



## REQUEST FOR SERVICE No FSM-2022-04-03

Solidarity Fund PL within the framework of the EU funded „EU4Skills” Programme and in accordance with art.4, point 8 of the law of the Republic of Poland of 29 January 2004 on public procurement invites interested experts to apply for a position/ assignment of:

### IT support for design of online courses

#### 1.

##### Background information

The EU4Skills programme is a multidonor programme funded by the EU and its member states: Germany, Finland and Poland. The aim of the programme is to assist the reform of TVET sector in Ukraine. Programme’s activities focus on modernization of the content of education and improvement of its quality as well as on the reform of VET governance.

Vocational education has been clearly designated in Ukraine as a regional responsibility, and both Regional Councils (elected bodies) and Regional State Administrations (executive bodies) now have the responsibility for developing strategies, allocating funding and ensuring operational management of regional VET systems. However, regional governments lack the experience, capacity and resources to not simply maintain the status quo but to introduce methods and approaches that would transform VET systems and institutions in line with the national reform principles, regional development priorities and the requirements of dynamically shifting regional economies and labour markets.

Solidarity Fund PL (SF PL) is a Programme’s partner organization and its work package under the EU4Skills Programme primarily focuses on strengthening capacities of the regions to manage their VET provision networks and on helping the regions to conduct evidence-based policies in the VET sector. This work package (referred later as “SF PL Work Package”) contains 5 major activities, namely:

2.11 – Development of Labour Market Intelligence System

1.2. – Development of 7 regional VET action plans

1.6. – Development of VET funding mechanism

1.7. - Development of VET budgeting mechanisms

2.10. – Support to development of career guidance service provision

Most of the abovementioned activities will be implemented in 7 focus regions of Ukraine. However, the models and solutions developed will also be promoted across the whole country.

Expert engagement under this assignment will be related to the activities under which SF PL is engaged in the design of e-learning courses.

Виконавець:



## 2.

### The tasks under planned assignment are as follows:

#### Indicative duties and responsibilities

- work with Polish and Ukrainian experts and institutions to transfer e-learning materials and resources from Polish internet platforms onto designated Ukrainian ones
- ensure graphic and multimedia design of e-learning materials and resources (this includes but is not limited to graphic redesign of web sites, text, .pdf and other materials, editing of video and audio files, production of new video and audio files, overlaying of sound and subtitles for video materials etc.)

## 3.

### Duration of the assignment:

Up to 600 hours of work by August 31<sup>st</sup> 2022.

## 4.

### Maximum rate and information about price:

- 4.1. The maximum price for the service can be 25 euros per hour.
- 4.2. The price should be specified in EURO and rounded to two decimal places. The price should be given in total.
- 4.3. The price should include all costs incurred by the Contracting Authority as part of the service provided by the Contractor (taxes, compulsory social security, health and retirement contributions), computer equipment, cellular communication and software (word processor / audio/video editor, spreadsheet).
- 4.4. Settlements between the Contracting Authority and the Contractor will be conducted in PLN or UAH in relation to the current Euro exchange rate of the National Bank of Ukraine.

## 5.

### Minimal requirements

- a) experience at least 10 individual projects of web-design, graphic design and/or multimedia design
- b) at least 2 years of experience in video and audio production and/or editing
- c) fluency in Ukrainian (C2)

Offers from service providers that do not meet the minimum criteria will be rejected for formal reasons.

## 6.

### Place(s) of Assignment

online

## 7.

### Reporting

The Contractor shall provide to Solidarity Fund PL:

- Invoice (with detailed timesheet);

## 8.

### Criteria for selection of the Applicant (max. 100 points)

8.1. Criterion - contractor's experience in web-design, graphic design and/or multimedia design (max. 25 points)

The score will be assigned based on the below number of points which will be awarded for meeting one of the requirements specified below:

- 8.1.a. more than 30 individual projects of graphic design and/or multimedia design – 25 points
- 8.1.b. from 20 to 30 individual projects of graphic design and/or multimedia design – 15 points
- 8.1.c. from 10 to 19 individual projects of graphic design and/or multimedia design – 0 points
- 8.1.d. less than 10 individual projects of graphic design and/or multimedia design – rejection of the offer

8.2. Criterion - experience in video and audio production and/or editing (max. 20 points)

The score will be assigned based on the below number of points which will be awarded for meeting one of the requirements specified below:

- 8.2.a. more than 10 years of experience in video and audio production and/or editing – 20 points
- 8.2.b. from over 5 to 10 years of experience in video and audio production and/or editing – 10 points
- 8.2.c. from 2 to 5 years of experience in video and audio production and/or editing – 0 points
- 8.2.d. less than 2 years of experience in video and audio production and/or editing – rejection of the offer

