
REQUEST FOR QUOTATION OF AN ESTIMATED VALUE OF A PROCUREMENT CONTRACT INVOLVING THE PREPARATION AND DELIVERY OF IDEALAB WORKSHOP AS PART OF THE PROGRAMME “APPLIED RESEARCH” , UNDER NORWAY AND EEA GRANTS

The National Centre for Research and Development (NCBR), based in Warsaw (00-695), at ul. Nowogrodzka 47a (NIP (Tax Identification Number): 701-007-37-77, REGON (Business Registry Number): 141032404) is planning to institute a contract award procedure involving the preparation and delivery of the IdeaLab workshop as part of the Programme “Applied Research”, under Norway and EEA Grants.

Given the above, in order to estimate the value of the procurement contract, the Contacting Authority hereby requests for information on the estimated costs of performing the service.

1. Procurement title

The request for quotation involves the preparation and delivery of the IdeaLab workshop as part of the Programme “Applied Research”, under Norway and EEA Grants

2. The place and method of submitting information on the cost of the service

Please send the information on the price by email to ewelina.wildner@ncbr.gov.pl

3. Contact person

Ms Ewelina Wildner, Department of International Cooperation, telephone. +48 22 39 07 123

4. The time limits for submitting the information on the price

By 11.08.2019, by the end of day (23:59:59)

5. The purpose of the procurement

The aim of the IdeaLab workshop is to prepare workshop participants to develop ground-breaking research and innovation projects. Creative and innovative techniques shall be used during the workshop to enhance the potential of the group and to encourage the participants to think outside the box about the challenges outlined in the description of the workshop. The workshop will provide an unconventional arena for participants, which shall increase their effectiveness in the development of research ideas. Research project ideas developed during the workshop will be evaluated by experts.

6. The subject of the procurement

The subject of the procurement is the development and delivery of an IdeaLab workshop. The workshop shall be carried out according to the ‘sandpit’ method developed by the UK Engineering and Physical Sciences Research Council and used by the Research Council of Norway under the ‘idélab’ name.

The IdeaLab workshop is organised in the framework of the Programme 'Applied Research' within the EEA Financial Mechanism and Norwegian Financial Mechanism 2014-2021, operated by the National Centre for Research and Development (Contracting Authority).

The IdeaLab workshop is co-financed by Iceland, Liechtenstein and Norway within the EEA Financial Mechanism and Norwegian Financial Mechanism 2014-2021, pursuant to the Programme Agreement concluded between the EEA Financial Mechanism Committee and the Norwegian Ministry of Foreign Affairs and the National Contact Point.

The required service will be financed entirely from public funds – 85% financing from the EEA Financial Mechanism and Norwegian Financial Mechanism and 15% national co-financing.

6.1 GENERAL INFORMATION

The workshop will be carried out according to the 'sandpit' methodology developed by the UK Engineering and Physical Sciences Research Council (<https://epsrc.ukri.org/funding/applicationprocess/routes/network/ideas/whatisasandpit/>) and used by the Research Council of Norway under the 'idélab' name.

The workshop and the entire communication with the Contracting Authority related to its development and delivery will be conducted in English.

The required service includes:

- a. development of the IdeaLab workshop and its delivery on the dates and in the location indicated by the Contracting Authority (i.e. on the territory of Poland), in compliance with the initial concept presented in the procedure and amended in collaboration with the Contracting Authority,
- b. carrying out a meeting of the representatives of the Contracting Authority and the Contractor in the registered office of the Contracting Authority in Warsaw to discuss the initial concept and work out the details of the IdeaLab workshop development process; the Contracting Authority shall not cover the costs, nor secure accommodation and transport of the representatives of the Contractor to Warsaw,
- c. tailoring the 'sandpit'/'idélab' formula to meet the specific requirements of the Programme 'Applied Research' within the EEA Financial Mechanism and Norwegian Financial Mechanism 2014-2021,
- d. designing workshop activities to encourage the development of ground-breaking research and innovation projects – supporting the group to thoroughly understand the challenges of the workshop, choosing the relevant innovative tools to enable the participants to reconceive the world from new perspectives that challenge current approaches, using creative techniques permitting the participants to develop new solutions and research ideas,
- e. informing the IdeaLab workshop director and mentors as well as the representatives of the Contracting Authority on the plan of activities during the workshop and their roles and responsibilities during a briefing on the day preceding the beginning of the workshop,
- f. facilitating interpersonal communication between workshop participants to exchange ideas, drive lateral thinking and revolutionary approaches to the research challenges of the workshop and to understand the available competences and experience, supporting the members of the group to take on different roles in the developed project ideas, preventing conflicts that hinder the implementation of the workshop tasks,
- g. planning the participation and activities of stakeholders, if essential to realise the goals of the workshop,
- h. providing personnel (facilitators) to carry out the workshop,

