Subject: Request for proposal

Project ID: EFOP-3.4.2-VEKOP-15-2015-00001

Contact person: Tímea Mester-Takács

Date: 11. 06. 2018

Registration number: CM-00407-001/2018

**request for proposal**

1. **Contracting authority**

**Name:** Tempus Public Foundation

**Address:** H-1077 Budapest, Kéthly Anna square 1.

**Authorized representative:** Dr. Tamás Dezső, president

**Contact person:**

|  |  |
| --- | --- |
| **Name** | Tímea Mester-Takács |
| **Telephone number** | (1) 237 13 00/206 |
| **Project** | Campus Mundi / Study in Hungary |
| **E-mail address** | timea.takacs@tpf.hu |

**2. Subject of proposal**

Tempus Public Foundation intends to issue a contract for the following service:

**“Implementation of three separate professional trainings in English language with the aim of developing the competences and international sensitiveness of staff and lecturers of the Hungarian higher education institutions  
between 2018-2019”**

within the framework of Campus Mundi EFOP-3.4.2-VEKOP-15-2015-00001 project in accordance with the conditions detailed hereinafter.

This document is an invitation for organizations to submit proposals by filling in the attachment in respect to the information detailed below. The contracting organization informs the applicants that, due to its object and value, this procurement is not subject to the Public Procurement Act (PPA) at the time of the invitation to tender.

**3. Introduction and background**

Tempus Public Foundation (TPF) is a non-profit organization established in 1996 by the Hungarian Government, with the task of managing international cooperation programmes and special projects in the field of education, training and EU-related issues.

TPF has been operating as a training centre for almost 20 years, and intends to be a knowledge centre for employees working in the public sector. In the framework of Campus Mundi project TPF supports the **internationalisation of higher education**, and it aims to enhance the development of international services in higher education.

Several successful trainings were held under the coordination of TPF with professional trainers in different topics, such as EU English in higher education, intercultural sensitiveness, marketing in higher education and managing university website.

TPF is dedicated to continue activities that aim to **develop competences and internationalisation sensitiveness of staff, professors, and lecturers of the Hungarian higher education institutions**. The project plan includes **three separate professional trainings** in three different topics in English language.

The tenderer can submit **proposal for each of the trainings** or can make a bid for only one training. In the case of proposing for implementation of 2 or 3 trainings, the tenderer is required to submit the training plans in separate proposals. In that case, TPF reserves the right to entrust the tenderer to implement only one training.

Each of the trainings should be held in Hungary. According to the plans, the first training will run in autumn of 2018.

|  |  |
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| **Scheduling of 2018-2019** | |
| Call for trainers | June-July 2018 |
| Selection of the trainers | August-September 2018 |
| 1st training | October, November 2018 |
| 2nd training | Spring 2019 |
| 3rd training | Autumn 2019 |

**4. Aim of the call**

The aim of the call is to invite interested organizations or trainer teams possessing adequate training experience and knowledge in the area of internationalisation of higher education and recent training methods, especially in the following three topics:

1. Internationalisation at home
2. Development of international partnerships
3. International student advising - developing intercultural competences

In the case of each trainings, the selected organization(s) or training team(s) will elaborate **the course plan, the learning outcomes and the training method of the training topic, and implement two-day long training(s) in consultation with TPF**. The selected organization(s) need(s) to ensure the professional trainers, and therefore is responsible for supervising their work.

**5. Tasks of the Tenderer**

The selected organization(s) is responsible for:

1. elaborating the proposed course plan and training method in consultation with TPF;
2. proposing a list of trainers with sufficient professional experience;
3. coordination between TPF and the trainers;
4. coordination of course development with TPF and the trainers;
5. ensuring course materials and certificates;
6. monitoring the work of the trainers;
7. handling the finances related to the trainers (including travel and accommodation costs), and other contractual and financial management with TPF and the trainers.

**6. Task of the Contracting authority**

TPF is responsible for:

1. preparing the contract based on the Request for proposal and the proposal of the tenderer;
2. determining the date of each training in consultation with the Tenderer(s);
3. providing the list of participants 20 days before each training;
4. ensuring the venue and the catering for each training.

**7. Evaluation Criteria**

Proposals from potential Tenderers will be assessed on the basis of the rule of the most economically advantageous tender applying the following criteria and weighting:

* Content: 70%
* Price Approach: 30%

Maximum of 60 points can be given for the tender (42 points for the content and 18 point for the bid price).

