

Warsaw, July 17<sup>th</sup>, 2017

## CALL FOR PROPOSALS TRUST BON 5/2017

In connection with the implementation of the project: TRUST BON – *Inwestycja w społecznie opłacalny efekt* (TRUST BON – *Investment in social effective impact*)

TISE is hereby announcing a call for proposals:

### 1. Ordering Party

Towarzystwo Inwestycji Społeczno-Ekonomicznych SA  
ul. Okopowa 56  
01-042 Warszawa

### 2. Subject matter of order

- 2.1. Common procurement vocabulary  
66171000-9 - Financial consultancy services
- 2.2. The subject matter of the order is to provide a report on financial instruments used to provide public services (preferably in the area of care services for children, seniors or excluded persons) in Germany in accordance with the terms of reference attached in the Appendix 1 to this Call and prepare the recommendations for the successful model to be launch in Poland.

### 3 Under the contract, the Contractor will be obliged to:

- 3.1 Draw up a report on financial instruments used to provide public services (preferably in the area of care services for children, seniors or excluded persons) in Germany and prepare the recommendations for the successful model to be launch in Poland in a MS office document or a MS office compatible format.
- 3.2 Transfer to the Ordering Party the copyright of the property rights to the Work, as well as the exclusive right to authorize the exercise of copyright in the following fields of exploitation: the right to use the results for personal use, copying and reproducing in whole or in part and in unlimited copies, multiplication: public sharing, dissemination, adaptation: right to modify results, translations: right to store and archive results, including the right to digitize or format conversions for document protection or new use.
- 3.3 At the Ordering Party request the Contractor might participate in max. two project meetings organized by the Ordering Party in Poland at a mutually agreed date in the period from September to December 2017.
- 3.4 Provide other documents required for administrative reasons.

### 4. Requirements and conditions set by the Ordering Party:

- 4.1. Contractors must have the knowledge and experience necessary to execute the order. This requirement will be deemed to be fulfilled if an Expert:
  - 4.1.1. has an academic PHD degree (certified by an attached document),
  - 4.1.1. is fluent in German (certified by a statement);
  - 4.1.2. has knowledge and skills in the design of financial instruments or other forms of repayable financial support, certified by professional work, certificates, participation in projects, trainings, workshops (certified in CV);



- 4.1.3. has at least 5 years of experience in managing or implementing financial instruments or other forms of repayable financial support, including hybrid instruments and equity investments (certified in a CV);
- 4.1.4. has knowledge of financial instruments and "impact financing" market financing, financing of social enterprises or projects for general benefit (at least in Germany) and social impact measurement systems (certified in a CV);
- 4.1.5. has at least 3 years of experience in co-operation with social enterprises and investors investing in projects that simultaneously achieve social and financial goals (at least in Germany) (certified in CV).
- 4.3. grants permission for the processing of his personal data for purposes of conducting the selection procedure.
- 4.2 is not an entity with personal or equity relations with the Ordering Party. Personal and equity relations are hereby defined as mutual relations between the Contractor and the Ordering Party or persons authorised to incur liabilities on behalf of the Ordering Party or persons performing activities connected with preparing and conducting the contractor selection procedure, and are understood to consist mainly in:
  - holding a share in a partnership or a civil partnership as partner;
  - holding at least 10% of shares,
  - holding the function of member of a supervisory or management body, commercial proxy or agent;
  - being married, related by lineal consanguinity or affinity (parent, child, grandchild, parent-in-law, son-in-law, daughter-in-law), related by collateral consanguinity or affinity to the second degree (sibling, relative of spouse) or being adopted, under custody or guardianship.
- 4.3. Fulfilment of the requirements for participating in the call will be evaluated on the basis of the documents and experience presented by Contractors on the basis of fulfillment / non-fulfillment. Failure to meet the above conditions results in exclusion from the proceeding.
- 4.4. Basic requirements:
  - 4.4.1. Contractors should draft their proposals in Polish or English, in accordance with the proposal form enclosed hereto (Appendix no. 2);
  - 4.4.2. A Contractor can submit one proposal at most;
  - 4.4.3. Contractors will bear any and all expenses related to Proposal preparation and submission;
  - 4.4.4. The proposal submitted must take into account all liabilities, expenses and other items connected with order performance;
  - 4.4.5. The Ordering Party does not accept variant proposals;
  - 4.4.6. The ordering party allows natural persons and companies to submit offers. In the case of companies it is necessary to attach to the offer Statement on employees assignment - Appendix No. 5.
  - 4.4.7. The Ordering Party will not accept partial proposals;
  - 4.4.8. The Ordering Party will not accept a Contractor's transfer of order execution to subcontractors, both in part and in whole;
  - 4.4.9. The Proposal must be signed by a Contractor or a Contractor's authorised representative;
  - 4.4.10. The proposal submitted must remain in force for 45 calendar days from the proposal submission deadline;
  - 4.4.11. Proposals can be submitted in writing or in electronic form (in the form of scanned documents);
  - 4.4.12. Documents forming part of the proposal can be delivered in electronic form, i.e. in the form of scans of signed documents.