- i. securing transportation for the facilitators to the location, where the workshop is going to take place (i.e. the territory of Poland) and return after the workshop. The Contracting Authority secures catering and accommodation in the hotel where the workshop is going to take place.
- j. providing materials needed to conduct the workshop. All materials must be prepared in English. The Contractor is responsible for the development, printout and purchase of workshop materials,

Pursuant to the Contracting Authority's projections:

- a. the workshop will take place on the territory of Poland, on premises provided by the Contracting Authority equipped with tables, chairs and a data projector.
- b. around 30 participants from Poland, Norway, Iceland and Liechtenstein, 5-8 experts (director and mentors) and representatives of the National Centre for Research and Development and the Research Council of Norway will take part in the workshop,
- c. stakeholders may be invited,
- d. observers from the institutions engaged in the implementation of the 'Research' Programme under the EEA Financial Mechanism and Norwegian Financial Mechanism 2014-2021 may be invited,
- e. the IdeaLab workshop will take place between 2 and 6 March 2020.

The Contracting Authority envisages the following schedule of the implementation of the required service:

- a. the meeting of the Contracting Authority and the Contractor to discuss the initial concept and work out the details of the IdeaLab workshop development process; the meeting will take place in Warsaw in the registered office of the Contracting Authority at ul. Nowogrodzka 47a, 00-695 Warsaw, Poland, not later than 30 days of signing the contract,
- b. development of the IdeaLab workshop initial concept in collaboration with the Contracting Authority, including the development of the final detailed programme of the IdeaLab workshop at least 30 days before the scheduled workshop beginning date and its submission to the Contracting Authority together with the draft workshop materials (presentations, exercise materials), whereas the Contracting Authority reserves the right to submit any comments binding upon the Contractor within 7 days,
- c. facilitators shall deliver a briefing of the representatives of the Contracting Authority and experts to discuss the plan of the workshop, tasks of the people involved, etc., a day before the planned date of the workshop, i.e. 1 March 2020. The meeting shall be held at the location of the workshop. The Contracting Authority shall rent an appropriate meeting room.
- d. delivering the IdeaLab workshop between 2 and 6 March 2020 in a location in Poland indicated by the Contracting Authority,
- e. preparing and submitting the IdeaLab workshop evaluation within 30 days from its final day.

The required service shall be completed within the timeframe spanning from the day of signing till the day of receiving the workshop evaluation, but not later than 6 April 2020.

6.2. INITIAL CONCEPT OF THE IDEALAB WORKSHOP

1. The Contractor shall develop and deliver the IdeaLab workshop based on the initial concept enclosed to the submitted bid, which shall be in line with the 'sandpit' methodology developed by the UK Engineering and Physical Sciences Research Council and used by the Research Council of Norway under the 'idélab' name and take into account the characteristics of the Programme 'Applied Research' within the EEA Financial Mechanism and Norwegian Financial Mechanism 2014-2021. The initial

concept shall be amended in collaboration with the Contracting Authority in the first stage of the implementation of the required service before the IdeaLab workshop.

2. The initial concept shall describe at least the following stages of the IdeaLab workshop:

- a. getting to know each other and deepening the understanding of the workshop topic and challenges by the participants,
- b. developing project ideas and creating partnerships by the participants,
- c. evaluation of the submitted project ideas by experts (director and mentors).

3. The initial concept should contain:

- a. description of the goals that need to be achieved and their inclusion in the framework programme of the workshop,
- b. presentation and justification of the methods that the Contractor plans to use, to accommodate the specificity and topic of the workshop under the Programme 'Applied Research' of the EEA Financial Mechanism and Norwegian Financial Mechanism 2014-2021 described in Annex 1,
- c. presentation and explanation how the Contractor plans to adjust the programme of the workshop to the group of participants and of the tools the Contractor plans to use to identify the potential of the participants,
- d. presentation of and rationale for the methods that the Contractor plans to use to accommodate the requirements concerning partnerships of the workshop under the Programme 'Applied Research' of the EEA Financial Mechanism and Norwegian Financial Mechanism 2014-2021 described in Annex 1,
- e. analysis of the risks related to the implementation of the service and description of methods used to prevent such situations,
- f. information concerning data, documents, etc., related to the required service which the Contracting Authority should provide to enable effective implementation of the service by the Contractor,
- g. description of the planned workshop materials,
- h. definition of the role of all persons taking part in the workshop,
- i. description of the experience of the planned facilitators, including a rationale and team organisation,
- j. description of the experience of the Contractor.

