

Gliwice, 27.03.2020

GAPR-SMART_watch/295/20/W

Offer enquiry for an expert service regarding giving an online presentation/ webinar, leading a and facilitating an online workshop and preparing short report under the Interreg Central project - CE1063 SMART_watch

In connection with the implementation of the Interreg Central project *CE1063 SMART_Watch*, financed within the Interreg Central Europe Program, Upper Silesian Agency for Entrepreneurship and Development Ltd. invites to submit offers for the external expertise and service: giving an online presentation/ webinar, leading and facilitating an online workshop (April 28, 2020) and preparing short recommendation report before May 15, 2020.

The effect of the service will be a 2h-2,5h seminar: presentation on the RIS3 monitoring, Q&A session and a workshop part involving all participants (approx. 30-50 persons) followed by a report covering recommendations on what is needed to better monitor S3 - linking both presentation and the workshop results.

The offer is designed for an Expert who has a proven track record of experience and knowledge in the RIS monitoring field. The expert must have been involved in a number of EU projects within the field of policies addressing Regional Innovation Strategies, Smart Specializations, innovation, regional development, SME growth, as well as transfer of best practices across borders. There is an expectation for the person to have experience in regional policy implementation - have a record of being involved, being a part of that process or an external expert to policy makers or sound proven scientific experience with the publications issued in a recognised journal.

The contract is co-financed by the European Union from Interreg Central Europe Programme, as part of the CE1063 SMART_watch Project.

1. Contracting Authority

Upper Silesian Agency for Entrepreneurship and Development Ltd.

Wincentego Pola 16, 44-100 Gliwice, Poland

Tax ID: 631-22-03-756

2. Name of the contact person

Artur Ochojski, kom.: +48 535 216 338.



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Wydział X Gospodarczy Krajowego Rejestru Sądowego
Kapitał zakładowy: 268 830 625,00 PLN - w całości opłacony



e-mail: aochojski@gapr.pl

3. Subject matter of the enquiry

The subject matter of the enquiry includes preparation of a presentation and workshop session, leading a seminar / online webinar followed by an online workshop and collecting feedback from policy makers and stakeholders taking part in the event; providing a report covering the recommendations for S3 monitoring and results/summary of this event.

The main goal of the workshop is to enable dialogue on the project results and its transferability to RIS policy making process, as well as to start a discussion on the future strategy for strengthening and monitoring smart specialisations and RIS implementation in EU, followed by some recommendations on how to implement project results and the strategy into current practice.

The result of work of the Expert will be presented in the form of report at the end of the service. The schedule foreseen within this activities and tasks is set in the table below. The Expert will have to conduct workshops and a seminar, as well as prepare documents, in English. Experience in performing workshops, presentations, carrying out group work in English is a must.

All the materials developed and elaborated during service realization may be used and promoted for the purposes of the SMART_watch project. The report will be one of the project results, available to all partners and published. The shape of the report may be developed according to the Expert's experience and vision, but with close cooperation/ guidance of the Lead Partner

Individuals, businesses and other entities with adequate human resources may apply to this request. One person will be designated to provide the service. The Offeror should prepare the offer by calculating the number of working hours needed for each stage of the task and include cost of other actions or materials needed for the task fulfilment, as it is prepared in the offer form (see attachment 1). After the bidder selection process, the contract with Expert will be signed. The service contract covers its implementation starting from April 2020, ending in May 2020; the contract is divided into 3 stages and will also be implemented this way. After the last stage finalization, Expert should provide an invoice/bill for the contracting authority according to the amounts given in the offer form and will be paid within 14 days from the date of issue of the invoice.



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Stages	Date	Necessary actions
Seminar and Workshop preparation	6-27.04.2020	<ul style="list-style-type: none"> - Preparing the workshop and seminar - Getting acquainted with the main assumptions, goals and expectations of the SMART_watch project, and documents that have already been delivered within WPT4 (common set of indicators for RIS monitoring, recommendations for RIS - Videoconferences, phone calls, mails exchanging between Expert, and Lead Partner (GAPR Ltd.) - consultation on the content of the workshop - Preparing an agenda for the workshop and a brief teaser for communication purposes
Seminar and Workshop - leading	28.04.2020	<ul style="list-style-type: none"> - moderating the online workshop, gathering feedback from participants - providing a summary and recommendations after the workshop that will be an input for further works on policy recommendations
Report and summary	15.05.2020	<ul style="list-style-type: none"> - elaboration of the main report and summary (5 pages of standard text 12TNR minimum)

4. Method of preparation the offer

1. The offer should be made in writing on the offer form, attached as appendix no.1 to this enquiry and include:
 - a) The Offeror's name.
 - b) Contact details of the Offeror.
 - c) Total value of the service (gross amount EUR) including all costs and components related to its provision.
 - d) The declaration must bear the signature of the Expert.

6. The selection criteria

The maximum number of points for meeting the substantive criteria is 100.

1. Price: 40%

The number of points in the criterium price will be awarded according to the following formula:

$$N_p = P_{\min} / P_o * 100 * 40\%$$

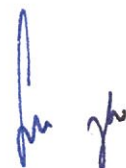
Where:

N_p = number of points for the price criterium



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P_{\min} = the lowest gross price among submitted offers
 P_o = the gross price from the submitted offer

2. Experience: 60%

$$N_e = E_o / E_{\max} * 100 * 60\%$$

Where:

N_e = number of points for the experience criterium

E_{\max} = the biggest experience from the declaration among submitted offers

E_o = experience from the submitted offer

How the E - experience points are calculated:

The Offeror has to specify through the declaration (attachment no. 3) its experience according to 3 specified requirements stated below:

- Very good knowledge and experience in the operation, formulation, implementation and evaluation of policies at regional, national, international and European level. Projects or institutions in which the Expert was involved during last 5 years before the deadline for submission of offers), related to smart specialization, RIS, policy shaping, stakeholder relations and policy implementation at the EU, national, regional and local level, are relevant to indicate in the declaration.
- Experience in leading seminars and workshops on international level, knowledge on a specificity of Interreg projects. European projects in which the Expert was involved during last 5 years (before the deadline for submission of offers) are relevant to indicate in the declaration.
- Knowledge and experience and / or academic background in the field of smart specializations and RIS monitoring.

For points a, b and c:

0 items in a, b or c in the declaration = 0 points

1 item in a, b or c in the declaration = 1 point

2 and more items in a, b or c in the declaration = 2 points

Max. for the experience criterium = 6 points

7. Time limit and form of submission of offers

- The offer must be submitted by the end of 03.04.2020 in the selected form:
 - in electronic version PDF to e-mail address: aocchojski@gapr.pl

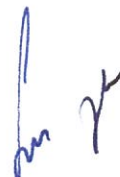
8. Additional information

- The offer enquiry is conducted in accordance with the principle of competitiveness and does not constitute the subject of a public procurement regulated by the Act of 29 January 2004. - Public procurement law (consolidated text: Journal of Laws of 2015, item 2164, as amended).



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- 2) The Contractor undertakes to sign a contract with the Contracting Authority within 7 working days from the date of notification of the selection of his bid.
- 3) During the examination and evaluation of the offers, the Contracting Authority may request explanations from the bidders concerning the content of the submitted offers.
- 4) The Contracting Authority reserves the right not to choose the offer without giving reasons.

9. Attachments

- 1) The offer form.
- 2) SMART_watch Project Application Form (available at the request of the bidder)
- 3) Draft of the declaration about experience and skills

Sylvia Rudek-Matuszczak
Prokurent
Sylvia Rudek-Matuszczak



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