8.3. Working knowledge of Polish (max. 5 points)

The score will be assigned based on the below number of points which will be awarded for meeting one of the requirements specified below:

- 8.3.a. knowledge of Polish at level B2 or higher – 5 points
- 8.3.b. knowledge of Polish below the level B2 – 0 points

8.4. Criterion: price of the services

8.4.a As regards the "price of the services", a tender will be scored based on the total price for contract completion which the contractor proposes in its tender, to be calculated according to article 4 of the Request for Service

8.4.b The score for the "price of the services" criterion will be calculated according to the below formula:

$$P = P_{min} / P_{ext} \times 50 \text{ points}$$

where:

$P_{min}$  - means the lowest price proposed

$P_{ext}$  - means the price of a given tender examined

$P$  - the number of points scored by the examined tender for the "price" criterion, rounded up to the nearest whole number.

8.5. The most advantageous tender will be the one with the highest number of points scored

## 9.

### Communication between the Contracting Entity and contractors

9.1 The person authorised to contact the contractors is: Adam Sauer

9.2 The procedure is handled in English or Polish, electronically via the tendering platform at [platformazakupowa.pl](https://www.platformazakupowa.pl/pn/solidarityfund): <https://www.platformazakupowa.pl/pn/solidarityfund>

9.2.1. Tenders and statements may be submitted in English if using the English template of the Application Form.

9.3. In order to reduce the time needed to answer any questions, the communication between the Contracting Entity and the contractors regarding:

- submission of questions for the Contracting Entity regarding the contents of these Request;
- return of replies to the Contracting Entity's requests for submission/ correction/ supplementing/ explanation of statements, evidence or other documents and statements issued within the framework of the procedure;
- return of replies to other requests of the Contracting Entity as may be stipulated in the Public Procurement Law;
- submission of other motions, information or statements of the contractor;
- submission of appeals/others;

will be carried out using the tendering platform ([platformazakupowa.pl](https://www.platformazakupowa.pl)) and the form called "Send a message to buyer (wyślij wiadomość do zamawiającego)". The date of effective submission (receipt) of any statement, requests, notice or information will be the date when the same is transmitted via tendering platform at [platformazakupowa.pl](https://www.platformazakupowa.pl) by clicking the "Send message to buyer" button, upon which information will appear confirming that the message has been sent to the "buyer".

9.4 The Contracting Entity will provide contractors with information electronically via the tendering platform at [platformazakupowa.pl](https://www.platformazakupowa.pl). Information concerning answers to questions, a changed specification, a tender submission / opening dates will be posted by the Contracting Entity on the

tendering platform, in "Announcements" section. Correspondence which (according to the applicable regulations) is addressed to a particular contractor will be transmitted electronically via the tendering platform at [platformazakupowa.pl](http://platformazakupowa.pl) to that contractor.

9.5 Being a professional actor the contractor is required to check announcements and messages directly on the tendering platform at [platformazakupowa.pl](http://platformazakupowa.pl) as may be published there by Contracting Entity, because the notice system may fail or a notice may be put in the SPAM folder.

9.6 the Contracting Entity specifies the necessary hardware and software requirements that enable the performance of work on the tendering platform at [platformazakupowa.pl](http://platformazakupowa.pl), namely:

9.6.1. permanent access to the Internet, with guaranteed bandwidth of at least 512 kbps;

9.6.1.1. a PC or MAC computer with the following configuration: min. 2 GB Ram, Intel IV 2 GHZ processor or higher, one of the following operating systems: MS Windows 7, Mac Os x 10 4, Linux, or higher versions;

9.6.1.2. any web browser installed, and in the case of Internet Explorer at least version 10.0;

9.6.1.3. Javascript enabled;

9.6.1.4. Adobe Acrobat Reader (or other software supporting .pdf file formats) installed;

9.6.1.5. [platformazakupowa.pl](http://platformazakupowa.pl) webservice encryption uses TLS 1.3 protocol;

9.6.1.6. The time of receipt of data by the tendering platform will be the date and the exact time (hh:mm:ss) generated based on the local server time synchronised with the clock of the Polish Central Office of Measures (GUM).

9.6.2. By joining this Request for Service procedure, the contractor:

9.6.2.1. accepts the terms of service of the tendering platform ([platformazakupowa.pl](http://platformazakupowa.pl)) which are in the *Rules and Regulations* document available on the tendering platform in the Rules and Policies section, and acknowledges them as binding;

9.6.2.2. knows and follows the Tender/Request Submission Instructions available under [this link](#).

