



Request for Quotations (RFQ)
Public invitation for participation in the tender

TENDER ORGANIZER:
Pro Futuro Foundation

Under the project: U for U – supporting out-of-schools adolescents and adolescents at-risk with educational and engagement opportunities in Poland

Subject of procurement: Conducting skills building activities in offline format and providing UPSHIFT programme in Poland

Poland, Warsaw
2024

The Pro Futuro Foundation, the Tender Organizer (hereinafter referred to as the Customer), is implementing the Project in Poland «U for U – supporting out-of-schools adolescents and adolescents at-risk with educational and engagement opportunities» for Ukrainian children and adolescents in Poland.

1. Approval*	Minutes of the tender committee No. 18 dated 22.07.2024
2. Issuance Date	May 17, 2024
3. Title	Conducting skills building activities in offline format and providing UPSHIFT programme in Poland
4. Deadline for submission of offers	May 28, 2024 00:00
5. Deadline for submitting questions/clarifications	May 25, 2024 00:00
6. Expected period of implementation	June 30, 2025 (but before the full fulfillment of project obligations)

*the tender was created in accordance with the Procurement Policy of the Pro Futuro Foundation and UNICEF recommendations.

Subject of procurement:

- 1) Conducting offline events (Activity 2.2.1) – 80 events
- 2) Coffee-breaks and stationery in 4 locations (Warsaw, Krakow, Wroclaw, Lublin) (12 months) (Activity 2.2.2)
- 3) Training activities for educators on UPSHIFT: at least 30 Ukrainian-speaking trainers are trained (Activity 2.3.1)
- 4) Pilot of UPSHIFT, incl. for evacuated children: at least 500 adolescents are trained (20 groups x 3 days trainings) - training fee, including travel costs for trainers (Activity 2.3.2) – 60 training days
- 5) Pilot of UPSHIFT: stationery and coffee-breaks (Activity 2.3.3) – 60 training days
- 6) Supporting 13 leader projects on UPSHIFT (mini grant) (Activity 2.3.4) – 13 mini grants

The technical requirements for the proposal for the organization, support and information promotion of the events are set out in Annex 1 “Terms of Reference”, which is an integral part of this announcement.

1. Instructions for Offerors

The Pro Futuro Foundation will select one vendor for the contract based on the criteria and in accordance with the instructions set out below. Offerors must be qualified, financially solvent, and otherwise responsive to the requirements for contract award.

Offerors are advised to read this document, in particular the sections and appendices below, which contain the information necessary to submit a successful offer.

Based on the results of this tender, Pro Futuro Foundation intends to award one fixed-price contract for the implementation of services to one winner.

Proposals that meet the requirements set forth in this tender, received by the deadline for submission of proposals, will be evaluated in two stages, as specified in clause 2.

2. Award selection process

Based on the principles of transparency and accountability of procurement procedures, the evaluation of the submitted proposals will be conducted in 2 stages in accordance with the Procurement Policy:

Stage 1 - evaluation of qualification criteria,

Stage 2 - evaluation of the cost (quotations).

Evaluation of qualification criteria by the Tender Committee of the Customer will be carried out by the method of cumulative analysis, namely, scoring of the following criteria.

3. Offer content and requirements for its submission

Offers must be in full compliance with this announcement and prepared in accordance with the following requirements.

A. Requirements for the qualification part of the proposal

Only a legal entity or individual entrepreneur registered in Ukraine or Poland in accordance with the applicable law and with a registration period of at least three years may participate in this tender.

To confirm the compliance of the offeror with the qualification criteria, the Offeror shall provide the following information as part of the offer:

- Registration documents (a copy of the Charter, if any, a copy of the constituent document and/or a copy of the document confirming inclusion in the Unified State Register of Legal Entities, or other documents in accordance with the law for participants of non-legal entities).
- A copy of the certificate or extract from the register of value added tax payers or a copy of the certificate or extract from the register of single tax payers,
- A document that determines the right to sign agreements by the director/authorized person (an extract from the minutes of the meeting of the founders or a copy thereof, a copy of the appointment order, power of attorney or other documents).
- A certificate issued by a banking institution confirming the availability of a current account to be included in the contract based on the results of this procurement.
- A certificate of no debt on loans in this banking institution, issued not earlier than fifteen calendar days before the deadline for submission of tender proposals.
- A certificate in any form about similar experience in conducting skills building activities in offline format, for the last three years, indicating the Customer, Customer's contacts, contract number and date, scope of work, cost, and implementation period. Work with international institutions will be benefit. The Customer reserves the right to contact the contact persons to provide the characteristics of the Contractor.
- it is expected to provide at least 3 contracts for the similar activities
For confirmation, it is necessary to provide:
 - a scanned copy of the contract provided in the certificate (must be submitted in PDF format, scanned from the original document in color);
 - a scanned act to the contract mentioned in the certificate confirming the fact of services rendered/works performed;
 - a letter of recommendation from the counterparty (if any) relating to the relevant contract.

