

INQUIRY FOR THE EVALUATION OF THE CECM PROJECT IMPLEMENTED WITHIN THE TEAMING FOR EXCELLENCE PROGRAMME

The National Centre for Research and Development (NCBR) (Contracting Party), based in Warsaw (00-695) at 47a Nowogrodzka Str. (NIP: 701-007-37-77, REGON: 141032404) plans to initiate proceedings for the award of a public contract under Art. 4 item 8 of the Act on public procurement, whose subject will be to evaluate the business plan in the CECM project, implemented as *Teaming for Excellence* Phase 1 project, as well as consultations during the preparation of the project application for Phase 2. Therefore, the Contracting Party calls for offers.

I. Object of the contract:

The subject of the contract is evaluation of the business plan prepared by the consortium (including the report) and consultations during the preparation of the application for *Teaming* Phase 2.

II. Detailed description of the subject of the contract:

Teaming for Excellence is one of Horizon 2020 instruments which is a response to structural inequalities, related to, inter alia, differences in the level of research and innovation and limited access to international cooperation networks. Teaming projects create new or update existing centres of excellence in low R&D performing countries ('Widening countries') through a coupling process with a leading scientific institution. The programme has two phases:

- Phase 1 during which funding is provided to develop a business plan for the future centre in line with the host region's smart specialisation strategy, within a period of 12 months
- Phase 2 during which selected Phase 1 proposals receive financial support to start implementing the future centre, for a period of 5-7 years.

One of the projects selected by the European Commission to be developed in *Teaming* Phase 1 is the CECM project, implemented by the following consortium: National Centre for Research and Development, Cyfronet AGH, Klaster LifeScience Krakow, University of Sheffield and Insigneo Institute, Forschungszentrum Jülich and Fraunhofer ISI (hereinafter "the consortium").

The aim of the project is to prepare a comprehensive business plan for a new institution (containing the organizational structure, research program, commercialization strategy, description of cooperation with partners, legal basis for operation, development plan), which to be developed into a state-of-the-art research centre. On the basis of this business plan, the consortium will prepare an application for Phase 2, which will be assessed by the European Commission, and the result of the assessment will determine whether the project advances to its operational phase (Phase 2).

Evaluation of the business plan (task I):

The first element of the contract is to develop recommendations as a result of verification and assessment of the business plan prepared by the consortium. The business plan will span approximately 100 pages, subject to change. Evaluation of the business plan should cover legal and institutional, economic and organizational issues. Scientific aspects of the business plan will not be subject to evaluation.

The Contractor, within 20 days from the date of conclusion of the contract, will prepare an evaluation report in English, which will be presented to the Contracting Party. The report should be submitted in MS Word format. The Contracting Party expects that an adequately detailed report should count at least 10 pages (11-point font, standard formatting), but a slightly shorter report may be acceptable in justified cases. The report will contain comments and recommendations of the Contractor. The report should be marked with logotypes of H2020 and of the project consortium members, which will be provided by the Contracting Party.

After submitting the evaluation report, the Contractor will be obligated to provide consultation services during implementation of the reported recommendations in order to work out the final draft of the business plan, together with the consortium.

In the field of business plan evaluation (task 1), the Contractor should, in particular, acknowledge the following issues:

1. Compliance of the business plan with the requirements of the *Teaming for Excellence* programme (call WIDESPREAD-01-2018-2019: Teaming Phase 2)
2. Compliance of the business plan with the Work Programme 2018-2020, especially with *Spreading Excellence and Widening Participation* part
3. Completeness, coherence and feasibility of the concept of the new centre of excellence presented in the business plan and application.

As a part of task I, one full-day meeting will be organized with the representatives of the Contracting Party. The meeting will be held in Krakow on the date agreed between the Contracting Party and the Contractor (but during the period of implementation of task I). The costs of participation in the meeting will be covered by the Contractor.

The above task should be carried out between the date of conclusion of the contract and the end of August 2018. This part of the order will be financed with project funds provided by the European Commission.

Consultations during preparation of the application for the second phase of the competition (task II):

The second element of the contract involves consultations and evaluation of individual elements of the application for *Teaming Phase 2*. As part of this above task, the Contractor should

analyse the initial and then final version of the application to be submitted to the European Commission, and provide the Contracting Party with comments and recommendations to improve the document to fully meet the requirements of the call. Within a week after delivering the recommendations, the Contracting Party has the right to ask supplementary questions to the Contractor.