Final scores are obtained based on the award criteria table in Annex 5.1 and 5.2.

The evaluation of the bid price is based on the method of value discounting formula:

Content review only takes place in case of proposals that meet the eligibility qualification criteria set out in Annex 5.1

**8. Pricing approach and invoicing**

1. The Charges for the Services and Deliverables will be the gross amount of € 6 000-6 500 (six thousand – six and a half thousand Euro) per training maximum.

2. The Charges set out above are an all-inclusive fee (including the travel and accommodation costs). It is expected that the Tenderer will pay all costs and expenses necessary to provide the Services under this Agreement.

2. The contracting authority expects the quotation price to perform the duties as follows:

* The offer is made in accordance with Annex 2;
* Tenderer must submit a declaration form (Annex No. 1) which is part of the call for proposals.

3. The Tenderer must determine the bid price for all activities in such a way as to include all the costs associated with the performance of the services. The appointed Tenderer is not entitled to settle other expenses than the bid price accepted by the Contracting Authority. The fee includes the consideration of all the activities performed to complete the contract.

4. The successful Tenderer shall complete the contract within 14 working days of receipt of the document or provide feedback in the case of modification request within 5 days.

5. The successful Tenderer is entitled to issue an invoice after having received the Certificate of Completion of the Contracting Authority. The duly submitted invoice is settled on the basis of the Certificate of Completion.

6. The Contracting Authority shall pay the invoice issued by the successful tenderer within 30 days of receipt.

**9. Contractual Requirements, deadline for completion**

The Contracting Authority shall enter into an entrepreneurial contract with the appointed Tenderer(s).

* The contracting authority notifies the winner(s) about the expected date of signing the contract.
* Final date for performance of the contract will be finalized in the contract.

The successful tenderer must not work with a subcontractor in fulfilling any of the tasks listed in section 5.

The contracting authority shall conclude a contract with the successful tenderer(s) or, if the proposal is withdrawn, by the tenderer submitting the next most favorable tender in the certain training topic.

The contracting authority reserves the right to conclude a contract with none of the tenderers, without any justification.

Other information: Tenderers accepting this request for proposals acknowledge that the documents of this request for proposals, and the performance of the contract shall remain the property of Tempus Public Foundation.

**10. Requirements**

Contracting Authority is only able to sign a contract with a VAT registered institution / organization.

The professional background of the tenderer is an important part of the decision; therefore providing detailed information in the Annex 3 of similar projects undertaken **over the last three years is essential**.

For the task, it an advantage in the evaluation procedure if the organization meets the following criteria:

* involvement in the design and / or realization of trainings, with the aim of development of competences and internationalisation sensitiveness of employees of higher education institutions;
* have professional publications or experience in the same field,
* have any publication and / or expert activity on the internationalisation of Central European region and/or Hungary,
* act as a training centre.

**11**. **Mandatory Requirements / Constraints**

As part of the tender proposal, the tenderer must confirm meeting the mandatory requirements / constraints, if any, as set out in the Annex 1. A failure to comply with one or more mandatory requirements or constraints shall entitle the Tempus Public Foundation to reject a tender proposal.

The contracting authority excludes from the procedure the tenderer who tries to influence its decision in any way.

**12. Specifications regarding the submission of tenders**

* The deadline for submission of tender is **20 July 2018 12 pm.**
* Submitted proposals cannot be retrieved and are kept confidential by the contracting authority.
* Language of the procedure: English.
* The offer contains a detailed price: net, the VAT rate related to the tenderer, and the gross amount.
* The tender includes the date of validity of the offer.
* Please indicate the identification number of the Campus Mundi project on the proposal submitted: **EFOP 3.4.2-VEKOP-15-2015-00001**
* The offer contains the training topic(s) clearly in which the tenderer submits proposal:
  1. Internationalisation at home
  2. Development of international partnerships
  3. International student advising - developing intercultural competences

Method of submitting tenders: Please send the completed and signed forms listed below electronically in a scanned form, to the following email address: **timea.takacs@tpf.hu**

* + **4 attachments filled in and signed:**
* a signed and completed declaration form in Annex 1.,
* pricing according to Annex 2.,
* statement on the references according to Annex 3.,
* description of the training(s) according to Annex 4.