- Other letters of recommendation upon request.
- A certificate in any form confirming that the head and/or employees of the Participant have the appropriate qualifications and experience in conducting skills building activities in offline format, UPSHIFT training activities, indicating their full name, position, work experience, education.

It is expected to involve at least 3 specialized specialists.

To confirm the qualifications of the head and/or employees, the following documents are provided:

- CVs of specialists,
- document(s) on education, document(s) on courses taken, certificate(s) confirming qualification (if any) in training activities, non-formal education, training of trainers etc., etc.
- Financial solvency, which is confirmed by the financial statements for the last year in accordance with the law. The provided financial statements must confirm the amount of annual income in the amount of not less than UAH 3 000 000,00. If the offeror does not prepare financial statements for legal reasons, it shall provide a letter of explanation with a corresponding explanation and reference to the regulations.
- Additional information that will be useful for the evaluation process, a portfolio of work with Ukrainians abroad, mainly in Poland.

B. Requirements for the commercial offer

Commercial offer (with a breakdown by type of work), the price shall be indicated in the national currency.

The requirements for the form of the commercial offer are set out in **Annex 2** Commercial Offer, which is an integral part of this Request for Quotations.

The Offeror shall submit the commercial offer together with all documents in a signed PDF format, but the file shall be password protected. After the evaluation of the qualification stage, the tender organizers will contact the Offeror to request the password for the file.

Failure to submit the commercial offer or submission of an un-passworded file will result in automatic disqualification of the Offeror.

C. Offer submission

- Potential offerors should send their proposal with all the required documents in **one** letter to the following e-mail address: educationukraine2022@gmail.com, indicating the subject line "Offer for Conducting skills building activities in offline format and providing UPSHIFT programme in Poland". The letter must contain all the documents in the form of attachments; partial attachments or replacement of individual documents will not be considered. The proposal must contain both qualification documents and the Commercial Proposal. It is allowed to submit documents in two or more emails if the total size of the attached files exceeds 25 MB or if the documents include photos and videos that exceed 25 MB in size. In this case, the emails shall be numbered in the subject line.
- The offeror is entitled to submit only **one** valid offer.

- Once, before the deadline for submission, the Offeror may submit an amended proposal to the following e-mail address: educationukraine2022@gmail.com, indicating the subject line “Offer for Conducting skills building activities in offline format and providing UPSHIFT programme in Poland”. Such a letter must contain all the documents of the proposal; partial attachment or replacement of individual documents of the proposal will not be considered. In this case, the tenderer's initial offer shall not be considered.

D. Other comments and guidance on the proposal

Only a legal entity registered in Ukraine or Poland, in accordance with the applicable laws, with a registration period of at least three years may participate in this tender.

Offerors shall familiarize themselves with and comply with all requirements set forth in the Terms of Reference. Offerors shall ensure that their proposals are in plain language, concise and unambiguous, quantifiable and provide complete information. Offerors may provide additional information if it is helpful to the evaluation process.

All bid documentation shall be provided in Ukrainian or English.

The commercial offer must cover all costs and meet all requirements of the tender documents.

By submitting a proposal, the Offerors guarantees that all prices quoted shall be valid for the **duration of the project**.

The Pro Futuro Foundation reserves the right to amend the terms and conditions of this invitation at any time at its sole discretion by written notice. The Pro Futuro Foundation also reserves the right to withdraw this announcement at any time prior to the actual award of a contract, with or without giving reasons for such withdrawal.

E. Payment, penalties

Payment for this project will be made exclusively on a postpaid basis, based on the submitted acts of completion and/or invoices. Prepayment is not possible.

For violation of the terms of fulfillment of obligations under the Agreement by more than 3 (three) business days, the Contractor shall pay the Customer a fine of 20% of the cost of services for which the delay in performance was allowed.

In case of non-fulfillment or improper fulfillment by the Contractor of the obligations regarding the quality of the services provided and/or provision of services that do not comply with the Technical Assignment, the Customer shall have the right to refuse payment for poorly provided and/or rendered services with the Customer being released from any liability for such actions and the Contractor shall pay the Customer a fine of 20% of the total cost of poor quality services.

The Offeror, as part of its tender proposal, shall provide a certificate drawn up in any form, on unconditional agreement with the following conditions, which will be specified in the Service Agreement.

