

REQUEST FOR PROPOSAL
No 1/RID/2022
(Invitation to tender)

Contracting party: WSB University (Akademia WSB)
ul. Cieplaka 1c
41-300 Dąbrowa Górnicza

Subject-matter of the contract: **Provision of a research service concerning various aspects of cross-border cooperation at the external and internal borders of the European Union:**

Task 1: quantitative and qualitative research in the French-German-Swiss border region


Task 2: quantitative and qualitative research in the Polish-Czech-Slovak border region

Task 3: Quantitative and qualitative research in the Moravian-Silesian Region, Czech Republic.

Funding source: project "PERFECT – Regional Initiative of Excellence at WSB University" No 018/RID/2018/19, funded by the Ministry of Education and Science as part of the programme entitled "Regional Initiative of Excellence" in 2019-2022

Deadline for submission of bids: The bid should be sent by 10.00 am on **14-03-2022** to the email address: rid@wsb.edu.pl

Approved on: 04.03.2022 r.

vice-rector for Science & Education

K. Szczepańska-Woszczyzna

REQUEST FOR PROPOSAL:

Provision of a research service concerning various aspects of cross-border cooperation at the external and internal borders of the European Union: The contracting party envisaged 3 tasks:

- 1) Task 1: quantitative and qualitative research in the French-German-Swiss border region,**
- 2) Task 2: quantitative and qualitative research in the Polish-Czech-Slovak border region,**
- 3) Task 3: Quantitative and qualitative research in the Moravian-Silesian Region, Czech Republic.**

The procedure is conducted by way of evaluation and comparison of bids on the terms and conditions indicated in this request for proposal, taking into account:

- the principle of fair competition,
- the principle of equal treatment of Contractors,
- the principle of transparency.

I. DETAILS OF THE CONTRACTING PARTY

WSB University (Akademia WSB)

ul. Cieplaka 1c

41-300 Dąbrowa Górnicza,

Tax ID No (NIP): 629-10-88-993, Statistical ID No (REGON): 272653903.

II. METHOD OF COMMUNICATION IN THE PROCEEDINGS

1. All communications between the Contracting party and Contractors will be made by e-mail.
2. The person authorised to communicate with Contractors is:
Joanna Drózdź, e-mail: jdrozdz@wsb.edu.pl,

III. PLACE, DEADLINE AND PROCEDURE FOR SUBMISSION OF BIDS:

All bids must be submitted in accordance with the requirements indicated in the announcement below and by the deadline of 10.00 a.m. on **14-03-2022** (date as per date and time of receipt) to the Contracting party's email address: rid@wsb.edu.pl

Bids submitted after this deadline will not be considered.

IV. SUBJECT-MATTER OF THE CONTRACT

1. DESCRIPTION OF THE SUBJECT-MATTER OF THE CONTRACT

A detailed description of the contract is provided in Appendix 1 to the request.

This initiative is implemented as part of the project "PERFECT – Regional Initiative of Excellence at WSB University" No 018/RID/2018/19, funded by the Ministry of Education and Science as part of the programme entitled "Regional Initiative of Excellence" in 2019-2022

2. **CPV code:** 73000000-2 Research and development services and related consultancy services
3. **Partial bids are allowed, i.e. a Contractor may submit a bid for 1 task, for several tasks or for all tasks.**

V. CONDITIONS FOR PARTICIPATION IN THE PROCEDURE

1. Contractors eligible to participate in the contract award procedure must satisfy all of the following conditions:
 - 1) **for all tasks:** are in a financial and economic situation which ensures the performance of the contract, i.e. are not in liquidation, bankruptcy, reorganisation, restructuring or recovery proceedings.
 - 2) **for task 1:** The Contractor must demonstrate experience in carrying out at least one research service concerning studies on cross-border cooperation in the French-German, French-Swiss or German-Swiss border region over the last 3 years.
 - 3) **For task 2:** The Contractor must demonstrate experience in carrying out at least one research service concerning studies on cross-border cooperation in the Czech-Polish, Polish-Slovak or Czech-Slovak border region over the last 3 years.
 - 4) **For task 3:** The Contractor must demonstrate experience in carrying out at least one research service concerning studies on cross-border cooperation in the Czech-Polish border region and on education over the last 3 years.
2. The Contracting Authority will evaluate the fulfilment of the conditions for participation in the procedure with the statement "meets" or "does not meet" based on the content of the submitted Appendix 5 – List of research services performed and on the basis of documents submitted by the Contractor, confirming the performance of research services, in particular references, accounting documents, acceptance reports or agreements on their performance.

