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## **"TRIZ Academy for Business"**

Project co-financed by the European Union under the European Social Fund  
Measure 2.2.1 "Improving the quality of services provided by the institutions supporting entrepreneurship and innovation"  
of the Human Capital Operational Programme

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DPR-II.45.1.23.2013

Kielce, 30.04.2013.

### **OFFER INQUIRY**

**for the development of author's presentations and delivering a lecture in the form of a lecture and a workshop on the practical application of the TRIZ-Technique/TRIZ-Management in business at a seminar promoting a project titled *TRIZ Academy for Business* - applies to foreign speakers.**

The Contract is co-financed by the European Union under the European Social Fund  
Measure 2.2.1 *Improving the quality of services provided by the institutions supporting entrepreneurship and innovation*  
of the *Human Capital 2007-2013 Operational Programme*.

#### **I. THE ORDERING PARTY:**

The Świętokrzyskie Voivodeship - Marshal's Office of the Świętokrzyskie Voivodeship  
al. IX Wieków Kielc 3, 25-516 Kielce  
NIP: 9591506120  
REGON: 291009337

#### **II. CONTRACT-AWARDING PROCEDURE:**

The contract will be awarded as determined by the Ordering Party in accordance with Chapter IV of the Instructions of Public Procurement Rules and the rules of procedure of the tender committee, which is Appendix No. 1 to Resolution No. 1615/13 of the Świętokrzyskie Voivodeship Regional Board dated 9 January 2013. Due to the fact that the estimated value of the contract does not exceed 14 thousand Euros, the proceedings shall be conducted without the use of provisions of the Act of 29 January 2004. Public Procurement Law, in accordance with Art. 4 Section 8 of the Act (Journal of Laws of 2010 No. 113, item. 759, as amended).

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### III. PLACE AND DATE OF CONTRACT PERFORMANCE:

Poland, Świętokrzyskie Voivodeship – the city of Kielce; 3 June 2013.

### IV. DESCRIPTION OF THE OBJECT OF THE CONTRACT:

1. The contract is to develop and deliver an author's presentation and deliver lectures in the form of lectures and workshops on the practical application of the TRIZ-Technique/TRIZ-Management in business at a seminar promoting a project titled *TRIZ Academy for Business* on June 3, 2013. The seminar is organized to promote the project among the entrepreneurs from the Świętokrzyskie and the Małopolska regions and disseminate the knowledge about the capabilities and effectiveness of the application of the TRIZ method in solving organizational, technical and technological problems of enterprises.
2. The thematic scope of the lecture:  
The seminar includes two separate lectures, which should reflect the purpose of the seminar and pertain to the topics mentioned below:
  - 1/. Practical application of the TRIZ-Technique in business.
  - 2/. Practical application of the TRIZ-Management in business.Specific lecture topics will be proposed by the Speakers.
3. The responsibilities of each of the Speakers shall include:
  - 1/. Preparation and delivery in Polish, English and Russian of two one-hour author's lectures in the form of lectures and workshops during the organized seminar, regarding the scope of application of the TRIZ methodology in business (TRIZ-Technique - the first Speaker, TRIZ-Management - the second Speaker). Lectures should be practical and interactive (they should be illustrated with specific examples showing effective ways to use TRIZ methods for solving various kinds of "existence" problems in manufacturing and service companies, both in large well-known companies worldwide, as well as those used in small and medium-sized enterprises). Lectures should be prepared in view of the participants of the seminar, i.e. entrepreneurs and consultants participating in the TRIZ training on the I and II level of certification on MATRIZ scale. During the workshop, participants should be involved in solving a specific problem of a company (specific problems of



### Project Partner

MARSHAL'S OFFICE OF THE ŚWIĘTOKRZYSKIE VOIVODESHIP

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companies), get acquainted with a more appropriate methodology (rules) of conduct, in order to develop the most optimal solution for a given problem.