The application for *Teaming* Phase 2 consists of 75 pages and is based on the standard application template used in Horizon 2020 calls. Its contents will be based on the business plan created as part of Phase 1.

In the scope of consultations related to the application (Task 2), the Contractor should refer in particular to the following issues:

1. Compliance of the application with the assumptions, requirements and aims of *Teaming for Excellence* programme (call WIDESPREAD-01-2018-2019: Teaming Phase 2) in the scope of all its evaluation criteria
2. Compliance of the business plan with the Work Programme 2018-2020, especially with *Spreading Excellence and Widening Participation* part.

The consultations will be carried out between 1 September 2018 and 15 November 2018. This part of the order will be financed by the National Centre for Research and Development.

III. Other relevant information:

The first part of the contract (business plan evaluation) is financed from the funds of the European Commission Framework Program for Research and Innovation Horizon 2020, as part of *Teaming* Phase 1 project. The second part of the order (consultations during preparation of the application) is financed from national resources.

IV. Contract implementation timeframe:

For the first task: by 30 August 2018 (including preparation of the evaluation report within 20 calendar days from the date of signing the contract).

For the second task: by 15 November 2018 (including preparation of an analysis of each of the two versions of the proposal within 7 calendar days from the date of submission of the application for analysis by the consortium).

V. Place and deadline for submitting offers (tender form):

Offers should be sent in electronic form to the following e-mail address:
jan.osinski@ncbr.gov.pl

Offers should be delivered by **12 July 2018, 4 p.m.**

Contact person for inquiry: Jan Osiński, senior specialist, DZP-SPM.

VI. Conditions for participation in the proceedings

Eligibility for participation appertains to contractors who have designated, or will designate, one person as the key person for the purposes of implementing the contract and possess experience in evaluating applications in at least one of calls organized by the European Commission under Horizon 2020.

VII. Criteria for evaluation of offers and the method of awarding points:

L.p.	Criterion	Weight	Max. points
1	Gross bid price for carrying out the evaluation (task I)	20 %	20 pts.
2	Gross bid price for provisioning of consulting services (task II)	40 %	40 pts.
2	Experience of the key person designated for the purposes of implementing the contract	40 %	40 pts.

The Contracting Entity will evaluate the offers, awarding points within each evaluation criterion under the assumption that 1% equals 1 point. The Contracting Entity will then calculate the total points awarded to a given offer within each criterion, with an accuracy of two decimal places, and select the offer with the highest total number of points from the pool of eligible offers, using the formulae listed below.

1. Criterion: Gross bid price for carrying out the evaluation

Points for the “Gross bid price for carrying out the evaluation” criterion will be calculated for each offer according to the following formula:

$$(C_{\min}/C_b) \times 20 = \text{number of points}$$

where: C_{\min} – lowest gross bid price from among all evaluated offers; C_b – gross bid price of the offer in question

A maximum of 20 points may be awarded for the “Gross bid price for carrying out the evaluation” criterion.

2. Criterion: Gross bid price for provisioning of consulting services

Points for the “Gross bid price for provisioning of consulting services” criterion will be calculated for each offer according to the following formula:

$$(C_{\min}/C_b) \times 40 = \text{number of points}$$

where: C_{\min} – lowest gross bid price from among all evaluated offers; C_b – gross bid price of the offer in question

A maximum of 40 points may be awarded for the “Gross bid price for provisioning of consulting services” criterion.

3. Criterion: Experience of the key person designated for the purposes of implementing the contract

As part of the criterion, the key person’s experience in evaluating R&D projects financed with public funds, especially EU projects under Horizon 2020 programme and activities in the *Spreading excellence and widening participation* calls, including *Teaming for Excellence*, will be assessed.

Points for the “Experience of the key person designated for the purposes of implementing the contract” criterion will be awarded on the basis of the rules listed below.