4. The document titled *IdeaLab Workshop Initial Concept* should not be longer than 10 pages (size: A4, font: Times New Roman, font size: 11 points, lead: single, left and right margins: 2 cm, top and bottom margins: 1.5 cm). The initial concept must be prepared in English.

6.3. FACILITATORS (CONTRACTOR'S PERSONNEL CARRYING OUT THE IDEALAB WORKSHOP)

1. The Contractor will ensure that the IdeaLab workshop is carried out by at least 3 qualified facilitators. Each person indicated as a facilitator should:

a. have a university degree;

b. have at least 3 years of experience in facilitating;

c. have a command of English at proficiency level that allows for professional execution of the workshop; if English is not their native language, their command of English shall be confirmed by way of a declaration providing that they have a command of English at proficiency level and a list of at least 5 workshops carried out in English.

At least two of these persons should deliver, during the last 5 years before the deadline for the submission of offers, at least 1 workshop in the 'sandpit'/idélab' formula and identify institutions for which the services were provided, that the Contracting Authority may contact for references for the purpose of confirming the qualifications of that facilitator.

2. The workshop will be conducted by persons specified in the list enclosed with the bid.

3. In justified cases (such as the occurrence of force majeure), the Contractor can extend the list by adding other facilitators or replacing the initially mentioned person by another facilitator who always meets all the criteria laid down in item 1. Any such replacement is possible during the contract implementation and must always be approved by the Contracting Authority.

6.4. EVALUATION OF THE IDEALAB WORKSHOP

1. The Contractor shall carry out an evaluation of the IdeaLab workshop and send it electronically by 6 April 2020 at the latest. The evaluation is to be understood as the feedback prepared by the Contractor for the Contracting Authority containing a written account of same, indicating which objectives of the workshop have been met and to what extent; the Contractor will also offer conclusions on the completion of the workshop.

2. The document titled *The Evaluation of the IdeaLab Workshop* should not be longer than 3 pages (size: A4, font: Times New Roman, font size: 11 points, lead: single, left and right margins: 2 cm, top and bottom margins: 1.5 cm). The evaluation must be prepared in English.

3. After receiving the evaluation, a certificate of acceptance will be drafted. The certificate of acceptance confirms that the service has been provided correctly, and if signed without any qualifying remarks by the Contracting Authority, is a proof that the service has been delivered without reservations and is the basis for payment.

7. CPV codes

80590000-6 Tutorial services

80500000-9 Training services

80570000-0 Personal development training services

8. The schedule of the implementation of the required service

The Contractor must perform the contract within the timeframe spanning from the day of signing till the day of preparing and submitting the workshop evaluation, but not later than 6 April 2020.

The planned date of delivering the IdeaLab workshop is between 2 and 6 March 2020.

9. Service delivery location

on the territory of Poland

10. The Contractor should submit:

A completed price information form (Annex 2)

11. Additional information

- The Contracting Authority is planning to apply the following participation conditions
 - 1) As regards the Contractor's knowledge and experience required to perform the contract: The Contractor should be able to demonstrate, within the preceding 3 years, or during the period of its operation, if it does not exceed three years, that it has performed with due diligence at least 1 service involving the preparation and delivery of 1 workshop in the "sandpit"/ „idélab” formula.
 - 2) As regards the available staff having skills to perform the contract: According to the description in pt. 6.3.1
- The price estimate should be expressed in PLN, including the applicable VAT. The bidding price should be given to two decimal places (PLN and groszes)
- The price estimate should include the full scope of works defined in the request for quotation, and take into account any costs related to the performance of the subject of the contract.
- The Contractor shall be fully responsible for defining the workload and other services, as well as for calculating the bid remuneration on their basis.
- The Contractor shall bear the consequences of errors in the bid, which might arise from failing to take into account any circumstances which could affect the valuation of procurement. The Contractor is required to read information on the subject of the request carefully, to verify the terms and conditions of performing the contracts, and calculate the price with due diligence.
- This request for quotation is not an offer within the meaning of the Polish Civil Code. Neither the submission of the request for quotation, nor the provision of information on the price constitutes the award of a contract by the National Centre for Research and Development (it does not result in entering into a contract).
- The Contractor shall be responsible for any formal and legal obligations towards entities cooperating with it on the performance of this procurement contract.

Annexes:

Annex 1. Detailed description of the IdeaLab workshop under the EEA Financial Mechanism and Norwegian Financial Mechanism

Annex 2. Estimate valuation form

Annex 1.