- 2/. Preparation and delivery in Polish, English and Russian of multimedia and / or audio-visual presentations for the given lectures, both in the form of a lecture and a workshop. Presentations should contain a minimum amount of text. They should be submitted electronically to the Ordering Party at least one week prior to the seminar.
- 3/. Active participation in the discussion, including responding to potential current questions about the use of the TRIZ methodology in business, asked by the participants of the seminar and the workshops.

### V. CONDITIONS OF PARTICIPATION IN THE TENDER PROCEEDINGS:

1. The participation is open to individuals and legal entities.
2. Requirements for Speakers:
  - higher technical / managerial education,
  - expertise in the field of TRIZ methodology documented by certificates / attestations (possession of at least a third-degree TRIZ certification conferred by the *International TRIZ Association*), and, in addition, certified by a list of selected publications in this field, possibly with addresses of websites which contain these publications and information materials about the Speaker and / or its academic and professional achievements,
  - min. 5 years of professional experience gained by working in the enterprise/s and / or working for enterprises in different countries, regarding the use of TRIZ methods for the solution of specific organizational, technical or technological problems of these companies,
  - possession of the necessary skills and experience in public speaking, in particular, in performing talks related to the theme of the organized seminar,
  - min. 5 years of experience in the field of TRIZ training (TRIZ-Technique / TRIZ-Management).

### VI. FORM OF COOPERATION WITH THE CONTRACTOR:

Agreement.



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### VII. DESCRIPTION OF THE MANNER OF PREPARATION OF THE OFFER:

1. The Contractor may submit only one offer.
2. The offer must be made in the offer form according to the model in *Appendix 1* to this Inquiry ("Offer Form").
3. The offer should be signed by the Contractor or the person (s) authorized to represent the Contractor and sent as a scan to the e-mail address: [akademia-triz@sejmik.kielce.pl](mailto:akademia-triz@sejmik.kielce.pl), with a note in the title of an email: "TRIZ foreign Speaker".
4. The offer must be accompanied by documents confirming compliance of the Contractor with the requirements set out by the Ordering Party in Section IV of this inquiry, including in particular:
  - a biogram,
  - photocopy of the MATRIZ certificate,
  - the completed form providing proof for the work experience of the Speaker, containing a list of examples of publications, conducted trainings, delivered lectures, in accordance with *Appendix 2* to this inquiry.
5. The Ordering Party does not allow submitting partial bids.  
The Speaker should provide the gross price in zloty (PLN) for the execution of the service. The offered price should take into account the performance of all work and activities necessary for the proper performance of the order and take into account all the costs associated with its implementation and transfer of copyrights to the Ordering Party, performed on the conditions specified in the offer of the Contractor.

### VIII. PLACE AND DATE FOR OFFER SUBMISSION:

1. The offer must be sent **before the 7 of May 2013 via e-mail** to the address: [akademia-triz@sejmik.kielce.pl](mailto:akademia-triz@sejmik.kielce.pl).
2. Offers submitted after the date will not be considered.

### IX. THE CRITERION OF EVALUATION OF THE OFFERS:

Price – 100%. The criterion is the lowest gross price for the execution of the service.





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### X. TERMS OF PAYMENT:

The payment shall be settled via transfer to the bank account of the Contractor upon satisfactory performance of the service and a delivery to the premises of the Ordering Party by the Contractor of the correct invoice / bill within 14 days (from the date of delivery).

### XI. ADDITIONAL INFORMATION:

1. The Contractor may make changes to the submitted offer or withdraw it, provided that it does so before the deadline for submission of offers. Both the modification and withdrawal of the offer must be made in writing (electronic form, scan).
2. The Ordering Party reserves the right to ask the Contractor to complete the offer or give explanations.
3. The Ordering Party shall only inform the Contractor chosen to perform the contract about the choice of the best offer.
4. The Contractor whose offer is selected for implementation shall be informed in writing (via e-mail).
5. The Ordering Party reserves the right to select another of the most favorable offers, if the Contractor whose offer is selected as the best fails to conclude an agreement for the execution of the subject of this contract.
6. An agreement, taking into account the conditions and requirements of this offer inquiry, shall be concluded with the successful Contractor.
7. The Ordering Party offers all the assistance associated with the arrival of the Speaker to Kielce and its stay there.