F. Questions

Any questions or clarifications should be sent to educationukraine2022@gmail.com with the subject line “Offer for Conducting skills building activities in offline format and providing UPSHIFT programme in Poland” by the deadline for questions/clarifications. Answers to the questions received will be sent to all interested parties by a response letter.

Appendices:

- Annex No. 1 Terms of reference
- Annex No. 2 Commercial offer

TERMS OF REFERENCE

1. General information

The Pro Futuro Foundation, the Tender Organizer (hereinafter referred to as the Customer), is implementing the Project in Poland «U for U – supporting out-of-schools adolescents and adolescents at-risk with educational and engagement opportunities» for Ukrainian children and adolescents in Poland. The overall goal of the project is to support out-of-schools adolescents and adolescents at-risk with educational and engagement opportunities, contributing to the human capital development of Ukraine, providing training activities for educators on UPSHIFT.

UPSHIFT is a UNICEF methodology that aims to develop useful skills for life and work, and to encourage adolescents to actively participate in their communities as real change-makers. Through UNICEF's UPSHIFT program, young people from different groups have the opportunity to find and implement entrepreneurial solutions to problems in their local communities. This not only helps them gain employability skills, but also important life skills. UPSHIFT's methodology combines social innovation workshops, mentoring and seed funding for adolescents, including those who need the most support.

2. Subject of procurement

Subject of procurement: Outreach campaign for youth and parents and U-Report promoting in Poland.

Specifications:

- 1) Conducting offline events (Activity 2.2.1) – 80 events
- 2) Coffee-breaks and stationery in 4 locations (Warsaw, Krakow, Wroclaw, Lublin) (12 months) (Activity 2.2.2)
- 3) Training activities for educators on UPSHIFT: at least 30 Ukrainian-speaking trainers are trained (Activity 2.3.1)
- 4) Pilot of UPSHIFT, incl. for evacuated children: at least 500 adolescents are trained (20 groups x 3 days trainings) - training fee, including travel costs for trainers (Activity 2.3.2) – 60 training days
- 5) Pilot of UPSHIFT: stationery and coffee-breaks (Activity 2.3.3) – 60 training days
- 6) Supporting 13 leader projects on UPSHIFT (mini grant) (Activity 2.3.4) – 13 mini grants

3. Target audience

Ukrainian adolescents and youth aged 10-24 in Poland.

30 Ukrainian-speaking educators are expected to be provided with trainings in Warsaw, Krakow, Gdansk (places to be confirmed).

After the ToT for Ukrainian speaking youth workers, 500 adolescents are expected to participate in UP Shift trainings (20 groups x 25 people).

Offline events should cover at least 960 young people

13 best adolescent-led projects (mini grants) will be selected for facilitation and development. These projects will receive seed-funding and will be implemented covering more than 2,000 young people from the local communities (every project should cover 150 adolescents).

Offeror should provide registration of participants to all events.

4. Project implementation period

12 months - July 2024 - June 2025.

5. Project implementation area

The project is being implemented in Poland in such cities as Warsaw, Lublin, Slupsk, Gdynia, Gdansk, Krakow, Wroclaw, Lodzkie and other.

The customer reserves the right to make adjustments to the list of cities.

6. Requirements for the provision of services

1) Conducting offline events (Activity 2.2.1) – 80 events

The successful offeror shall organize offline events for large audiences on topics of interest to young people, planned to be reached with different types of events.

It is expected from the offeror to organize at least 80 offline events in different cities of Poland (about 12 people each). The events are held in Ukrainian.

960 people are expected to be covered by this activity. The Offeror is responsible for engaging the participants. Each participant must have permission from parents/guardians to process data and take photos and videos (the consent form will be provided by the Offeror in the working order).

Offline events shall be focused on skills building such as:

Category 1. Easy meetings for the widest possible audience.

- Creative master classes and art therapy
- Speaking clubs in English and Polish
- Board game evenings at the Ukrainian EduHub (gaming technicians will be involved in developing useful skills)

Category 2. Activities focused on skills building

- Trainings in communication, public speaking, time management, etc.
- Digital skills training (e.g. Excel, video creation programs, etc.)
- Career guidance events

Category 3. Longer thematic events.

- Resilience building programme from the Institute of Mother and Child.
- Meetings with public opinion leaders and experts in various social areas.
- Networking opportunities - meetings based on interests. For example, young people interested in ecology, or innovations in IT.
- Offsite events at thematic exhibitions, etc.