VI. DATE AND PLACE OF PERFORMANCE OF THE SUBJECT-MATTER OF THE CONTRACT

1. Place of performance of the subject-matter of the contract:
 - 1) Task 1: French-German-Swiss border region,
 - 2) Task 2: Polish-Czech-Slovak border region,
 - 3) Task 3: the Moravian-Silesian Region, Czech Republic.
2. Time frame for performance of the subject-matter of the contract:
 - 1) Task 1: April-May 2022,
 - 2) Task 2: April-May 2022,
 - 3) Task 3: April-June 2022.

VII. METHOD FOR PREPARING THE BID

1. The bid must be submitted on the forms whose templates are attached to this request for proposal.

2. The appendices to the request for proposal form an integral part thereof and may not be amended.
3. The content of the bid must comply with the content of the request for proposal.
4. By joining the procedure, the Contractor accepts the contents of all appendices.
5. The bid should be sent to the e-mail address: rid@wsb.edu.pl as a scan of the appendices that have been completed and signed (file format: PDF).
6. The bid may be prepared in Polish or English.
7. A bid must be signed by the Contractor, or by a person or persons representing the Contractor, in accordance with the representation rules indicated in the relevant register, or by a person or persons authorised to represent the Contractor.
8. If the person or persons signing the bid (representing the Contractor) act under a power of attorney, a scan of the power of attorney must be attached to the bid.
9. Incomplete or poorly structured bids will be rejected and will not be evaluated by the Contracting Party. The Contracting Party will first call upon Contractors to supplement the deficiencies within 3 days of the call.
10. It is required that the bid be marked in the title as: **REQUEST FOR PROPOSAL NO 1/RID/2022.**
11. A Contractor may submit one bid. Submission of more than one bid will result in all bids submitted by a Contractor being rejected.
12. Partial bids are allowed, i.e. a Contractor may submit a bid for 1 task, for several tasks or for all tasks.
13. All provisions contained in the request for proposals concerning the bid should also apply to the partial bid.
14. The bid should contain the gross price for each of the tasks the Contractor intends to carry out – according to the form attached as Appendix 2.
15. The gross price indicated should include all costs and components necessary for the performance of the contract by the Contractor as well as all public charges, including VAT if charged under applicable legislation. For natural persons not engaged in business activity, the gross price represents the remuneration due to the Contractor for the service as a whole, including the part that the Contracting Party is obliged to deduct for legal and tax obligations.
16. The Contracting Party is not liable for tax and accounting qualifications made by the Contractor who should verify the above circumstances upon submitting the bid.
17. Variant bids are not allowed.
18. The Contractor will bear all costs related to the preparation and submission of the bid.
19. Contractors who are entrepreneurs are obliged to attach a valid extract from a proper register or from the central register and information on business activity to their bids.
20. The Contractor may reserve the confidentiality of information constituting the Contractor's business secret within the meaning of the provisions on combating unfair competition. Any documents constituting a business secret of the Contractor must be marked
in a manner that clearly indicates the intention to keep them secret. It is recommended that documents containing proprietary information be kept separate. The absence of a reservation will be treated as consent to disclosure of the entire contents of the bid.