## 5. Order execution deadline

Order execution deadline – the deadline execution is August 21st, 2017.

If the Work executed by the Contractor will require amendments and / or additions, the Contractor will perform them within the time specified by the Ordering Party within the agreed remuneration.

## 6. Proposal evaluation criteria

### 6.1. Gross price for expert's work – max. C = 100 points

$$C = (C_{min.} / C_x) * 100$$

C – number of points awarded to a given proposal for the gross price for expert's work.

C<sub>min</sub> – minimum gross price for expert's work offered in response to the call

C<sub>x</sub> – gross price for expert's work offered in the examined proposal

### 6.2. Calculation of final score

The highest number of points awarded to a proposal equals the total of all points granted for each criterion and amounts to 100.

The most advantageous proposal will fulfil two requirements: first, it will be the proposal which is awarded the highest number of points, i.e. will have the highest value of Z calculated according to the formula set forth in point 6.2, and secondly, no grounds for its rejection will be determined.

The final score will be rounded up to two decimal places.

## 7. Preparing the proposal

- 7.1. Completed Proposal form compliant with (Appendix no. 2);
- 7.2. Declaration on fulfilment of conditions for participating in the call procedure (Appendix no. 3);
- 7.3. Declaration on knowledge and experience necessary for due order performance (Appendix no. 4)
- 7.4. Copies of the documents certifying the degree
- 7.5. CV in Polish or English, containing information about a Candidate's knowledge, professional experience and education (points for the "experience" criterion will be awarded based on information presented in the CV)
- 7.6. If the Contractor is a company: Declaration on employees assignment (Appendix no. 5).

## 8. Proposal submission place and deadline

Proposals submitted via post or in person at the registered office of TISE (Ordering Party) at ul. Okopowa 56, 01-042 Warsaw, should be placed in an envelope bearing the annotation: "Expert – financial instruments (Polish: *Ekspert – instrumenty finansowe*)."

The proposal can be submitted:

- in person at the Ordering Party's office from 9.30 a.m. to 4.30 p.m.
- sent via post to the address of the Ordering Party or
- via e-mail to: [monika.czerwinska@tise.pl](mailto:monika.czerwinska@tise.pl)



The final deadline for proposal submission is **July 25<sup>th</sup>, 2017 at 23.59**.  
The date of delivery will serve as proof of the date of receipt.

#### **9. Contact:**

Towarzystwo Inwestycji Społeczno – Ekonomicznych SA  
ul. Okopowa 56  
01-042 Warszawa

Person authorised to manage contacts with Contractors:  
Monika Czerwińska  
Tel.:(48 22) 636 07 40 or e-mail:obligacjespoleczne@tise.pl

#### **10. Information about post-selection formalities necessary to ensure due order performance**

- 10.1. The Ordering Party will immediately notify the successful Contractor that his proposal was selected.
- 10.2. The results of the call procedure will be published at [www.tise.pl](http://www.tise.pl).
- 10.3. Information on the outcome of the procedure will be communicated to all Contractors who submitted the proposals.

#### **11. Explanations and modifications to the call for proposals**

- 11.1. The Ordering Party reserves the right to cancel this call for proposals at any time without providing the grounds for its decision.
- 11.2. The Ordering Party can modify the contents of the call for proposals prior to the lapse of the proposal submission deadline. All contractors who received the call for proposals will be immediately notified of any modifications introduced.
- 11.3. Contractors can introduce changes to the proposal submitted prior to the proposal submission deadline on condition that the Ordering Party is provided with a written notification thereof.