mr. Przemysław Paczos; email: przemyslaw.paczos@ncbr.gov.pl; tel. +48 22 39 07 358.

Approved

Deputy Director

Leszek Grabarczyk

Warsaw, 30 April 2015