VIII. OPENING OF BIDS/CONDITIONS FOR REJECTION OF BIDS

1. The Contracting Party will evaluate the bids submitted in terms of their formal compliance with the content of the request for proposal.
2. A bid will be rejected if:
 - 1) its content is not consistent with the subject-matter of the contract,
 - 2) is submitted after the deadline,
 - 3) its submission constitutes an act of unfair competition within the meaning of the provisions on combating unfair competition,
 - 4) is not in conformity with the applicable laws,
 - 5) is incomplete and/or does not comply with Section VII of the request for proposal (e.g. attachments are missing, data in attachments are incomplete), and the deficiencies have not been corrected by the deadline indicated.
3. In the course of examining and evaluating bids, the Contracting Party may request Contractors to provide clarifications and additional information to documents, including original documents, concerning the content of bids submitted. The Contracting Party will reject the bid of the Contractor who failed to submit explanations or if the evaluation of the explanations along with the evidence provided confirms that the bid contains information which is untrue or cannot be documented.
4. In the event of a discrepancy as to the amount of the bid, the Contracting Party will accept the amount given in words as the bid price.
5. Contractors are not entitled to any claims against the Contracting Party due to the rejection of their bids.
6. No information concerning the bid evaluation and selection process will be disclosed to Contractors or other persons who are not involved in the bid evaluation and selection process.

IX. CRITERIA FOR THE EVALUATION OF BIDS

1. The Contracting Party will evaluate bids that:
 - 1) were submitted by Contractors who satisfy the conditions for participation in the procedure,
 - 2) have not been rejected.
2. **Each task will be evaluated separately.**
3. The bids will be evaluated based on the "price criterion":

The "Price criterion" is the gross price for each of the tasks offered by the Contractor – a maximum of 100 points (with a weight of 100%),

the bids will be evaluated using the following multiplier: $P=C_n/C_o \times 100$ points, where:

P – number of points awarded,
C_n – the lowest gross price,
C_o – gross price of the bid being evaluated.

X. SELECTION OF THE CONTRACTOR

1. The Contracting Party will select the Contractor:
 - 1) who has not been excluded from the procedure,
 - 2) who met the conditions for participation in the procedure,
 - 3) whose bid has not been rejected,
 - 4) whose bid received the highest number of points.

2. If it is not possible to select the best bid due to the fact that the bids submitted received the same number of points, the Contracting Party will call upon Contractors to submit supplementary bids. The submission of a supplementary bid will consist of a new price proposal, not higher than the one offered in the original bid.
3. Should the selected Contractor refuse to sign the contract, the Contracting Party will select the Contractor who came in next (second) on the ranking list.
4. The Contracting Party reserves the right to invalidate the procedure if the price of the bid which has been selected as the best bid exceeds the amount which the Contracting Party intends to allocate for the performance of the contract.

XI. ADDITIONAL INFORMATION

1. At any stage of the procedure, the Contracting has the option to:
 - 1) amend or cancel the procedure,
 - 2) amend or cancel the conditions of the procedure,
 - 3) amend the content of the Announcement and/or the request for proposal,
2. In exceptional situations, the Contracting Party may postpone the performance of the contract.
3. The Contracting Party reserves the right not to perform the entire contract. The reasons for this may include revisions of the application for project co-financing.
4. As part of the submission of the payment request, annual report or final report on the implementation of the project, bids may be submitted to the relevant public authority for verification.
5. The Contracting Party may change the quantity of the contract, but by no less and no more than 10% of the estimated quantity.
6. Any Contractor who takes part in the procedure must provide a representation that they have fulfilled the information obligations provided for in Article 13 or Article 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ L 119 of 04.05.2016, p. 1) (GDPR) towards natural persons from whom the Contractor has obtained, either directly or indirectly, personal data in order to apply for a contract in this procedure.
7. Any information regarding the contract contained in this request for proposal, which was not made public, as well as any legal, organisational, commercial, technological and technical information regarding the Contracting Party or the contract which was not made public, and which the Contractor obtains in connection with participation in the contract award procedure, constitutes a business secret of the Contracting Party and cannot be disclosed by Contractors participating in the procedure or disclosed to third parties without the consent of the Contracting Party. The confidential information described above may only be used for the purpose of preparing a bid and participating in the contract award procedure.
8. The Contractor is bound by the bid until the end of the procedure, but not longer than 30 days from the expiry of the deadline for submission of bids.
9. This request for proposal does not constitute a commitment to conclude a contract.

