

Contracting Authority

SŁUPSK, 18.02.2020

Centrum Inicjatyw Obywatelskich

ul. Sienkiewicza 19, 76 – 200 Słupsk

POLAND

ESTIMATING THE VALUE OF THE CONTRACT  
for graphic design and technical support services

- I. Centrum Inicjatyw Obywatelskich in Słupsk is going to contract services of praphis design and technical suport services withing the project: „Facilitation of the Innovation” financed by European Union Funds (European Social Fund) implemented together with Transnational Partner: Ajuntament De Sant Boi De Llobregat, Spain. Hereby, Centrum Inicjatyw Obywatelskich requests for information about the price of these services.
- II. Description of the assignment.
  1. The aim of the services is to provide technical and graphic support connected with the transfer of knowhow in the field of the use of facilitation methodology 4H (Quadruple Helix)at the disposal of the Foreign Partner: Coboilab., which is an organizational unit of the local government: Ajuntament De Sant Boi De Llobregat. The services includes the following tasks:
    - 1.1. Graphic design:**
      - adaptation of the facilitation methodology 4H to online usage – designing online tools (such as: miro.com charts and graphs)
      - graphic design of the toolkit for the new adapted methodology
      - estimated time of expert/s involvement in the services – 56 hours
    - 1.2. Technical suport of the meetings:**
      - technical suport for the trainings on facilitation methodology 4H – 4 meeting x 4 hours, i.e. 16 hours
  2. Service delivery time – 31st May 2021, including:
    - training execution: 2 sessions in March, 2 sessions in April 2021
  3. There are requested to submit the proposals entities which have the potential and competence to provide graphic design and technical suport services.
  4. Place of the services delivery: online.
  5. Language of communication with the contracting authority: English
  6. Regardless of the currency in which the bid price is given the settlements with the contractor will be conducted in PLN.
  7. The contractor is obliged to inform the contracting authority about the service delivery at the end of each month, including the documentation of the service delivery through:
    - documents and materials developed during service delivery
    - service delivery protocol (and monthly timesheet – in case of the contractors who are not companies or selfemployed)
  8. CONTACT PERSON: Inga Kawałek tel. + 48 59 840 29 20.
  9. DATE AND METHOD OF SUBMITTING PROPOSALS:



**Fundusze Europejskie**  
Wiedza Edukacja Rozwój



**Rzeczpospolita  
Polska**

**Unia Europejska**  
Europejski Fundusz Społeczny



The proposals should be submitted no later than 1st March 2021, at 3 P.M, via e-mail: [cio@cio.slupsk.pl](mailto:cio@cio.slupsk.pl) or via post or delivered personally to: Centrum Inicjatyw Obywatelskich, ul. Sienkiewicza 19, 76-200 Słupsk. The date of delivery to the headquarters of the contracting authority counts. The bidders are requested to provide the net and gross prize (with and without VAT) in PLN. For the comparison of offers, the contracting authority will convert the price of each offer expressed in a currency other than Polish using the average exchange rate of the National Bank of Poland on the day the request for proposals is published on the website of the contracting authority.



Appendix 1

To the Estimating the value of the contract for the delivery of graphic design and technical support services within the project „Facilitation of the Innovation” financed by the European Social Fund within the Operational Programme „Wiedza Edukacja Rozwój” PO WER (Knowledge, Education, Development).

**DATA:**

Full Name	
Address	
Tel./fax	
E-mail	
NIP/Tax numer	
Contact Person	
Contact Persons' e-mail:	
Contact Persons' phone no:	

In response to the request for information about the price of services under the project entitled: "Facilitation of the Innovation", I/we present this offer:

**GRAPHIC DESIGN SERVICES**

<b>Net price of 1 hour of graphic design</b>	<b>Gross price of 1 hour of graphic design</b>
..... (price in words .....) )	..... (price in words .....) )
<b>Net price of 56 hours of graphic design</b>	<b>Gross price of 56 hours of graphic design</b>
..... (price in words .....) )	..... (price in words .....) )

**TECHNICAL SUPPORT SERVICES**

<b>Net price of 1 hour of technical support</b>	<b>Gross price of 1 hour of technical support</b>
..... (price in words .....) )	..... (price in words .....) )
<b>Gross price of 16 hour of technical support</b>	<b>Gross price of 16 hour of technical support</b>
..... (price in words.....) )	..... (price in words .....) )

.....  
miejsce, data, czytelny podpis