**Annex 1.**

**„Implementation of three separate professional trainings in English language with the aim of the development of competences and international sensitiveness of staff and teachers of the Hungarian higher education institutions  
between 2018-2019”**

**STATEMENT OF TENDERER**

I, the undersigned .................................. (name) as the authorized representative of the company .............................................hereby declare in full awareness of my responsibility that,

1. we intend to take part in the procurement procedure called " Implementation of three professional trainings in English language with the aim of the development of competences and international sensitiveness of staff and teachers of the Hungarian higher education institutions between 2018-2019", to be implemented by the Tempus Public Foundation as a contracting authority;
2. all the requirements, terms and conditions published in the call for proposal and its annexes have been understood and accepted, all the information written in the request for proposal and the annexes and provided during the procedure is sufficient and appropriate in order to make an offer;
3. we have due eligibility and expertise to fulfil the task;
4. there are no grounds for exclusion criteria listed below for our company:
5. liquidation or bankruptcy or winding-up proceedings are in progress or the authorized representative of the tenderer is in an analogous situation arising from a similar procedure under national laws and regulations or is in a similar case by his personal law;
6. suspension of the company or its activity
7. the company has been found guilty of committing a crime by a final judgement in connection with its economic or professional conduct;
8. the company has not fulfilled its obligations to pay tax,- customs duty and social security contributions 1 year past due, -based on the applicable rule of the legal seat or the country of residence of the Tenderer - except for deferral of payment, ;
9. the company has committed a serious infringement stated in an administrative and court decision in force accepted not more than five years ago penalized by a fine regarding obligations in relation to employing, or forming legal relationships with foreigners, and giving information;
10. the company has committed a serious infringement stated in an administrative and court decision accepted not more than five years ago regarding its economic and professional activities;
11. has committed in connection with Section 36 (2) of Act CXLIII of 2015 on Public Procurement an offence within the meaning of Section 11 of the Act on the Prohibition of Unfair and Restrictive Market Practices or Article 101 of the Treaty on the Functioning of the European Union established in the final and enforceable decision of the Office of Economic Competition – delivered within the previous five years –, or in the event of the court review of the decision of the Office of Economic Competition, by a judgment which has the force of res judicata and penalized by a

fine during the tender period, or if the commission of such offence by the tenderer has been ascertained by the final decision or by a judgment which has the force of res judicata of another economic competition office or court imposing simultaneously a fine within the previous five years;

1. the company is not registered in the register of it’s residential country.
2. The offer is valid for 60 days from the date of its submission.

I am obliged to sign the contract and provide the service which is the subject of the request for proposal for the fee indicated on the Reading Sheet, as the winner of the procedure or in case of a withdrawal of the proposal, as the tenderer submitting the second most favorable tender..

Date:

authorised signature

**Annex 2.**

**„Implementation of three separate professional trainings in English language with the aim of the development of competences and international sensitiveness of staff and teachers of the Hungarian higher education institutions  
between 2018-2019”**

**READING SHEET**

Company name: …................................................

Official seat: ...............................................

Contact name: ………………………………………….…

Phone number:

Email address:

It is essential to note, that Tempus Public Foundation enters into arrangements exclusively with Tenderers, who indicate and define the cost/price clearly and transparently.

Please note that the project have to be accomplished within a total budget of maximum € 6 000 - 6 500 (inclusive of VAT) per training. This should be allocated to finance the services by the tenderer and to cover all the costs of the international experts.

All costs shall be provided in Euros and be inclusive of VAT.

**Bid price:**

Total net ………… Euro + ……….% VAT= gross …………………..……….Euro

Please specify the bidding price according to the following sub-activities. Complete the table, make sure that all relevant costs are inserted, adding additional rows if necessary, or deleting rows in the case of not submitting tender in all training topics.

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Number of trainers | Number of possible trainees | Total (including VAT) |
| 1st training: Internationalisation at home |  |  | € |
| 2nd training: Development of international partnerships |  |  | € |
| 3rd training: International student advising - developing intercultural competences |  |  | € |
| TOTAL amount |  |  | € |

Date:

……………………………..

signature of the authorized person

**Annex 3.**

**„Implementation of three separate professional trainings in English language with the aim of the development of competences and international sensitiveness of staff and teachers of the Hungarian higher education institutions  
between 2018-2019”**

**Declaration of references**

Please list all the references focusing on activities/ publications **related to each training topic**. General experience related to the development of the competences and international sensitiveness of staff and teachers of higher education institutions can be represented as well, especially if it is in any connection to the Central European region’s higher education or/and the Hungarian higher education.

Please list the topics on which the company has worked with international trainers or has a training centre.