Detailed description of the IdeaLab workshop under the EEA Financial Mechanism and Norwegian Financial Mechanism

1. The main objective of the EEA Financial Mechanism and Norwegian Financial Mechanism 2014-2021 is to contribute to the reduction of economic and social disparities in the European Economic Area and to strengthen bilateral relations between the donor and beneficiary countries (eeagrants.org).

2. The objective of the programme area 'Research' is enhanced research-based knowledge development. The objective of the Programme 'Applied Research' is the enhanced performance of the Polish applied research.

3. The aim of the National Centre for Research and Development is to fund multilateral or bilateral research projects including applied research and/or experimental development. Basic research (e.g. theoretical studies on the subject) may only be a minor part of the project.

- a) Basic research is understood as: experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any direct commercial application or use in view
- b) Industrial/applied research is understood as: 'planned research or critical investigation aimed at the acquisition of new knowledge and skills for developing new products, processes or services or for bringing about a significant improvement in existing products, processes or services. It comprises the creation of components parts of complex systems, and may include the construction of prototypes in a laboratory environment or in an environment with simulated interfaces to existing systems as well as of pilot lines, when necessary for the industrial research and notably for generic technology validation'.
- c) Experimental development is understood as: 'acquiring, combining, shaping and using existing scientific, technological, business and other relevant knowledge and skills with the aim of developing new or improved products, processes or services. This may also include, for example, activities aiming at the conceptual definition, planning and documentation of new products, processes or services; Experimental development may comprise prototyping, demonstrating, piloting, testing and validation of new or improved products, processes or services in environments representative of real life operating conditions where the primary objective is to make further technical improvements on products, processes or services that are not substantially set. This may include the development of a commercially usable prototype or pilot which is necessarily the final commercial product and which is too expensive to produce for it to be used only for demonstration and validation purposes. Experimental development does not include routine or periodic changes made to existing products, production lines, manufacturing processes, services and other operations in progress, even if those changes may represent improvements'.

4. The topic of the IdeaLab is '**Cities for the future: services and solutions**'

The objective of this workshop will be to encourage participants to think outside the box about solutions, services and technologies aimed at organising cities and urban areas as good places to live and work in 2040. The event will provide an unconventional space for experts from a variety of backgrounds to meet and develop new ideas that support cities of the future in addressing unforeseen challenges bound to arise.

We invite experts from various fields (e.g. urban planning & governance, ecology, ICT, social science, humanities, technologies and specialists in other fields) to participate in the workshop. The list of areas is open-ended. If your profession is not on the list, but you feel that your knowledge and experience can help to shape cities for the future, you are invited to submit your application!

✓ **Background**

Half of humanity – 3.5 billion people – live in cities today and 5 billion people are projected to live in cities in the nearest future. There are numerous challenges awaiting the cities of tomorrow. Cities need to react to: demographic trends, social inequality, climate change, environmental pollution (including air pollution), increasing energy consumption, mobility issues, carbon emissions and many other challenges. In a globalised world the problems of cities have no borders and no nationality. Therefore, the multidisciplinary research solutions for future cities developed by participants from Poland, Norway, Iceland and Liechtenstein will be supported within the programme.

According to the UN Sustainable Development Goals in the nearest future the cities should become safe, inclusive, sustainable and resilient. How can our cities become smarter in addressing the needs of all citizens?

We believe that some of the challenges of the cities of tomorrow can be addressed by technologies of the future. To secure societal responsible solutions crucial for the future cities, technologies should be developed in interaction with inhabitants and users.

✓ **Research challenges**

New solutions and services for better quality of life of inhabitants of urban areas - examples of important perspectives:

- Human interaction with machines

Digital transformation and usage of key enabling technologies can reinforce the transition of cities. Inhabitants and users of the cities of tomorrow will need to use innovative technologies in their daily life and interact with them. How can we ensure that artificial intelligence is safe, user-driven and free from unintended discrimination? How can technologies of the future serve cities of the future?

- Independence from big ICT companies

IT services provided by global corporations (e.g. search engines, clouds, social networks) have become inevitable parts of our life. We can assume that cities of the future will be more and more dependent on ICT technologies (usage of big data, Internet of Things, etc.). What would happen if the global providers of IT services withdrew from Europe? How can we make the cities and inhabitants of the future cities less dependent on global corporations, IT monopolists? How can we ensure the security and safety of the data used by the smart city?

- Encouraging democratic engagement in the future city

The future city needs to be managed together with inhabitants and other stakeholders. How can the tools and solutions support the policy-making in an innovative city? What can be done to include various actors in the decision-making process and address needs of those in vulnerable situations, women, children, persons with disabilities and elderly people? How can information and communication solutions and other technologies help in encouraging democratic engagement of the future city?