XII. INFORMATION ON EXCLUSIONS

Entities with personal or equity links to the Contracting Party are excluded from participation in the procedure. Equity or personal links mean mutual relations between the Contracting Party or persons authorised to assume obligations on behalf of the Contracting Party, or persons carrying out activities related to preparation and execution of the Contractor selection procedure on behalf of the Contracting Party and the Contractor, consisting in particular in:

- 1) participation in a partnership under civil law or other type of partnership,
- 2) holding of at least 10% of shares,
- 3) acting as a member of a supervisory or management body, commercial proxy or attorney-in-fact,
- 4) being married or in a relationship of kinship or affinity in a straight line, kinship of the second degree or affinity of the second degree in a collateral line, or in a relationship of adoption, custody or guardianship.

To this end, the Contractor is obliged to complete Appendix 4 to the Request for Proposal No 1/RID/2022 and submit it with the bid. Failure to submit the aforementioned appendix will result in the exclusion of the Contractor.

XIII. LIST OF DOCUMENTS/REPRESENTATIONS REQUIRED FROM THE CONTRACTOR

- 1) Appendix 2 – Bid form,
- 2) Appendix 3 – Representation on meeting the conditions,
- 3) Appendix 4 – Representation on the absence of equity/personal links,
- 4) Appendix 5 – List of research services performed and documents confirming their completion,
- 5) ~~Appendix 6 – initialled template contract~~, *Dwili*
- 6) extract from the relevant register (applicable to entrepreneurs).

XIV. INFORMATION CLAUSE ON THE PROCESSING OF PERSONAL DATA

Pursuant to Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ L 119 of 04.05.2016, p. 1), hereinafter referred to as GDPR, the WSB University informs that:

1. the Controller of your personal data is the WSB University; you can contact the Data Protection Officer by e-mail: iod@wsb.edu.pl or by letter sent to the address of the Controller's registered office: ul. Cieplaka 1C, 41-300 Dąbrowa Górnicza.
2. The Controller has appointed a data protection officer whom you can contact by e-mail: iod@wsb.edu.pl or by letter to the address of the Controller's registered office. The data protection officer may be contacted on all matters regarding personal data processing and exercise of related rights.
3. your personal data will be processed pursuant to Article 6(1)(c) and Article 9(2)(g) of GDPR for purposes of the project entitled "PERFECT – Regional Initiative of Excellence at the WSB University".
4. Your personal data will be processed solely for the purpose of implementation of the project, in particular confirmation of eligibility of expenditure, granting support, monitoring, evaluation, control, audit and reporting, as well as informational and promotional activities.

5. The provision of data is a necessary requirement in order to fulfil the aforementioned purpose referred to in item 4. The consequences of not providing personal data follow from the provisions of the law, which includes not being able to participate in the project entitled "PERFECT – Regional Initiative of Excellence at the WSB University".
6. Your personal data may also be entrusted to specialist companies carrying out inspections and audits in the project "PERFECT – Regional Initiative of Excellence at the WSB University".
7. Your personal data may be disclosed to authorities authorised in accordance with applicable laws.
8. The data will be stored for the period necessary to achieve the purpose referred to in item 4, until the expiry of the legal obligation to store the data.
9. You have the following rights in relation to the processing of your personal data: the right to access your personal data, to have it rectified or erased, or to restrict its processing.
10. If you become aware of unlawful processing of your data, you also have the right to lodge a complaint to the supervisory authority competent for the protection of personal data, namely the President of the Office for Personal Data Protection.
11. Your data will not be subject to automated decision-making and will not be profiled.
12. Your personal data will not be transferred to a third country.

Appendix 1 to the request for proposal No. 1/RID/2022

Provision of a research service on various aspects of cross-border cooperation at the external and internal borders of the European Union:

Part 1. Quantitative and qualitative research in the French-German-Swiss borderland

- a) Designing a research tool (electronic questionnaire in German and French), carrying out a CAWI or CATI survey in the area of the French-German-Swiss borderland and providing a complete database with collected responses from respondents.

