



Schedule No. 5

Contract Notice PAH/PL/Tender/2023/5

Polska Akcja Humanitarna, hereinafter PAH, known under the English translation Polish Humanitarian Action, with its registered office at Al. Solidarnosci 78a, Warsaw, Poland, entered into the National Court Register under KRS No. 136833 and TIN NO. 525-14-41-253,

Regional Office in Poland, Warsaw

hereinafter referred to as the Investor, plans to conclude a contract for the execution of research documentation named "Localization Study" (in accordance with the specification and description of the subject of the contract contained in Annex No. 1 to this announcement - ToR).

The bids of interested companies should be submitted at e-mail address: Zakupy.POL@pah.org.pl or in a secured and closed envelope at the office of PAH Regional Office in Poland, Tamka St. 16/3, 00-349 Warsaw with the note "Offer - Tender No. PAH/PL/Tender/2023/5" **until November 27, 2023 at 4:00 pm.**

1. Conditions for Participation in Tender:

Only companies that meet the following conditions may participate in this tender:

- a) Those entitled to carry out business activities, in compliance with the legal rules and regulations of their country, and who possess the necessary permissions or licenses required to carry out their business and research activities;
- b) Those possessing the experience, knowledge and technical potential, as well as the personnel necessary to deliver the ordered high quality documentation;
- c) Those with their residence in the territory of Republic of Poland (if applicable);
- d) Those whose financial and economic condition guarantees the delivery of the order;
- e) Those not subject to exclusion from the tender procedure for the reasons set forth in the attached Tenderer's Statement;
- f) Partial bids, bids to be executed in a consortium or in a partnership between two or more entities are permitted, under the condition that none of these entities submits a separate bid for the independent execution of part or all of the contract under this announcement;
- g) Due to minimizing the consequences of Russian aggression against Ukraine, we stipulate that bids submitted by the following entities will not be allowed to participate in the tender:
 - i. Entities that conduct business or otherwise carry out entrepreneurial activities in Russia;
 - ii. Entities that are part of a capital group, consortium, group of companies or other type of financial conglomerate to which the entities indicated in point (i) belong.

2. Formal Criteria of Tender Documents:

- 2.1. The indispensable documents that must be attached to the Bid Submission Form, in order for it to be considered valid, are:
- a) Bid Submission Form (schedule no.7);
 - b) Tenderer's Statement (schedule no.8);
 - c) Tenderer financial offer (included in schedule no. 7);
 - d) Certificate of entry in the commercial register (the certificate of registration), issued not earlier than 3 months before the expiry date, within which the bid is to be made;
 - e) Statement of the absence of outstanding liabilities in respect of taxes and other compulsory payments, and of breaches of tax regulations;
 - f) Power of attorney or any other document that grants the power to represent the Tenderer and to assume financial obligations on behalf of the Tenderer;
 - g) Statement confirming that the Tenderer read and understood the contents of this announcement and the Contract Template - Draft Contractual Provisions – Annex no. 2 to this announcement;
 - h) Information and reference contact details prepared by the tenderer on similar projects performed and/or completed orders-if the bidder has carried them out. Schedule no. 25.

All of the above jointly referred as “**Tender Documents**”.

- 2.2. All blank spaces in the Tender Documents must be filled in by the Tenderer submitting the bid. Erasing or omitting is not permitted.
- 2.3. All Tender Documents, where required, must be sealed and signed by an authorized representative of the company, and the certificate of such authorization must be attached to the bid (in accordance with Clause 2.1(f)). Any and all pages that do not require a signature must be initialed and/or stamped.
- 2.4. No Tender Document is to be copied. Any Tender Document will be considered private and confidential.
- 2.5. Tender Documents may be amended or withdrawn until the deadline for the submission of bids. The amendment thereof can only be done in the same form as stated in the Bid Submission Form, while withdrawal at any written form indicating the Bid, however both amendment and withdrawal must clearly state either at the top of the envelope either AMENDMENT or WITHDRAWAL or in the subject of the e-mail in cases where submission is electronic. Applications for the amendment or withdrawal of bids received after the deadline or without WITHDRAWAL or AMENDMENT will not be taken into consideration. Whenever a bid has been withdrawn before the closing date and time, such bid will remain unopened. If any tender document was withdrawn or amended after the deadline, such amendment or withdrawal will be considered invalid.

3. Requirements for Bid Submission:

- 3.1. The bid should include comprehensive subject matter and should be drawn-up in accordance with the following terms and conditions:
- a) All required Tender Documents can be obtained at the following address: www.pah.org.pl.

