Request for proposals

concerning the participation as a special guest (design star) in the 1st seminar of the project "Wzornictwo-Biznes-Zysk" (Design-Business-Profit) (co-financing agreement number POIG.05.02.00-00-001/14), focusing on the specificity of the relationship producer - designer - end user in the transport industry in light of the changing trends in the perception of comfort of travel

Warsaw, 16.02.2015
Information on the project
The project “Wzornictwo-Biznes-Zysk” (Design-Business-Profit) (hereinafter in the document: WBZ) is implemented under the Innovative Economy Operational Programme POIG 2007-2013, Measure 5.2 “Support to business environment institutions providing innovative services and their networks of supra-regional importance.” Project duration 01.06.2014 - 31.12.2015.
The main objective of the project „Wzornictwo–Biznes–Zysk” (Design-Business-Profit, WBZ) is to create a professional business environment involved in preparation and processing of industrial designs for practical application in enterprises.

The principal customers and recipients the project deliverables (target groups of the project) are:

- Entrepreneurs,
- Industrial designers (individuals as well as design studios),
- Students and graduates of university faculties related to the development of new products,
- Representatives of state and local administration.

The project will comprise of practical workshops and seminars for the target groups, and involves also the creation of a relevant web portal.

More information about the Innovative Economy Operational Programme is available on the website of the Ministry of Infrastructure and Development.

Information on the Ordering Party
Instytut Wzornictwa Przemysłowego Sp. z o.o. (Institute of Industrial Design, a limited liability company)
address: ul. Świętojerska 5/7
00-236 Warsaw
Tax ID number NIP: 525-00-12-484
Entrepreneur register entry number Regon: 141244081

Information about the proceedings
The procedure is conducted in accordance with the principles of competitiveness. The order will be awarded on the basis of objective criteria that ensure compliance with the principles of transparency, non-discrimination and equal treatment, and which guarantee that all proposals are assessed with the conditions of effective competition properly maintained. For this purpose, the offer evaluation criteria divided into those related to formal admissibility and conclusive substantive assessment were prepared. Jointly, the above mentioned criteria allow for the identification of the proposal most advantageous for Instytut Wzornictwa Przemysłowego Sp. z o.o. (Institute of Industrial Design Ltd)
1. **Description of the subject matter of the request for proposals**

1.1. The subject-matter of the order to be awarded under the request for proposals procedure is the participation in a seminar organised as part of the project Design-Business-Profit as a special guest (design star) (hereinafter referred to as Panellist) of 1-2 industrial designers (who are either representatives of a company or self-employed individuals or persons not engaged in business activity) with knowledge and experience in design. Said persons should currently actively participating in the process(es) of implementation of products and/or services for the automotive/transportation/mass transit industry, as well as - also at present - involved in projects implemented for a company from one of the above industries, whose products or services are presented at national and/or international trade fairs and conferences.

1.2. The 1st WBZ Project Seminar entitled "On the move. Trends in travel comfort design" (Przemieszczajmy się. Trendy w projektowaniu komfortu podróży) (hereinafter in the RPF referred to as the Seminar) will have an informative character and will be a forum for discussion, and will focus on the specificity of the relationship producer - designer - end user in the transport industry in light of the changing trends in the perception of comfort of travel.

1.3. During the Seminar, the Panellist will present their experiences related to designing and participation in implementation processes of products and/or services for the automotive/transportation/mass transit industry, and answer questions from the Seminar participants. The detailed substantive scope of the Seminar is set out in Annex 1.

1.4. For the purpose of illustrating their lecture/presentation, the Panellist will develop a PowerPoint presentation and communicate it to the Purchaser (in electronic version, in the PowerPoint or PDF format, on the template provided by the Ordering Party), granting the relevant permission for the printing and reproduction of said presentation to add to the information packs prepared for the participants of the Seminar.

1.5. The seminar will be held on 12 March 2015, at the seat of Instytut Wzornictwa Przemysłowego Sp. z o.o (Institute of Industrial Design), from 10:00-15:00. It will consist of three discussion blocks (each lasting 1 teaching hour¹), and a presentation block during which the Panellist will be speaking (duration of 1 teaching hour²). The Panellist will actively participate in the entire Seminar presentation block.

2. **Offer submission procedure**

2.1. The procedure of offer submission and the selection of the most advantageous offer does not take place on the basis of the Act of 29 January 2004 on Public Procurement Law (Journal of Laws No. 223, item 1655, as amended).