- Green and blue city of the future

Currently, green buildings or hydroponic farming in cities is a trend. Is there in the city of tomorrow still place for green spaces available and accessible for all? How can we ensure urban biodiversity and sustainability of cities? Can modern tools and technologies help making urban areas greener and more liveable?

Nowadays, water scarcity is a serious problem and it will become even more essential in the future due to rising demand for water and insufficient supply. Cities of tomorrow need to adapt to climate change, such as altered weather-patterns (including droughts or floods). How can cities manage water resources effectively? How can they establish connection and interaction between blue and green assets?

The above-mentioned research challenges are examples of relevant project ideas to be developed in the workshop; they are not obligatory. The participants are also welcome to explore other important perspectives for addressing needs of inhabitants of the future cities.

✓ **Intended results**

In the workshop we would like to focus on Polish, Norwegian, Icelandic and/or Liechtenstein cities. Participants can develop ideas for one specific city or focus on more universal solutions for cities from the above-mentioned countries.

The aim of the workshop is to prepare project pre-proposals by the participants. Projects ideas which generate new solutions, services, products or processes for the future cities and its inhabitants are very welcome. Projects may include, e.g., research aiming at gaining new knowledge and skills for developing new products, processes or services, prototyping, demonstrating, piloting, testing and validating new products, processes or services. However, as the time frame of the project ideas is 2040, we do not expect that the project outcomes will be ready to use (or commercialised) directly after the project end.

Please note that the project needs to include applied research and/or experimental development. Basic research (e.g. theoretical studies on the subject) may only be a minor part of the project.

5. The aim of the IdeaLab workshop is to develop project ideas and prepare project pre-proposals. In order to apply for funding, project pre-proposals should be developed into full proposals and submitted in the call for full proposals.

6. In the call for full proposals the National Centre for Research and Development will fund projects that:

a. respond to the challenge of the IdeaLab: Cities for the future: services and solutions;

b. represent an interdisciplinary perspective involving specialists from various fields (e.g. urban planning & governance, ecology, ICT, social science, humanities, technologies and specialists in other fields);

c. include applied research and/or experimental development. Basic research (e.g. theoretical studies on the subject) may only be a minor part of the project;

d. receive the positive recommendation of the expert panel that will take place during the IdeaLab workshop.

7. The budget of the call for full proposal is EUR 6,651,016. The budget of a single project may vary between EUR 500,000 and EUR 6,651,016.

REQUIREMENTS CONCERNING PARTNERSHIPS

1. Legal entities (public or private entities, commercial or non-commercial as well as non-governmental organisations, including research organisations and enterprises) from Poland, Norway, Iceland or Liechtenstein can propose candidates for the IdeaLab workshop.

2. Approx. 30 participants will take part in the IdeaLab workshop, including at least **10** participants from Polish research organisations or enterprises and at least **10** participants from Norway, Iceland or Liechtenstein.

3. A research team (partnership) formed during the IdeaLab workshop shall consist of at least one Polish Project Promoter and at least one project partner from Norway, Iceland or Liechtenstein in order to be eligible for applying for funding in the call for full proposals.

4. Project promoter can be:

- Research organisations, as defined in Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in the application of Articles 107 and 108 of the Treaty and as stipulated in the Polish Law on Higher Education and Science and in the Act on the National Centre for Research and Development, established as a legal person in Poland

or

- Enterprises, as defined in Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty, established in Poland.

5. Project partners can be any public or private entities, commercial or non-commercial as well as non-governmental organisations established as legal persons in Poland or Norway, Iceland and Liechtenstein.

6. The aim of the EEA Financial Mechanism and Norwegian Financial Mechanism is to strengthen bilateral relations between the donor and beneficiary countries. Therefore, establishing long-term bilateral strategic partnerships should be supported.

7. The participation of NGOs, public organisations or other stakeholders that give input to the planning and/or implementation of the project and/or are active users of the results of the project and/or apply the knowledge created by the project and/or benefit from the expertise developed in the project is welcome.

8. It is expected that the eligible costs claimed by the Liechtenstein, Icelandic and Norwegian entities participating in the project shall normally not exceed 40% of the total eligible project costs.

PRELIMINARY SCHEDULE OF THE IDEALAB PROCEDURE

1. Invitation for sending candidatures for the IdeaLab Workshop	November 2019
2. Selecting workshop participants	December 2019 – January 2020
3. IdeaLab Workshop	2-6.03.2020
4. Opening the IdeaLab call for full proposals	March 2020
5. Deadline for submitting full proposals	May 2020