- b) The bid should be prepared on the form, which is attached as schedule no.7 to this announcement.
 - c) The bid should be prepared in writing in English language. Bids may also be translated into Polish.
 - d) The bid and all the annexed documents should be signed and numbered. Pages that do not require a signature must be initialed and/or stamped.
 - e) The bid and all required tender documents to be submitted as follows:
 - Electronically to Zakupy.POL@pah.org.pl with subject "Offer - Tender No. PAH/PL/Tender/2023/5".
 - On registered mail or delivered in person in a sealed/secured envelope to the following address: ul. Tamka 16/3, 00-349 Warsaw, marked "Offer - Tender No. PAH/PL/Tender/2023/5".
- 3.2. The Investor shall in no case cover any expenses incurred while preparing the bid, irrespective of the outcome of the tender procedure (also in case of the cancellation of the tender procedure or a delay in bid acceptance).
- 3.3. Bids submitted upon expiration of the submission date and time shall not be considered.
- 3.4. Bids delivered by post or by hand should be in sealed envelopes preventing it from being open and the contents from being read before the expiration of the time-period for the submission of bids. The date of postmark is not equivalent to the date of bid submission. The date of submission of the bid is the date on which the bid is physically received at the address or email address indicated in this announcement.
- 3.5. The investor is not a VAT payer, therefore the prices offered should be given in gross amount i.e. together with VAT.
- 3.6. Clarifications and handling of inquiries:

The investor has made every effort to ensure that the language and terms used in the drawing up this contract notice are as accurate and understandable as possible. The investor is not responsible for any misunderstanding of this document or any other related documents of this tender.

Requests for additional information or clarification may be submitted up to 5 calendar days before the due date and no later. Any questions regarding this contract notice should be sent in writing to the Polish Humanitarian Action at the e-mail address: wyjasnienia.pol@pah.org.pl and the responses should be collected and published online at: <https://shorturl.at/hitwM>

4. Bid Acceptance and bid evaluation:

- 4.1. Bids will be opened after the deadline for bid submission.
- 4.2. The bid process will be comprised of two stages. The first stage involves the evaluation of the bids regarding to formal requirements clause 2, minimum requirement and completeness, while the second stage is the substantive evaluation according to the Qualitative Criteria defined by the Tender Commission. Tenderer whose bid will be rejected will receive an email of rejection at the last stage of tender evaluation the tenderer whose bid is selected will receive the award email at the last stage of the tender evaluation.

4.3. Minimum requirement.

- a) Research Team composition includes the required experience and contextual understanding for the Localization Study; confirmation of at least one publication in this area is required.
- b) Research Team is expected to conduct interviews and consult literature. The team should include members speaking English, Polish, and Ukrainian languages.
- c) Research Team members have a significant amount of experience using qualitative research methods (i.e., key interviews, FDGs, etc), tools and capacity to conduct the research on a given timeline.
- d) Research Team demonstrates a clear understanding of the Third Sector dynamics in Poland: a minimum of 3 years of experience in the Third Sector in Poland **and/or** at least one publication in this area is required; experience in widely understandable area of civil society, not only in the localization area; expected publications from Research Team members.

4.4. Qualitative criteria. In this stage the evaluation points will be granted according to the following criteria:

- a) Research Team has undertaken research on the Ukraine Refugee Response, especially on the topic of localization.
- b) Research Team has undertaken research on migration phenomena in Poland.
- c) Research Team has conducted a similar research for L/NNGOs in other contexts.
- d) Research Team has undertaken similar research projects previously.
- e) Research Team demonstrates an awareness of the dynamics surrounding the localization debate and is aware of different approaches to localization.
- f) Research Team demonstrates an awareness of the tools and frameworks for measuring performance against Grand Bargain Commitments and is up to date with the GB evolution, including directions of Grand Bargain 3.0.

4.5. The winning bid shall be chosen by the Investor within 5 working days after the opening of bids.

5. Notice of Invalidation of Tender or Rejection of Bid:

5.1 Only bids fulfilling the criteria set forth in Clause 1 (Conditions for Participation in Tender), Clause 2 (Formal Criteria of Tender Documents), Clause 3 (Requirements for Bid Submission) and Clause 4.3 (Minimum Requirement) of this document will be considered eligible for tender. Non-conformity with such clauses may result in bid rejection.

5.2 Other reasons for the invalidation of the tender or rejection of the bid are:

- a) The Investor shall decline any bid of a Tenderer or cancel the contract if it finds out that the Tenderer used corrupt, fraudulent, collusive or coercive practices.
- b) The Investor shall exclude from the procedure companies that do not conform to the tender requirements or if it is found that materials received of importance for the tender procedure are untrue.

5.3. The Investor reserves the right to invalidate the tender at any stage, without further explanation.

6. Winning Tenderer:

- 6.1. In case of winning the tender, the Tenderer shall be obliged to conclude the contract within 5 working days from receipt of the notification of the selection under the threat of the bid being declined.
- 6.2. Delivery of goods will be made in parts on the basis of separate orders within the period indicated in the offer, which may not be longer than 14 working days from the date of receipt of the order – **NOT APPLICABLE.**
- 6.3. The bid is valid until the final selection is made by the Tender Commission.

7. Right to Appeal:

The Tenderer has a right to file a written appeal to the Chairperson of the Tender Commission regarding a breach of the tender procedure. The appeal may be filed within 4 days via registered post/courier or personally after recognition of such breach, but not later than 4 days after receiving the notification letter about the Investor's choice.

Signature: 

Country Director PAH Poland

Place, Date: Warsaw, 19/10/2023