2.2. One Tenderer may submit only one Proposal, under pain of exclusion of all Offers of the said Tenderer from consideration.

2.3. The proposals must be submitted in writing, under pain of nullity, using the offer form attached as Annex No. 2 and 3 (2 - for Individuals not involved in business activity acting as Tenderers, 3 - for companies and self-employed individuals) to the present Request for Proposals.

2.4. Variant offers shall not be accepted.

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¹ 1 teaching hour = 45 minutes
² as above
3. Proposal assessment criteria:

3.1. Admissibility criteria:

Entities submitting offers as part of the order award procedure must fulfill jointly the following conditions, independently of the others referred to in this RFP.

3.1.1. The Panellist has the relevant knowledge and experience in design, and currently is actively participating in the process(es) of implementation of products and/or services for the automotive/transportation/mass transit industry.

The Ordering Party shall consider this condition to be satisfied if the Tenderer submits an appropriate declaration (as per the offer form - Appendix 2 or 3 thereto).

3.1.2. The Panellist is at present involved in projects implemented for a company from one of the above industries (automotive, transportation or mass transit), whose products or services are presented at national and international trade fairs and conferences.

The Ordering Party shall consider this condition to be satisfied if the Tenderer submits an appropriate declaration (as per the offer form - Appendix 2 or 3 thereto).

3.2. The Panellist undertakes to (during the Seminar “On the move. Trends in travel comfort design” (Przemieszczyjmy się. Trendy w projektowaniu komfortu podróży; Warsaw, 12.03.2015) deliver a presentation based on their personal experiences related to designing and participation in implementation processes of products and/or services for the automotive/transportation/mass transit industry, directly related to the main topic of the Seminar, as well as to answer the questions from the Seminar participants. The delivery of the speech and participation in an Q&A session will not require the disclosure of trade secrets or confidential information. Detailed subject and scope of the presentation will be established with the Ordering Party before signing the contract.

The Ordering Party shall consider the above condition to be satisfied if the Panellist appropriately states in the Offer (offer form - Annex 2 or 3) that they undertake to, during the Seminar “On the move. Trends in travel comfort design” (Przemieszczyjmy się. Trendy w projektowaniu komfortu podróży; Warsaw, 12.03.2015) deliver a presentation based on their personal experiences related to designing and participation in implementation processes of products and/or services for the automotive/transportation/mass transit industry, directly related to the main topic of the Seminar, as well as to answer the questions from the Seminar participants. Legal entities are required to delegate an individual as the Panellist, and provide the name and surname of the person selected for this role.

3.3. The Panellist undertakes, for the purpose of illustrating their lecture/presentation read during the Seminar, to develop a PowerPoint presentation and communicate it to the Purchaser (in electronic version, in the PowerPoint or PDF format, on the template provided by the Ordering Party), granting the relevant permission for the printing and reproduction of said presentation to add to the information packs prepared for the participants of the Seminar.
The Ordering Party shall consider this condition to be satisfied if the Tenderer submits an appropriate declaration (as per the offer form - Appendix 2 or 3 thereto).

3.1.3. The Tenderer shall declare that they have read the Request for Proposals, accepted the conditions contained therein, and does not have any reservations thereto.

3.1.4. The Tenderer shall undertake to execute the contract subject-matter in accordance with the terms of the RFP.

3.1.5. The Tenderer shall confirm that the information contained in the submitted offer are accurate and true to facts.

3.1.6. The Tenderer shall grant their consent to the use of the Panellist's image in promotional materials (including on the project web portal, in videos and printed materials, for example in newspaper articles and reports from the project progress) published both during and after the Seminar, and for that image to be placed also on the website of Instytut Wzornictwa Przemysłowego Sp. z o.o. (Institute of Industrial Design), as well as to the use of the presentation delivered by the Panellist at the Seminar on the project website without additional compensation.

The Ordering Party reserves the right to detailed verification of compliance of the Offer submitted by any Tenderer with the facts, including by request additional clarifications from the Tenderer. Failure of the Tenderer to provide the clarifications will result in exclusion of the relevant Tenderer from the RFP proceedings. Only valid, admissible offers prepared and submitted to the Ordering Party in accordance with the terms and conditions of the present RFP shall be evaluated and may be selected.

3.2. Conclusive substantive criteria:

3.2.1. Total price for the participation of a Panellist in the Seminar (including active participation in the presentation block and Q&A) and the preparation of a PowerPoint presentation, together with granting the Ordering Party the right to copy this material for distribution among the Seminar participants.