Contractors who claim additional experience possessed by the key person beyond the requirements listed in section VIII below, will receive points in accordance with the following criteria:

- participation in the evaluation of applications submitted in the framework of the European Commission’s *Teaming for Excellence* Phase II call – 8 points.
- participation in the evaluation of applications submitted in the framework of the European Commission’s *Teaming for Excellence* Phase I call – 4 points.
- participation in the evaluation of applications submitted in the framework of any European Commission *Spreading Excellence and Widening Participation* calls other than either phase of the *Teaming for Excellence* call – 3 points.
- participation in the evaluation of applications submitted in the framework of any calls organized under the European Commission’s H2020 programme, apart from *Spreading Excellence and Widening Participation* calls – 2 points.
- participation in the evaluation of R&D applications to Polish grant awarding institutions (e.g. NCBR, NCN, FNP, ministries, etc.) – 1 point.

Points for the “Experience of the key person designated for the purposes of implementing the contract” criterion will be calculated for each offer according to the following formula:

$$(D_b/D_{max}) \times 40 = \text{number of points}$$

where: D_b – sum of points assigned to the offer under consideration; D_{max} – highest number of points obtained by any offer.

A maximum of 40 points may be awarded for the “Experience of the key person designated for the purposes of implementing the contract” criterion.

VIII. The manner of preparing the offer

The offer should be prepared using the attached Offer Form (attachment No. 1) and consist of the following attachments:

1. Description of experience possessed by the key person designated for the purposes of implementing the contract

Prospective Contractors should provide, among others, the following information in the Offer Form:

1. net unit price,
 2. gross unit price,
 3. VAT rate,
 4. VAT amount,
 5. total net bid price,
 6. total bid price for the offer,
- The gross bid price must include all costs related to the comprehensive service.
 - The price should be expressed in Polish zlotys, with an accuracy of up to two decimal places (1/100 PLN).
 - The offer price should cover the full range of works specified in the inquiry and take into account all costs related to the performance of the subject of the contract.
 - The Contractor will not be able to demand an increase in remuneration, even if the size or costs of the services in question could not be predicted at the time of signing of the contract.
 - The Contractor is solely responsible for determining the range of services required to fulfil the order and for calculation of the bid price on this basis.
 - The Contractor is solely responsible for any errors in taking into account circumstances that may affect the price of the contract. The Contractor is required to thoroughly familiarize themselves with the subject of the offer inquiry, as well as to check the conditions of the contract and to calculate the bid price with due diligence.

IX. Rules for clarifying the content of the offer and rectifying errors in the offer

1. During the examination and evaluation of offers, the Contracting Party may request from the Contractors additional clarifications or additional information pertaining to documents, materials or content of submitted offers,
2. The Contracting Party reserves the right to ask for supplementary documentation and to provide explanations only to the Contractor who has been awarded the highest number of points under the offer evaluation criteria
3. The Contracting Party may amend the following elements of the offer:
 - a. Obvious clerical errors,
 - b. Obvious accounting errors, taking into account the accounting consequences of the corrections made,
 - c. Other mistakes consisting in the incompatibility of the offer with the Inquiry, which do not significantly change the content of the offer.

X. Rejection of the offer

The Contracting Party shall reject an offer if:

1. Its content does not address the subject matter of this inquiry, subject to rectification of errors,
2. Its submission constitutes an act of unfair competition as defined by the provisions on combating unfair competition,
3. The Contractor did not agree to extend the period of being bound by the offer.

XI. Cancellation of the proceedings

The Contracting Party reserves the right to cancel the contract award procedure, in particular should the following circumstances occur:

1. No eligible offer has been submitted.
2. The bid price of the most advantageous offer exceeds the amount that the Contracting Party intends to spend to finance the order, unless the Contracting Party is capable of increasing this amount to match the bid price of the most advantageous offer.
3. The procedure is legally flawed, preventing the conclusion of a public procurement contract.

In addition, the Contracting Party reserves the right to rescind or cancel the order without specifying reasons prior to signing the contract.

XII. Additional information

- The Contracting Party reserves the right to withdraw from the order or to cancel individual tasks of the order without explanation and to negotiate the presented terms of cooperation.