I, the undersigned .................................. (name) as the authorized representative of the company, declare that in the previous 3 years the following services/projects - according to the object of the procurement -were completed:

|  |  |  |  |
| --- | --- | --- | --- |
| **Number[[1]](#footnote-1)** | **Project/Service name and detailed description** | **Role in the project /service** | **Completion date** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |

Place and date:

……………………………..

signature of the authorized person

**Annex 4.**

**„Implementation of three separate professional trainings in English language with the aim of the development of competences and international sensitiveness of staff and teachers of the Hungarian higher education institutions  
between 2018-2019”**

**Description of the trainings**

Please, complete the course description(s) with providing the basic information of the course(s) you make a bid for. The tenderer may leave course description empty in case of not submitting proposal in a topic. Please add additional rows if necessary.

**1st training topic: Internationalisation at home**

Description of the course (max. 1000 character with space):

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Suitability of the trainer(s) (max. 1000 character with space):

In case you work with external trainers, experts, and/or you have established an expert pool from which to choose the most suitable expert to a given task, please, describe the procedure of the selection of your professional trainers and experts.

Please describe the evaluation criteria you apply when selecting experts you work with, in general. Please, also describe the selection process of trainers for given trainings.

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In case the trainers can be named and designated to this activity at the point of the submission of the bid, please, provide information on them below.

Suitability of the trainer(s) (max. 1000 character with space per trainer):

1. Name of the trainer

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2. Name of the trainer

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Minimum number of participants: …………………………………………………………………………………………

Maximum number of participants: …………………………………………………………………………………………

Duration of the training: ………………………………………………………………………………………………………..

Training methods (max. 800 character with space):



…

Learning outcomes referreing to the target audience (max. 800 character with space):



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**2nd training: Development of international partnerships**

Description of the course (max. 1000 character with space):

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Suitability of the trainer(s) (max. 1000 character with space):

In case you work with external trainers, experts, and/or you have established an expert pool from which to choose the most suitable expert to a given task, please, describe the procedure of the selection of your professional trainers and experts.

Please describe the evaluation criteria you apply when selecting experts you work with, in general. Please, also describe the selection process of trainers for given trainings.

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In case the trainers can be named and designated to this activity at the point of the submission of the bid, please, provide information on them below.

Suitability of the trainer(s) (max. 1000 character with space per trainer):

1. Name of the trainer

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2. Name of the trainer

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Minimum number of participants: …………………………………………………………………………………………

Maximum number of participants: …………………………………………………………………………………………

Duration of the training: ………………………………………………………………………………………………………..

Training methods (max. 800 character with space):



…

Learning outcomes referring to the target audience (max. 800 character with space):



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**3rd training: International student advising - developing intercultural competences**

Description of the course (max. 1000 character with space):

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Suitability of the trainer(s) (max. 1000 character with space):

In case you work with external trainers, experts, and/or you have established an expert pool from which to choose the most suitable expert to a given task, please, describe the procedure of the selection of your professional trainers and experts.

Please describe the evaluation criteria you apply when selecting experts you work with, in general. Please, also describe the selection process of trainers for given trainings.

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In case the trainers can be named and designated to this activity at the point of the submission of the bid, please, provide information on them below.

Suitability of the trainer(s) (max. 1000 character with space per trainer):

1. Name of the trainer

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2. Name of the trainer

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Minimum number of participants: …………………………………………………………………………………………

Maximum number of participants: …………………………………………………………………………………………

Duration of the training: ………………………………………………………………………………………………………..

Training methods (max. 800 character with space):



…

Learning outcomes referring to the target audience (max. 800 character with space):



…

Place and date:

……………………………..

authorised signature

**Annex 5.1**

**„Implementation of three separate professional trainings in English language with the aim of the development of competences and international sensitiveness of staff and teachers of the Hungarian higher education institutions  
between 2018-2019”**

**Review sheet**

Company name:

Registry number of the tender:

|  |  |  |
| --- | --- | --- |
| Formal consideration | If met the requirements | If not, the problem was: |
| The tender was submitted by the deadline | Yes / No |  |
| The tenderer is entitled to submit the tender, there are no grounds for exclusion (Annex 1) | Yes / No |  |
| The quotation includes all requested documents (Annex 1-4.) | Yes / No |  |
| The scanned, electronically submitted tender contains all necessary signatures (and stamps if necessary) | Yes / No |  |
| The company submitting the tender has a sufficient number of acceptable references (Annex 3.) | Yes / No |  |
| The tender meets all eligibility requirements.  The tender does not meet all eligibility requirements. | | |

I hereby declare that the reasons for incompatibility set out in Section 7 and Section 9 of Act CLXXXI of 2007 on the Transparency of Public Grants do not stand against me. To my best knowledge, none of the persons or entities or organizations, including individuals or consortium members or subcontractors or any other partner submitting an application for the above request for proposal, have any conflict with me. Furthermore, I hereby declare that I will not disclose any information about this tender, its evaluation or other related factors for those who are not participating in the evaluation of the application.