3.2.2. Number of designed and/or implemented (with active participation of the Panellist) products and/or services for the automotive / transport / mass transit industry, which were presented at national and/or international trade fairs and conferences.

4. Offer assessment procedure:

4.1. Only Proposals prepared and submitted in accordance with the instructions indicated in paragraph 5 hereto shall be evaluated.

4.2. The assessment of fulfillment of conditions for participation in the proceedings (Admissibility criteria referred to in paragraph 3 sec. 3.1) will be made according to the "yes" - "no" criterion, and will be carried out on the basis of the Offers submitted (together with other required documents). Failure by the Tenderer to satisfy any one condition for participation in the proceedings results in the Tenderer's exclusion from the proceedings.
4.3. The Offers meeting all the admissibility criteria will be assessed according to the conclusive substantive criteria.

4.4. The method of evaluation of submitted Proposals in terms of the conclusive criteria is presented in the table below.
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<tr>
<th>Criterion</th>
<th>Mode of awarding points</th>
<th>NOTES</th>
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| Total price for the participation of a Panellist in the Seminar (including active participation in the presentation block and Q&A) and the preparation of a PowerPoint presentation, together with granting the Ordering Party the right to copy this material for distribution among the Seminar participants. | The maximum possible number of points (50) shall be awarded to the Tenderer who submits the Offer quoting the lowest price for the Seminar participation component. Other Tenderers shall be granted an appropriately lower number of points, as per the formula presented below:  
\[ C = \left( \frac{O_{\text{Lowest}}}{O_{\text{Assessed}}} \right) \times 50 \]  
where:  
- \( C \) - number of points awarded to the given Tenderer  
- \( O_{\text{Lowest}} \) - the lowest price quoted within the RFP proceedings  
- \( O_{\text{Assessed}} \) - the price of the Offer being currently assessed  
In order to compare the offers, the price will be converted into Polish zlotys at the exchange rate prevailing on the date of 24/02/2015 (the last day for receipt of tender). | - The offer evaluation committee shall award points based on the information provided in the Offer form (Annex 2 or 3 hereto).  
- The price quoted by the Tenderer **must include all costs required to complete the subject-matter of the contract, such as costs of travel, accommodation, development of the presentation.**  
- The price **does not include** the costs of printing of information packs for the Seminar participants, as these cost shall be borne by the Ordering Party.  
- No variant offers shall be accepted.  
The tenderer shall bear the consequences of errors in the Offer resulting from the failure to take account of circumstances which may affect the price of the contract/ |
| Number of designed and/or implemented (with active participation of the Panellist) products and/or services for the automotive / | The maximum number of points (50) shall be awarded to the Tenderer whose offer lists the greatest number of designed | - The offer evaluation committee shall award points based on the information provided in the Offer form (Annex 2 or 3 hereto).  
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*Instytut Wzorcownictwa Przemysłowego*  
S. z o.o. z siedzibą w Warszawie; ul. Świętojerska 5/7; 00-236 Warszawa; tel. +48 22 860 00 66.  
fax + 48 22 831 64 78; iwp@iwp.com.pl, Sąd Rejonowy dla m. st. Warszawy w Warszawie, XII Wydział Gospodarczy Krajowego Rejestru Sądowego, KRS: 0000295898; NIP: 525-00-12-484; kapitał zakładowy: 5,500,000,00 zł; www.iwp.com.pl
transport / mass transit industry, which were presented at national and/or international trade fairs and conferences.

and/or implemented (with active participation of the Panellist) products and/or services for the automotive / transport / mass transit industry, which were presented at national and/or international trade fairs and conferences.

\[ L = \left( \frac{L_{\text{Assessed}}}{L_{\text{Greatest}}} \right) \times 50 \]

where:

- \( L \) - number of points granted to the Tenderer
- \( L_{\text{Greatest}} \) – the greatest number of designed/implemented products or services
- \( L_{\text{Assessed}} \) – the number of designed/implemented products or services specified in the Offer being assessed
4.5. The maximum number of points that can be awarded to a tenderer on the basis of conclusive substantive criteria is 100 points.