As part of the reporting, the Contractor shall:

- provide registration lists of project participants with the relevant indicators of participants' registration data;
- take photos/video to confirm that the event has taken place;
- provide questionnaires for participants involved in the project;
- fill out templates of event reports from the organizers;
- fill out e-reports (5W) provided by the donor.

The successful offeror is expected to complete this activity in the period from August 2024 to June 2025.

The following reporting information should be provided for each event:

- program of the event
- photo and video recording of the event
- list of participants in the established form
- reporting in a special online system Activity.Info in accordance with UNICEF requirements.

2) Coffee-breaks and stationery in 4 locations (Warsaw, Krakow, Wroclaw, Lublin) (12 months) (Activity 2.2.2)

The successful offeror will be expected to provide coffee breaks and handouts to participants throughout the project (12 months).

Coffee breaks and handouts should be provided in 4 locations: Warsaw, Krakow, Wroclaw, and Lublin.

3) Training activities for educators on UPSHIFT (training of trainers - TOT: at least 30 Ukrainian-speaking trainers are trained (Activity 2.3.1)

The winning offeror will be expected to conduct at least 2 2-day trainings for potential trainers in Warsaw, and Gdynia, Gdansk, Sopot (the "Tricity"). The minimum number of participants at one training is 15 people (educators, coaches, youth workers - all those who work with Ukrainian children and adolescents in Poland). The winning offeror shall ensure the proper selection of participants and agree with the Employer.

Trainers for the trainings will be provided by the project partner - UNICEF.

The winning offeror is expected to pay for accommodation, travel expenses for participants from other cities, catering and handouts. Catering includes 2 coffee breaks and 1 lunch each day.

It is expected that at least 30 Ukrainian-speaking trainers will be trained as a result of this activity.

The successful offeror is expected to complete the activity by the end of October 2024.

The following reporting information should be provided for each event:

- program of the event

- photo and video recording of the event
- list of participants in the established form
- reporting in a special online system Activity.Info in accordance with UNICEF requirements.

4) Pilot of UPSHIFT, incl. for evacuated children: at least 500 adolescents are trained (20 groups x 3 days trainings) - training fee, including travel costs for trainers (Activity 2.3.2) – 60 training days

It is expected that the selected Ukrainian-speaking trainers trained during the TOT will continue to deliver UPSHIFT trainings in different cities of Poland. Preference will be given to evacuated children, including children from family-type facilities, orphanages, displaced orphanages, and others.

The successful offeror will select the participants, arrange for the premises, etc.

In total - 20 trainings of 3 days each (60 training days in total). The trainings can be held on different days, for example, 1 day a week, or 4 hours on 8 days.

Trainings should be conducted in Ukrainian.

The number of participants in one training is not less than 25. Participants (Ukrainian adolescents in Poland) should be from the same age group: either 12-15 years old or 15-18 years old.

The successful offeror is expected to complete the activity by the end of December 2024 (5 months).

The following reporting information should be provided for each event:

- program of the event
- photo and video recording of the event
- list of participants in the established form
- reporting in a special online system Activity.Info in accordance with UNICEF requirements.

5) Pilot of UPSHIFT: stationery and coffee-breaks (Activity 2.3.3) – 60 training days

The successful offeror is expected to:

- Provide coffee breaks and lunch for the training participants during all 60 training days.
- Providing travel and accommodation for the trainer to offsite locations.
- Provision of handouts for participants.

The successful offeror is expected to complete the activity by the end of December 2024 (5 months).

6) Supporting 13 leader projects on UPSHIFT (mini grant) (Activity 2.3.4, Activity 2.3.5) – 13 mini grants

The activity involves the implementation of youth leadership projects. During the training, young people create several projects (from three to five working teams) that will cover a specific social issue. During the public defense, a commission consisting of representatives of the client organization and the UNICEF Office in Poland will select the winning projects. In total, 13 projects will be supported and will receive mini-grants for their implementation.

The successful offeror must provide a fully financial procedure for covering the costs of mini-grants through the contract (no more than 1000 USD equivalent in Polish PLN), as well as provide mentoring support to youth projects.

Each project selected and funded by a mini-grant should cover at least 150 Ukrainian teenagers in Poland.

The following reporting information should be provided for each event:

- program of the event
- photo and video recording of the event
- list of participants in the established form
- reporting in a special online system Activity.Info in accordance with UNICEF requirements.

Commercial offer

1. Format of the commercial offer submission. The commercial offer shall be submitted in electronic form (PDF format in a secure, encrypted file, see clause 3.B) by e-mail to educationukraine2022@gmail.com, indicating the subject line "Offer for Conducting skills building activities in offline format and providing UPSHIFT programme in Poland" together with other documents of the tender offer.