- The inquiry does not constitute an offer within the meaning of the Civil Code. Placing an inquiry as well as receiving an offer resulting from it is not tantamount to being awarded an order by the National Centre for Research and Development (i.e. it does not carry contractual consequences).
- The Contractor shall transfer to the Contracting Party the entire proprietary copyright to works created as a result of the contract, free of temporal or territorial restrictions, covering all fields of exploitation identified at the time of conclusion of the Agreement, including those specified in Art. 50 of the Act of 4 February 1994 on copyright and related rights (Journal of Laws of 2016, item 666, as amended), and in particular in the scope of:
 1. recording, copying, modifying, and storage in computers and servers,
 2. in the scope of recording and reproduction of works – manufacturing copies of the work by any means, including print, reprography, magnetic recording and digital,
 3. conducting public presentations (screenings), including during seminars and conferences, as well as public sharing in such a way that everyone can access the work at the time and place of their choosing,
 4. use in publishing materials and in all kinds of audio-visual and computer media,
 5. the right to use the work, in whole or in part, to bundle it with other works and to further develop the work by adding elements, updating or translating the work into other languages,
 6. in the scope of trade in the original or copies on which the work has been recorded – placing on the market, lending or rental of the original or copies,
 7. in the scope of disseminating the work in a manner other than those specified in item 6 – public performance, exposure, display, reproduction and re-broadcasting, and making the work publicly available in such a way that everyone can access the work at the time and place of their choosing.
- The contract will be concluded using a template provided by the Contracting Party, which will specify contractual penalties for untimely and improper performance of the contract.
- The offer is binding for a period of 30 days.
- The Contracting may request the Contractor to extend the binding period of the offer;
- The Contracting Party reserves the right to:
 - provide replies only with regard to a specific offer;
 - negotiate the terms of the Order.
- The Contracting Party may change the provisions of the Inquiry prior to the deadline for submitting offers.
- The legal protection measures referred to in Section VI of the Public Procurement Law do not apply to these proceedings.

XIII. Attachment:

Attachment. 1: Offer form

Offer form

FULL NAME OF CONTRACTOR:

ADDRESS WITH POSTAL CODE:

PHONE:

FAX:

E-MAIL ADDRESS:

TAX ID (NIP):

STATISTICAL NUMBER (REGON):

Offer for

With regard to the offer inquiry for we hereby offer the performance of the subject of the order, in the full substantive scope included in the inquiry, for the price of:

Net bid price for the evaluation (task I):

in words:

VAT rate%

VAT amount

Price of the gross offer for the evaluation:

in words:

Net bid price for the provisioning of consultation services:

in words:

VAT rate%

VAT amount

Gross bid price for the provisioning of consultation services (task II):

in words:

Total gross bid price for the offer (gross bid price conducting the evaluation + gross bid price for the provisioning of consultation services):

in words:

Declarations:

1. We do not raise any objections with regard to the Inquiry.
2. We meet all requirements specified in the Inquiry.
3. The offer we submit is in accordance with the Inquiry.
4. The offer binding period is 30 days from the day of the deadline for submission of offers.
5. We are a small/medium enterprise: YES / NO.
6. The offer is submitted on ... pages, numbered from No. ... to No. ...

1. <u>Experience of the key person designated for the purposes of implementing the contract</u>							
Eligibility for participation appertains to contractors who have designated, or will designate, one person as the key person for the purposes of implementing the contract and possess experience in evaluating applications in at least one call organized by the European Commission under the H2020 programme.							
<p>.....</p> <p>(Full name)</p>							
Explanation of the Contractor's legal title to direct the activities of the specified person:							
<p>.....</p>							
I hereby declare that the abovementioned person possesses experience in the scope of evaluating applications in at least one call organized by the European Commission under the H2020 programme. – YES/NO (mark as appropriate)							
1	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Name of call:</td> <td style="width: 70%;"></td> </tr> <tr> <td>Organizing institution:</td> <td></td> </tr> <tr> <td>Implementation year:</td> <td></td> </tr> </table>	Name of call:		Organizing institution:		Implementation year:	
Name of call:							
Organizing institution:							
Implementation year:							
Additional experience claimed by the key person, subject to evaluation under the offer criteria:							
1	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Name of call:</td> <td style="width: 70%;"></td> </tr> </table>	Name of call:					
Name of call:							

	Organizing institution:	
	Implementation year:	
<u>2</u>	Name of call:	
	Organizing institution:	
	Implementation year:	
<u>3</u>	Name of call:	
	Organizing institution:	
	Implementation year:	

* in the case of a larger number of calls, existing lines should be duplicated.

.....
Place, date

.....
Signature