5. Manner of offer preparation, offer submission deadline and location:

5.1. The Offer must be prepared on the “Offer Form” attached thereto (Annex 2 or 3).
5.2. The Proposal should be submitted in a sealed envelope, marked with “Oferta na zapytanie ofertowe – Panellista na seminarium WBZ” (Request for Proposals- Panellist at the WBZ seminar).
5.3. In the case of a company seconding an employee as the Panellist, the Offer must be signed by an authorized person (or persons) in accordance with the representation rules of the Tenderer.
In the case of a physical person not engaged in business activity, the Offer must be signed by the Panellist.
5.4. The Offer must be delivered (e.g. in person, by courier, by mail) to the address:

Instytut Wzornictwa Przemysłowego Sp. z o.o. (Institute of Industrial Design Ltd)
ul. Świętojerska 5/7
00-236 Warsaw
(2nd floor, room 200)

5.5. The deadline for Offer submission is until 24 February 2015 at 14:00.
Proposals submitted after the submission deadline will not be considered. The date and time of delivery of the Offer documentation to the premises of the Ordering Party are here decisive.
5.6. All documents to be submitted by the Tenderer in this proceeding should be written in Polish, under pain of the Proposal not being considered.
5.7. The costs of Proposal preparation and its delivery shall be borne by the Tenderer.

6. Key terms of the RFP procedure

6.1. The Offer shall be binding on the Tenderer for 30 days from the date specified in the present Request for Proposals as the deadline for submission of offers.
6.2. The contract will be concluded with the 2 Tenderers whose Offers were the most advantageous (i.e. received the highest number of points).
6.3. The Ordering Party reserves the right to change the terms of this RFP, any notification thereof shall appear on the Institute website.
6.4. The Tenderers whose Proposals shall be considered to be the most advantageous shall, immediately after the announcement of the results of the procedure and selection of proposals by the Ordering Party, shall be required to enter into the contract within the period prescribed by the Ordering Party. The contract will be concluded at the premises of the Ordering Party. In the event of failure on the part of the Tenderer to conclude a contract within that period, the Ordering Party shall be entitled to enter into an agreement with another Tenderer, who submitted the next most advantageous offer.
6.5. The Ordering Party does not provide a right of appeal against the decisions taken as part of the contract award procedure conducted by the Ordering Party.

6.6. The Ordering Party reserves the right to terminate the contract award procedure without selecting any of the submitted offers, without stating the reasons for such termination of the proceedings.

7. **Contact with the Ordering Party**

7.1. Every Tenderer has the right to request clarifications as to the subject-matter of the request for proposals from the Ordering Party via e-mail.

7.2. The Ordering Party will communicate with the Contractors (Tenderers) electronically, using the e-mail address: wbz_oferty@iwp.com.pl.

7.3. The Ordering Party reserves the right to provide answers to the questions asked until **20 February 2015, by 14:00**.

**Annexes:**

Annex no 1 – Substantive scope of the Seminar

Annex no 2 – Offer form – Physical persons not engaged in business activity

Annex no 3 - Offer form – Companies and self-employed persons
Annex no 1 – Substantive scope of the Seminar

1st Seminar „Przemieszczajmy się. Trendy w projektowaniu komfortu podróży” (On the move. Trends in travel comfort design)

Date: 12.03.2015, from 10.00 - 15.00

The Seminar will focus on the specificity of the relationship producer - designer - end user in the transport industry in light of the changing trends in the perception of comfort of travel.

Urban public and private transportation, its innovative alternatives and emerging infrastructure facilities in the public space are the testimony to the changing perception of comfort of travel and commuting. The changes are also visible in the expanding package of services integrated with public transport vehicles. These services, created in response to the new needs of public space users, affect both the positioning of the means of transport, as well as prioritization of certain solutions in public investments.

The success and high market position of manufacturers and service providers, measured also by the uniqueness of the design solutions, are therefore dependent on the ability to analyze, identify and to appropriately respond to the expectations of customers.

Hence, in the course of the three panel discussions, manufacturers, designers, law experts and representatives of public administration will attempt to answer the following questions:

- how to reconcile the “lowest bid price-war” in tender proceedings with rising user expectations?
- how much does passenger comfort cost?
- what are the conditions for effective investment in new means of transportation?
- what are the trends in the development of transport and mass transit infrastructure in the context of public space design?
- how are services in the area of public transport designed?
- why alternative means of urban transport are so important to the economy?
- what are the trends in the design of urban transport vehicles (PRT - Personal Rapid Transport)?
- how to protect new, futuristic solutions in the domain of transport products and services?

Furthermore, as part of the Seminar presentation block, the invited special guest - industrial designer with vast experience and achievements in the automotive and/or transport and mass transit industry - will share with participants his or her experiences in design and related to participation in implementation processes of products and/or services created in response to changing market needs.