2. The text of the cover email.

In response to the public invitation to submit an offer for conducting skills building activities in offline format and providing UPSHIFT programme in Poland under the project "U for U - supporting out-of-school adolescents and adolescents at risk with educational and engagement opportunities", [insert name of the Offeror] submits its commercial offer.

Contact person for this issue: [insert full name, position].

Contact phone number and e-mail: [specify the contact person's mobile phone number and e-mail].

3. Filling out a commercial offer (sample).

It shall be submitted by the Offeror on the letterhead. The Offeror shall not deviate from this form.

Form "Tender Offer"

Having carefully studied the tender documentation, we submit a tender offer for the procurement: _____ and agree to fulfill the requirements of the Customer and the Procurement Agreement for the total cost of the tender offer (including VAT¹):

in numbers _____, including VAT¹

in words _____, including VAT¹.

Note:

¹ VAT exempt - for participants who are not value added tax payers, in accordance with the requirements of the Tax Code of Ukraine;

1. Prices are inclusive of taxes and duties paid or payable.

2. The volume of services may be reduced depending on the needs of the Customer and the actual financing of expenses.

3. In case we are determined as the successful offeror and a decision is made to enter into a procurement contract, we will undertake to fulfill all the conditions stipulated by the contract.

4. We agree to comply with the terms of this proposal for the **duration of the project** from the date of determination of the successful offeror.

5. We agree that you may reject our offer or all offers in accordance with the terms of the tender documents and understand that you are not restricted from accepting any other offer with more favorable terms.

6. By signing below, we confirm our full, unconditional and unquestioning agreement with all the terms and conditions of the procurement procedure set forth in the tender documents.

No.	Service name	Unit type	Quantity	Cost per unit excluding VAT, UAH	Total cost excluding VAT, UAH
1					
	Total cost without VAT:				
	VAT:				
	Total cost including VAT:				

<u>Authorized person</u>			
(Position)	(signature)		(first and last name)

** The Offer shall be submitted in scanned form signed by an authorized official of the Offeror.*

4. Encryption of the commercial offer. After filling out the commercial offer, it is printed, signed, stamped and scanned into PDF format. The scanned PDF file must be password protected (encrypted) and sent together with the qualification documents.

IMPORTANT!

The encryption password is NOT sent with the commercial offer. It must be saved and sent at the request of the Customer (as a response to the password request email).

**Table of evaluation of qualification criteria for the selection of the successful offeror
(for further evaluation by the Customer's tender committee)**

Selection criteria	Confirmation document	Maximum score
Registration documents	Registration documents (a copy of the Charter, if any, a copy of the constituent document and/or a copy of the document confirming inclusion in the Unified State Register, or other documents in accordance with the law for participants of non-legal entities).	for failure to provide these documents, the offeror is disqualified
	A copy of the certificate or extract from the register of value added tax payers or a copy of the certificate or extract from the register of single tax payers.	
	A document that determines the right to sign contracts by the director/authorized person (an extract from the minutes of the meeting of the founders or a copy thereof, a copy of the appointment order, a power of attorney or other documents).	
Banking documents	Certificate(s) issued by the banking institution(s) on the availability of the current account(s) to be included in the contract based on the results of this procurement	for failure to provide these documents, the offeror is disqualified
	Certificate of absence of debt on loans in this banking institution, issued not earlier than fifteen calendar days before the deadline for submission of offers.	
Relevant work experience	it is expected to provide at least 3 contracts for the similar activities Certificate in any form on similar experience in conducting skills building activities in offline format, UPSHIFT training activities and for the last three years. Relevant experience with international organizations will be benefits.	40
	A portfolio of work with Ukrainians abroad, mainly in Poland.	40
	Supporting documents (scanned contract, certificate, letter of recommendation) (10 points for each complete set of documents, but not more than 30 points).	30
Confirmation of qualification	A certificate in any form confirming that the head and/or employees of the Participant have the appropriate qualifications and experience in conducting skills building activities in offline format, UPSHIFT training activities, indicating	20

	their full name, position, work experience, education. It is expected to involve at least 3 specialized specialists.	
	CVs of specialists	20
	document(s) on education, document(s) on courses taken, certificate(s) confirming qualification (if any) in training activities, non-formal education, training of trainers etc., etc.	20
Confirmation of financial solvency	Financial solvency, which is confirmed by the financial statements for the last reporting period in accordance with the law. The provided financial statements must confirm the amount of annual income in the amount of not less than UAH 3 000 000,00.	for failure to provide these documents, the offeror is disqualified
Additional information	Additional information that will be useful for the evaluation process	10
Maximum number of points		200