9.7. The Contracting Entity is not liable for any tender submitted inconsistently with the user instructions of the tendering platform at [platformazakupowa.pl](http://platformazakupowa.pl), in particular in the event where the Contracting Entity will read the contents of the tender before the tender submission deadline (for example, once a tender has been submitted using the "Send a message to the buyer" section). Such tender will be considered by the Contracting Entity *a commercial offer* and not included in the procedure.

9.8. The Contracting Entity hereby informs that the user instructions of the tendering platform at [platformazakupowa.pl](http://platformazakupowa.pl) which concern, in particular but not limited to, user log in, submission of requests for clarification of the Specifications, submission of tenders and other actions as may be pursued within the framework of this procedure via the tendering platform at [platformazakupowa.pl](http://platformazakupowa.pl), can be found in "Supplier Instructions" section on the tendering platform at <https://platformazakupowa.pl/strona/45-instrukcje>

9.9. In the public contract procedure, electronic correspondence (except for the tender of the contractor and its appendices) will be carried out electronically via a dedicated form which is available on the tendering platform. The exchange of correspondence using this form cannot be encrypted.

9.10. Contractors will submit electronic documents, statements or electronic copies of the documents or statements via the communication form in attachments.

9.11 The maximum size of files sent through the dedicated forms used for the purposes of: submission, change, withdrawal of a tender or a request, and for the communication, is 150 MB.

9.12. In the correspondence relating to this procedure, contractors are advised to make reference to this procedure number: FSM-2022-04-03

9.13 The Contracting Entity does not allow any other methods for communication with contractors than the electronic means of communication already referred to in these Specifications.

9.14. The Contracting Entity is not liable in the event the contractor does not receive certain information related to the procedure upon communicating an incorrect e-mail address in the contractor's tender.

## 10.

The Applicant is required to attach to its tender (i.e. the Application Form – Appendix 1): up-to-date (as of the date of the tender) statement confirming conformity with the conditions for the participation and the absence of grounds for the exclusion – pursuant to Article 125 (1) of the Law and according to **Appendix 1 to the Request**

## 11.

### Place and date for application submission and opening

11.1. Contractors will submit their applications, change or withdraw them via the tendering platform, in electronic form.

11.2. A Application Form can be signed with a qualified electronic signature, trusted signature or certified/electronic personal signature OR hand-writing signature, scanned and attached.

11.3 The Contracting Entity accepts the use of the following formats: .pdf, .doc, .xls, .jpg (.jpeg), .odt, with emphasis on .pdf. If data compression is needed, the Contracting Entity will accept .zip or .7Z formats.

11.4 Formats: .rar .gif .bmp .numbers .pages are not accepted. Submission of documents using such files will be deemed ineffective.

11.5. Application encryption will be applied via the tendering platform.

11.6 Documents in a foreign language (except for English and Ukrainian) will be submitted together with their translation into Polish or English or Ukrainian.

11.7. The contractor may change or withdraw its application via the tendering platform before the application submission deadline. The method for changing and withdrawing applications is described in the [Supplier Instructions](#) available at the tendering platform.

11.8. Contractors will not be able to effectively change or withdraw their applications after the application submission deadline.

11.9. Applications need to be submitted **by 14 April 2022, at 10:00 p.m. CET.**

11.10. The effective date of submission will be deemed to occur on such day when a application form becomes uploaded to the tendering platform by clicking on "place offer" button and uploading the files.

11.11. The Contracting Entity will reject applications submitted after the submission deadline.

11.12. Applications will be opened **at 10:05 p.m. CET on 14 April 2022.**

11.13. Applications will be opened by using a tender decryption mechanism, which is available for use by the Contracting Entity on the tendering platform, in Offers section, by executing the decryption command.

11.14. Where applications are opened using the IT system but a breakdown of that system prevents applications from being opened by the deadline, which the Contracting Entity has set, the applications will be opened immediately after such breakdown is remedied.

11.15. The Contracting Entity will notify about the change of the application opening date via the website dedicated to the procedure.

11.16. After the application submission deadline and before the application opening date, the Contracting Entity will announce via the tendering platform the amount of funding which the Contracting Entity allocates to the contract.