Target group - lead partners and other partners of all projects co-financed by the INTERREG Upper Rhine Programme in 2014-2021 (large and small projects) - according to publicly available lists of beneficiaries of these projects.

Targeted sample - at least 100 entities, including at least 20 entities implementing cross-border cultural programmes and at least 10 entities implementing cross-border educational programmes.

- b) Designing a research tool (interview scenario), carrying out the research using the method of individual in-depth interview, as well as providing a complete transcript of three interviews, prepared in Polish. The representatives of institutions involved in the implementation of the INTERREG Upper Rhine Programme in 2014-2021 will be the respondents in the research.

Access criterion: the contractor must have evident experience in the implementation of at least one research service on cross-border cooperation research in the French-German, French-Swiss or German-Swiss border in the last 3 years.

Research implementation period - April - May 2022.

Part 2. Quantitative and qualitative research in the Polish-Czech-Slovak borderland

- a) Designing a research tool (electronic questionnaire prepared in Polish, Czech and Slovak), carrying out CAWI or CATI survey in the Polish-Czech-Slovak borderland and providing a complete database with collected responses from respondents.

Target group - lead partners and other partners of all projects co-financed by the INTERREG Czech Republic-Poland and INTERREG Poland-Slovakia Programmes in 2014-2021 (large and small projects) - according to publicly available lists of beneficiaries of these projects.

Targeted sample - at least 100 entities, including at least 20 entities implementing cross-border cultural programmes and at least 10 entities implementing cross-border educational programmes.

- b) Designing a research tool (interview scenario), carrying out the research using the method of individual in-depth interview, as well as providing a complete transcript of three interviews, prepared in Polish. The representatives of institutions involved in the implementation of the INTERREG Czech Republic-Poland and INTERREG Poland-Slovakia Programmes in 2014-2021 will be the respondents in the research.

Access criterion: the contractor must have evident experience in the implementation of at least one research service on cross-border cooperation research in the Polish-Czech, Polish-Slovak or Czech-Slovak borderland in the last 3 years.

Research implementation period - April - May 2022.

Part 3. Quantitative and qualitative research in Moravian-Silesian Region, Czech Republic.

- a) Designing research tools (two electronic questionnaires in Polish and Czech), carrying out a CAWI or CATI survey in the Moravian-Silesian Region, Czech Republic, providing a complete database with collected responses from respondents, as well as preparing a report from research.

Target group 1 - principals and teachers of schools educating in Polish in the Moravian-Silesian Region, Czech Republic.

Target group 2 - students of schools educating in Polish in the Moravian-Silesian Region, Czech Republic.

Random sample - at least 100 respondents from target group 1 and at least 150 respondents from target group 2.

Designing a research tool (interview scenario), carrying out the research using the method of individual in-depth interview, as well as providing a complete transcript of three interviews, prepared in Polish. The representatives of institutions involved in educating in Polish in schools in the Moravian-Silesian Region, the Czech Republic will be respondents in the research.

Access criterion: the contractor must have evident experience in the implementation of at least one research service on cross-border cooperation in the Polish-Czech borderland in the field of education in the last 3 years.

Research implementation period - April - June 2022.

Appendix 2 to the request for proposal No. 1/RID/2022

PROPOSAL FORM

Contractor's name	
Contractor's address	
REGON:* (National Business Registry Number)	
NIP:* (Tax Identification Number)	
Tel.:	
E-mail:	

While submitting a proposal in response to the request entitled: **Provision of a research service on various aspects of cross-border cooperation at the external and internal borders of the European Union:**

- **task 1: quantitative and qualitative research in the French-German-Swiss borderland,**
- **task 2: quantitative and qualitative research in the Polish-Czech-Slovak borderland,**
- **task 3: quantitative and qualitative research in the Moravian-Silesian Region, Czech Republic,** announced as part of the project "PERFECT - Regional Initiative of Excellence at WSB Academy" No. 018/RID/2018/19, financed by the Ministry of Education and Science under the programme called "Regional Initiative of Excellence" in the years 2019-2022, **undertakes to perform the subject of the contract for the price indicated in the pricing form below:**