### XII. CONTACT WITH THE ORDERING PARTY:

For questions related to the offer inquiry, please contact by e-mail: [akademia-triz@sejmik.kielce.pl](mailto:akademia-triz@sejmik.kielce.pl).

The person appointed to contact Contractors: Mrs. Ewa Cisowska-Kusak - Department of Entrepreneurship and Corporate Governance, Regional Policy Department of the Marshal Office of the Świętokrzyskie Voivodeship.



#### Project Partner

#### MARSHAL'S OFFICE OF THE ŚWIĘTOKRZYSKIE VOIVODESHIP

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### **XIII. APPENDIXES:**

1. Model offer form.
2. Model form confirming the professional/academic experience of the speaker.



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*Appendix no. 1 to the offer inquiry from 30 April 2013.*

*DPR-II.45.1.23.2013*



*Contractor's Stamp*

## **OFFER FORM**

### **I. The Contractor:**

1. Name and registered address:
2. NIP:
3. REGON:
4. Telephone:
5. Fax:
6. Website:
7. E-mail:

### **2. The Ordering Party:**

The Świętokrzyskie Voivodeship - Marshal's Office of the Świętokrzyskie Voivodeship  
al. IX Wieków Kielce 3, 25-516 Kielce  
NIP: 9591506120  
REGON: 291009337

In response to the offer inquiry from 30 April 2013, announced in connection with the implementation of the project entitled *TRIZ Academy for Business*, is co-financed by the European Union under the European Social Fund Measure 2.2.1 *Improving the quality of services provided by the institutions supporting entrepreneurship and innovation* of the *Human Capital 2007-2013 Operational Programme*, I offer the preparation and delivery of author's lectures in the form of a lecture and a workshop including the preparation of thematic presentations and the necessary materials regarding (*tick the appropriate topic and language*):

- practical application of the TRIZ-Technique in business
- practical application of the TRIZ-Management in business

in the language:



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- Polish
- English
- Russian

in accordance with the conditions set out in this offer inquiry for the price:

- gross: ..... (amount of zlotys in words: .....),

Proposed lecture topics:

- lecture: "....."

- workshop: "....."

1. *I hereby declare that I have read the terms of the offer inquiry and I do not have any objections regarding it.*
2. *I hereby declare that I meet all requirements for participation in the proceedings.*
3. *I hereby declare that I have all the information needed to properly prepare the offer.*
4. *I hereby declare that the information provided in this offer is true.*

.....  
*Place and date*

.....  
*Legible signature of the Contractor / a person authorized to represent the Contractor along with a stamp*





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*Appendix No. 2 to the offer inquiry dated 30 April 2013  
DPR-II.45.1.23.2013*

**FORM  
CONFIRMING THE PROFESSIONAL/ACADEMIC EXPERIENCE OF THE SPEAKER**

**I. A list of examples of publications confirming my professional / academic experience connected with TRIZ (at least 5):**

No.	Title of publication	Year and place of publication
1		
2		
3		
4		
5		

**II. A list of lectures and TRIZ trainings conducted by me over the past 5 years (at least 5):**

No.	Title of lecture/training	The entity which commissioned conducting the lectures / trainings	Place of conducted lecture/training
1			
2			
3			
4			
5			

**III. Addresses of websites where you can find my example publication / information about me and / or my professional/academic achievements:**

- .....

- .....

.....

*Place and date*

.....

*Legible signature of the Contractor / a person authorized to represent the Contractor along with a stamp*