11.17. Immediately after application opening, the Contracting Entity will post the following information on its own website ([www.solidarityfund.pl](http://www.solidarityfund.pl)) as well as in "Announcements" section of the tendering platform:

11.18.1 business names (full names of individuals) and addresses of the contractors who submitted applications by the deadline;

11.18.2 prices proposed in the tenders

## 12.

12.1. Information on the outcome of the procedure will be sent to the e-mail address indicated by the applicant and will be published on Solidarity Fund PL web-site (English version) [www.solidarityfund.pl](http://www.solidarityfund.pl)

12.2. Please be advised that by submitting an application you agree to share the content of the application with other applicants who could submit an appropriate request to the SF PL (except for personal data, which will be anonymized).

## 13.

### Personal Data Protection Obligations

According to Article 13 of Regulation (EU) 679/2016 of the European Parliament and of the Council of 27 April 2016 ("GDPR") as well as the Personal Data Protection Act of 25 May 2018 ("Act", Polish Official Journal: Dz.U. 2018.1000, as amended), we would like to inform that:

20.1 The personal data controller for the data collected subsequently to the tender procedure which is carried out under the Law of 29 January 2004 is: Solidarity Fund PL, registered office in Warsaw (ul. Mysłowicka Street, 01-612 Warszawa), hereinafter "Controller".

13.1. Solidarity Fund PL based in Warsaw has appointed a person in charge of ensuring compliance with the data protection legislation, who can be contacted via email at [iod@solidarityfund.pl](mailto:iod@solidarityfund.pl)

13.2. The personal data is processed based on GDPR Article 6(1)(c) for the purpose related to the public procurement based on the basic procedure, pursuant to Article 275(2) of the Public Procurement Law of 11 September 2019 (Polish Official Journal: Dz.U. 2019. 2019).

- 13.3. Recipients of the personal data will be persons or entities to whom tender procedure documents will be made available based Article 18 and Article 74 of the Law of 11 September 2019.
- 13.4. The personal data collected in this tender procedure will be processed towards the objectives and the legal basis of their processing (the Law) for a period of 5 years from the end of the contract award procedure, and if the effective term of the agreement will exceed 5 years, then the data archiving period will include the entire duration of the agreement.
- 13.5. The obligation to disclose the data is a statutory requirement specified in the regulations of the Law and related to the participation in the public contract procedure. The consequences of failing to disclose the data as required will stem from the Law.
- 13.6. No decisions will be made by us with regard to the data collected by applying any automated means, according to GDPR Article 22.
- 13.7. In relation to the personal data processed in this procedure, you have the right to:
- 13.7.1. access your data (request its copy). The right can be exercised by sending an e-mail to: [iod@solidarityfund.pl](mailto:iod@solidarityfund.pl)
- 13.7.2. rectify your data (update it). Updating the data will not cause deletion of any data from before the update, as required in order to maintain the consistency of data processed by the Controller for a specific purpose. The right can be exercised by sending an e-mail to: [iod@solidarityfund.pl](mailto:iod@solidarityfund.pl)
- 13.7.3. request erasure of personal data (to be forgotten) that concerns you. This right will be exercised by the Controller insofar as it is not legally required to retain the data, and therefore process it, despite the request of a data subject to be forgotten. In such case, the legal basis for the processing will be an act of law (the Law), hence according to Article 17(3)(b) the above right does not apply.
- 13.7.4. restrict the processing of the personal data by the Controller, however subject to certain events referred to in GDPR Article 18(2).
- 13.7.5. object against the processing, by indicating a special reason. Please be informed that the above right will be implemented by the Controller only if a given action does not contradict the applicable legal regulations obliging the Controller to process the data. The above right does not apply as the legal basis for the processing is GDPR Article 6(1)(c).
- 13.7.6. move the data based on GDPR Article 20. That right does not apply as it is technically impossible to implement it.
- 13.8. The contractor declares that it has complied with the notification obligations provided for in GDPR Article 13 or Article 14 in relation to the data of individuals whose personal data has been directly (if employees or collaborators) or indirectly (if third parties) obtained and disclosed in order to enable pursuing the public contract based on this procedure.

## 14. Appeal Procedure

14.1. the Potential Contractor has the right to appeal against the decision to Award the Contract or against the decision of exclusion from the Procurement Procedure

14.2. The appeal, together with the justification, may be submitted within 2 working days of receiving information on the result of the Proceedings for the Contract conducted in the form of Request for





Service or on the decision to exclude from the procedure in the mode of II.6. of the Policy. An appeal shall be deemed to be sent in electronic form to the address provided in the Request for Service announcement.

14.3. After receiving the Appeal, the President of the Solidarity Fund PL appoints the Tender Committee in a composition other than the Committee which assessed the bids in the first place. The new Tender Committee re-evaluates the offers. The reassessment of the offers is final, and the decision made on the basis of the work of the Commission is not subject to further appeal.

Виконавець:

