**Attachement 1to the enquiry no GAPR-ProVaHealth/ /19/W**

**THE OFFER FORM**

1. Contracting Authority

Upper Silesian Agency for Entrepreneurship and Development Ltd.

Wincentego Pola 16, 44-100 Gliwice, Poland

Tax ID: 631-22-03-756

1. Offeror:

|  |  |
| --- | --- |
| **Full name of the Offeror** |  |
| Address |  |
| Telephone |  |
| TAX ID |  |
| **Contact person data** |  |
| Email |  |

1. Order valuation:

In reference to the offer inquiry for the service of creating policy recommendations based on conclusions, insights and reports developed in the project, In connection with the implementation of the project *BSR #RE039 ProVaHealth* – *Product Validation in Health*, financed within the Interreg Baltic Sea Region Program, I offer an expert consultancy service as per the following specification:

|  |  |  |  |
| --- | --- | --- | --- |
| **Stage** | **Task description** | | |
| **1. Workshop in Lublin** | Preparing the workshop in Lublin. | | |
| Getting acquainted with the main assumptions, goals and expectations of the ProVaHealth project, task 2.3, previous work and goals that have already been achieved. | | |
| Videoconferences, phone calls, mails exchanging between Expert, task 2.3. leader in the project (GAPR Ltd.), and other project partners in order to discuss their 2.3. task implementation vision, design the process, suggest the best option for smooth cooperation, lead them during the whole process and ask for essential input. Conduct as many consultations as needed. That refers to the whole time of the service realization. | | |
| Gathering materials from other partners and find other project results that could be used for policy recommendation elaboration. | | |
| Participating and moderating the workshop in Lublin in cooperation with task 2.3 leader, using a chance to collect as many ideas and suggestions from other partners as it is possible. Share a schedule for next months of cooperation on task 2.3. | | |
| Making a conclusion after the workshop that will be an input and a base to prepare the further work and process for the development of the policy recommendations for task 2.3. | | |
| **Total for the stage 1** | | **Working Hours** | **Price gross (rate x hours) [EUR]** |
|  |  |
|  | | | |
| **Stage** | **Task description** | | |
| **2. Workshop in Oulu** | Using the input gathered during the workshop in Lublin as a start point for preparing a more advanced workshop in Oulu. Develop process design. Presenting ideas and suggestions on how to conduct the workshop in Oulu. Collaborate with the partners in Oulu to undertake necessary actions towards organizing workshop if needed. | | |
| Motivate the project partners to work on task 2.3. by developing smaller tasks that will be used for achieving the main goal – Assist task 2.3. leader in overseeing the process on how to divide all the work. | | |
| Preparing a draft, outline of the main task 2.3. report, arising from discussions with task 2.3. lead partner and other project task leaders, that will be developed and completed within next months. | | |
| Preparing an agenda for the workshop in Oulu. | | |
| Participating and moderating the workshop in Oulu in cooperation with task 2.3. leader, sharing with other partners what has been achieved so far and a schedule for next final months of cooperation on task 2.3. | | |
| Making a conclusion after the workshop that will be a source of materials for the main document – task 2.3. report. | | |
| **Total for the stage 2** | | **Working Hours** | **Price gross (rate x hours) [EUR]** |
|  |  |
|  | | | |
| **3. Final report and summary during final meeting in Tallinn** | Developing the main report for task 2.3. in cooperation with task 2.3. leader, sharing ideas and suggestions, giving smaller tasks to other project partners if needed. | | |
| Finalizing work on the task 2.3. main report, leaving time for other partners to give their opinions and suggestions. | | |
| Participating in the final meeting in Tallinn, in cooperation with task 2.3. leader and workpackage 2 leader preparing a summary of the policy recommendation elaboration process. The report will contain a detailed implementation plan for the policy recommendations with a timetable and list of key stakeholders. | | |
| **Total for the stage 3** | | **Working Hours** | **Price gross (rate x hours) [EUR]** |
|  |  |
|  | | | |
| **Total for the service** | | **Working Hours** | **Price gross (rate x hours) [EUR]** |
|  |  |

I declare that I have familiarized myself with the inquiry.

I declare that the offered services meet the requirements specified in the specification.

I declare that I have the possibility of correct and effective execution of the order.

I undertake to provide the service within the time limit specified by the Contracting Authority in the request for quotation under pain of withdrawal from the contract and calculation of a contractual penalty.

I declare that all information contained in the offer are current and true.

I declare that I accept the conditions presented in the inquiry and at the same time undertake to pay a contractual penalty in the amount of 2000.00 EUR in the event of failure to comply with from the offer I have made.

………………………………… ……………………………………………………………………

Place, date Signature