Name of the research	Total gross value of the task
Task 1: quantitative and qualitative research in the French-German-Swiss borderland In words
Task 2: quantitative and qualitative research in the Polish-Czech-Slovak borderland In words
Task 3: quantitative and qualitative research in the Moravian-Silesian Region, Czech Republic In words

We declare that:

- 1) we have read the content of the request for proposal,

- 2) we have obtained all the information necessary for the proper preparation and submission of the proposal,
- 3) we meet all the conditions for participation in the procedure indicated in the request for the proposal,
- 4) all information included in the proposal is true,
- 5) we are bound by this proposal until the end of the procedure, not longer than for a period of 30 days from the deadline for submitting proposals,
- 6) the offered price includes all the components necessary for the proper performance of the subject of the contract and is final.

.....
Date and place

.....
Contractor's signature

Appendix 3 to the request for proposal No 1/RID/2022

REPRESENTATION ON MEETING THE CONDITIONS FOR PARTICIPATION IN PROCEDURE

By joining the tender procedure entitled **Provision of a research service concerning various aspects of cross-border cooperation at the external and internal borders of the European Union:**

- **task 1: quantitative and qualitative research in the French-German-Swiss border region**
 - **task 2: quantitative and qualitative research in the Polish-Czech-Slovak border region,**
 - **task 3: Quantitative and qualitative research in the Moravian-Silesian Region, Czech Republic,**
- announced as part of implementation of the project "PERFECT – Regional Initiative of Excellence at WSB University" No 018/RID/2018/19, funded by the Ministry of Education and Science as part of the programme entitled "Regional Initiative of Excellence" in 2019-2022, **I hereby represent that:**

- 1) I have the experience required to perform the contract,
- 2) I have the organisational and staff potential to ensure proper performance of the contract,
- 3) I am in an economic and financial position that ensures performance of the contract.

.....
Place and date

.....
signature of the Contractor

- 5) I have fulfilled the information obligations provided for in Article 13 or Article 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ L 119 of 04.05.2016, p. 1) (GDPR) towards natural persons from whom I have obtained/will obtain, either directly or indirectly, personal data in order to apply for a contract in this procedure.*

.....
Place and date

.....
signature of the Contractor

** applies to a Contractor who has obtained the data of natural persons in order to apply for the award of a contract in this procedure*



"The project is funded under the program of the Minister of Education and Science titled "Regional Initiative of Excellence" in 2019-2022, project number 018/RID/2018/19, the amount of funding PLN 10 788 423,16"

Appendix 4 to the request for proposal No 1/RID/2022

REPRESENTATION ON THE ABSENCE OF PERSONAL OR EQUITY LINKS BETWEEN THE CONTRACTING PARTY AND THE CONTRACTOR

By joining the tender procedure entitled **Provision of a research service concerning various aspects of cross-border cooperation at the external and internal borders of the European Union:**

- **task 1: quantitative and qualitative research in the French-German-Swiss border region**
 - **task 2: quantitative and qualitative research in the Polish-Czech-Slovak border region,**
 - **task 3: Quantitative and qualitative research in the Moravian-Silesian Region, Czech Republic,**
- announced as part of implementation of the project "PERFECT – Regional Initiative of Excellence at WSB University" No 018/RID/2018/19, funded by the Ministry of Education and Science as part of the programme entitled "Regional Initiative of Excellence" in 2019-2022, **I hereby represent that there are no personal or equity links between me and the Contracting Party.**

Equity or personal links mean mutual relations between the Contracting Party or persons authorised to assume obligations on behalf of the Contracting Party, or persons carrying out activities related to execution of the Contractor selection procedure on behalf of the Contracting Party and the Contractor, consisting in particular in:

- 1) participation in a partnership under civil law or other type of partnership,
- 2) holding of at least 10% of shares,
- 3) acting as a member of a supervisory or management body, commercial proxy or attorney-in-fact,
- 4) being married or in a relationship of kinship or affinity in a straight line, kinship of the second degree or affinity of the second degree in a collateral line, or in a relationship of adoption, custody or guardianship.

.....
Place and date

.....
signature of the Contractor