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| 2018. |  | Eligibility review was done by  *Name and signature* |

**Annex 5.2.**

**„Implementation of three separate professional trainings in English language with the aim of the development of competences and international sensitiveness of staff and teachers of the Hungarian higher education institutions  
between 2018-2019”**

**Review of the content**

Company name:

Registry number of the tender:

Training topic:

**Content review (Maximum weight of 70%)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | |  | Points | Description | Point given | Note |
|  | **Tenderer’s experience and preparedness:** | | | | | |
| 1. | References submitted are linked to the objective of the tender | | 0, 1, 2, or 6 points | 6 points: The tenderer has participated in or conducted at least three international trainings of which at least one was in connection with one of the training topics of this call.  2 points: The tenderer has participated in or conducted at least three international trainings.  1 point: The tenderer has participated in or conducted in one international training.  0 point: The references are not related to the subject of the call. |  |  |
| 2. | The tenderer has publications/research/  studies related to the objective of the tender | | 0, 1, 3, or 6 points | 6 points: 2 or more foreign publications/researches/  studies are related to the subject of the task to be performed and the education of Central European region and/or Hungary is partly a subject of it  3 points: 2 or more foreign publications/research/  studies are related to the subject of the task to be performed  1 points: 1 foreign publications/research/  studies are related to the subject of the task to be performed  0 point: The listed publications/research/  studies are not related to the subject of the call |  |  |
| 3. | The tenderer has worked with external trainers | | 0, 3 or 6 points | 6 points: The tenderer has an international trainer pool in the professional area of internationalisation  3 points: The tenderer has worked with international trainers  0 point: The tenderer has never worked with international trainers before. |  |  |
| 4. | The tenderer has professional experience related to design of course plan and usage of recent training methods | | 0, 3 or 6 points | 6 points: The tenderer has professional experience related to design of course plan and use of recent training methods in the field of the training topic  3 points: The tenderer has professional experience related to design of course plan and use of recent training methods  0 point: The tenderer has no professional experience related to design of course plan and use of recent training methods |  |  |
| 5. | The tenderer has professional experience with Central European region’s and/or the Hungarian higher education | | 0, 3 or 6 points | 6 points: The tenderer has participated in a training project aiming at developing the higher education of Central European region  3 points: The tenderer has participated in a project aiming at developing the higher education of Central European region  0 point: The tenderer has never participated in a project aiming at developing the higher education of Central European region |  |  |
| 6. | Description of the trainings | | 0-12 points | 12 points: The course description is complex, clear and relevant in regards to the training topic. It is tailored to the target audience, and considers the context of the Hungarian higher education. The selection of the trainer(s) is based on clear evaluation criteria, and it is ensured to select trainers with appropriate experience to the given topic. Learning outcomes and methods are in harmony with the call for proposal.  6 points: The course description is well-considered, but has missing parts, and/or not completely relevant referring to the training topic and the target audience, and does not build in the context of the Hungarian higher education. The selection of the trainers is not based on general evaluation criteria, but the trainer(s)’s experience is ensured in the given topic. Learning outcomes and methods are partly in harmony with the call.  0 point: The course description is not complex, and not relevant referring to the training topic and the target audience. The selection of the trainers is not based on evaluation criteria at all, the trainer(s)’s experience is not ensured in the given topic. |  |  |
|  | **Total** | | **42 points** |  | **points** |  |
| 7. | Calculated by the value-added method based on the bid price | | 0-18 | The score is based on the formula introduced in the point 7. |  |  |
|  | **Total** | | **18 points** |  | **points** |  |
| **Content and bid price** | | | | | | |
| **Total** | | | **60 points** |  | **points** |  |

|  |  |  |
| --- | --- | --- |
| 2018. |  | Content review was done by  *Name and signature* |

1. Minimum of 5 references. Add additional rows if necessary. [↑](#footnote-ref-1)