**Warsaw, 2019-07-03 r.**

**IBE/176/2019**

**Public procurement notice**

**Tender with an estimated value below 30 000 EURO**

The contract is implemented under the project entitled "Support to central government administration, awarding bodies and quality assurance institutions in implementing stage II of the Integrated Qualifications System” (contract No UDA-POWR.02.13.00-00-0001/18), which is co-funded by the European Social Fund of the EU, in the framework of the Operational Programme Knowledge Education Development.

1. **Subject of the contract**:

A tender for an expert report on the competence requirements for validation practitioners and recommendations on the competence profiles for validation practitioners in Poland (IQS).

A detailed description of the contract is in Annex 2 – Terms of Reference.

1. **Duration of contract performance: 2019-08-30**
2. **Conditions for participation in the tender**:

The conditions in term of experience and qualifications.

To participate in the tender, the Contractor is required:

1. to have a higher (university) education degree;
2. to have experience in field the validation of learning outcomes of non-formal education and informal learning, to be confirmed by the presentation of a list of a minimum of three (3) projects (e.g. articles, expertise, publications, reports) as an author or co-author, in the last five (5) years in the subject cited above before the deadline of the submission of the offer.

The above conditions shall be met by each proposed expert. Should there be more than one person performing the contract, each of those persons must provide evidence of meeting each of the above-mentioned conditions for participation in the tender.

1. **Contract awarding criteria**

|  |  |  |
| --- | --- | --- |
|  | **Criteria** | **Score** |
| 1 | Price | 20 |
| 2 | Experience of the person(s) performing the contract | 60 |
| 3 | Proposed structure and content of the expert report | 20 |
| **TOTAL:** | | **100** |

* **Price (20 points)**

The highest score - the maximum number of points (20 points) will be awarded to the offer with the lowest price (gross).

The lowest price offer

The score of the tender = ------------------------------------------- x 20 points

The price of the examined offer

* **Experience of the person(s) performing the contract** (max. of 60 points)

The person(s) performing the contract must demonstrate experience in the implementation   
of projects relating to the subject of validation practitioners, which includes assessors, validation counsellors or others, e.g. process coordinators or designers, etc. implemented in the last seven (7) years before the deadline of the submission of the offer and consistent with the subject of the tender.

Points for experience will be awarded if the implemented projects that were presented fulfil the following conditions (minimum of one condition):

1. the project concerned developing the requirements expected of validation practitioners – within the framework of the identification, documentation, assessment stages   
   of validation, or developing competence profiles of assessors, validation counsellors   
   or other persons involved in the validation process (process coordinators, validation designers, etc.);
2. the project concerned the activities required to prepare validation practitioners – preparation plan, training scenarios; conducting training for validation practitioners;
3. the project concerned systemic solutions relating to the validation of non-formal education and informal learning.

An assessment of whether the Expert fulfils the experience criteria will be made on the basis   
of information provided on the list of projects attached to the offer.

For each Expert’s project that fulfils the conditions, an Contractor may be awarded:

1. 10 points for a national project;
2. 20 points for an international project;

**for a total of not more than 60 points**. The rating is zero-one (0-1).

If in the tender is proposed more than one person as an Expert, the points will be awarded   
in relation to the experience of the two proposed Experts.

* **A proposal of the structure and content of the expert report** (max. of 20 points)

The Contractor will present a draft outline proposal of the structure and content of the expert report together with the selection and proposals of specific solutions for the country and cases   
to be described in the expert report. A maximum of 20 points may be awarded for this criterion.

The score will be calculated as the sum of the following criteria:

1. The presented draft has a structure conforming to the requirements presented in the description of the tender (Annex 1)– **5 points**;
2. The scope of topics in the proposed draft identify examples of the requirements   
   of validation practitioners used in the country, a specific sector or institution and which will be described in the expert report – **5 points**;
3. The indicated solutions are based on an analysis of experiences obtained from the implementation of projects relating to the competence profiles of validation practitioners (e.g. referred to in the project list from point 2 above) – **5 points**;
4. The indicated solutions identify examples of the requirements of validation practitioners that are used in more than one European country – **5 points.**

Points from all criteria will be added together. The results of the assessment of offers will be presented within 2 decimal places. A contract will be signed with the Offeror who has scored the highest number of points, meaning that the Offeror has presented the most advantageous offer.

1. **Required documents:**

* The tender form (Annex 3);
* The list of experience (Annex 4 );
* The list of experience in the implementation of projects relating to the subject   
  of validation practitioners (Annex 5);
* The proposal of the structure and content of the expert report.

The tender should be submitted on the attached document templates.

1. **Method and time-limit for submission of tender**

Tenders should be submitted on the tender form - Annex 3 to the notice by 11 July 2019 by the end of the day. The date of receipt of the tender decides.

The tender should be described with the name and address of the Contractor and the title of the tender, and then:

* delivered in person at Educational Research Institute/
* send by post to the following address: Instytut Badań Edukacyjnych, ul. Górczewska 8, 01-180 Warszawa
* sent by e-mail to the following address: zapytania\_ofertowe@ibe.edu.pl

1. The details conditions of the contract, and tender price, may be negotiated with Contractors who submitted tenders.
2. The Contracting Authority anticipates the possibility of paying an advance of 30% on the total amount of the contract.
3. The Contracting Authority provides for the possibility of execution of a complementary contract up to the amount of 30% of the basic contract.

**The Contracting Authority reserves the right to change or cancel this notice.**