

## INQUIRY

Polish Confederation of Private Employers Lewiatan (Polska Konfederacja Pracodawców Prywatnych Lewiatan, hereinafter: Organizer) is sending herewith an inquiry within the framework of the project „Competitiveness of arbitration” providing services upon the agreement no UDA – POKL. 02.01.02-00-029/11 cofinanced by European Union within the framework of the European Social Fund. The inquiry provides submission of an offer concerning preparation and conduct of trainings about arbitration:

### 1. General provisions

- 1.1. The following inquiry is not governed by the Public Procurement Act from 29 January 2004 (Official Journal 2007, No. 223, sec. 1655 with further changes).
- 1.2. The inquiry will be sent to chosen subjects and presented at the Organizer’s website.
- 1.3. Organizer reserves the right to change the conditions and reference of this inquiry. If any of these could imply an offer, the Organizer will prolong the deadline for making an offer. In such a case all known to the Organizer tenderers will be immediately and duly informed directly as well as the information will be inserted at the Organizer’s website.
- 1.4. Tenderers submit the offer and supplementary information only electronically. Other information the organizer and tenderers will exchange also electronically.
- 1.5. There is no possibility for partial or optional submission of the proposals.
- 1.6. Organizer reserves the rights of inquiry procedure cancellation and no considering those proposals which are out of the described inquiry conditions without announcing the reasons.
- 1.7. Organizer may ask tenderers for additional information regarding the content of the submitted proposals.
- 1.8. Organizer will not carry any responsibilities or costs regarding preparation and submission of the proposals.
- 1.9. The evaluation of the proposals will be based mostly on the experience of the subject in question (75%) and afterwards such aspects as costs (15%) and availability (10%) will be taken into account.

### 2. The subject of inquiry

- 2.1 The Project „Competitiveness of arbitration” aims at promotion and



KAPITAŁ LUDZKI  
NARODOWA STRATEGIA SPÓJNOŚCI



POLSKA KONFEDERACJA  
PRACODAWCÓW PRYWATNYCH  
LEWIATAN

UNIA EUROPEJSKA  
EUROPEJSKI  
FUNDUSZ SPOŁECZNY



improvement of competitiveness of arbitration as a method of settlement of commercial disputes with regard to national courts.

2.2. The subject of the inquiry is preparation and conduct of trainings about arbitration. The trainings will be as following:

a) **trainings for counsels and in-house lawyers** representing business in arbitration proceedings. There will be three levels of the training (basic, intermediate and advanced) and three groups per each level. One day of training will last eight hours. 10 lawyers will participate in each training group. The prospective participants will fulfill the level test enabling to adjust them to proper group. At the end of the training the participants will also have to fulfill the test measuring their knowledge after the training.

b) **trainings for arbitrators** - two series/groups of one-day trainings (8 hours per training); 10 participants per training. Target group: arbitrators with less than 5 years of experience or up to 3 arbitration cases held. Topics: jurisdiction, constitution of the Arbitral Tribunal, organization and management of the arbitral proceedings, drafting arbitral award, ruling on the costs of arbitration, etc. Evaluation test at the end of the trainings - training completion certificate upon passing the test

c) **trainings for prospective trainers** – two series/groups of two-days courses (16 hours per 2-days training); 4 participants per training (8 in total). The idea is to train trainers, who will be able to conduct arbitration courses in the future. Criteria for the participants: arbitration experience, at least 5 arbitration cases held, good score on competency test for trainers (to assess their predisposition for a trainer role). After the completed training the trainees will be conducting trainings for counsels together with the professional trainers. Those, who will receive required evaluation score, will be granted with a training completion certificate and will co-conduct the trainings for counsels.

**The tenderer's tasks will cover:**

- preparation of trainings' programs;
- preparation of level tests;
- preparation of evaluation tests;
- conduct of trainings between October 2013 and April 2014 in Warsaw.

The CPV code: 805



KAPITAŁ LUDZKI  
NARODOWA STRATEGIA SPÓJNOŚCI



UNIA EUROPEJSKA  
EUROPEJSKI  
FUNDUSZ SPOŁECZNY



### 3. Deadline for proposal submission:

3.1 Deadline: 9 January 2013

3.2 Please send an offer via e-mail to Agnieszka Różalska-Kucal:  
[arozalska@pkpplewiatan.pl](mailto:arozalska@pkpplewiatan.pl)

### 4. The Offer Proposal

The offer proposal should include:

- 4.1. Declaration of willingness to prepare and conduct the trainings;
- 4.2. Proposal regarding the number of trainers (with names, if possible);
- 4.3. The complete cost table;
- 4.4. The tenderer should include the non-involvement representation as following:

Place, date

#### STATEMENT

*Due to submission of the offer proposal for realization of a task within the framework of the Project „Competitiveness of Arbitration” belonging to the Program Human Capital I hereby state that with regard to Polish Confederation of Private Employers Lewiatan or persons entitled to assume obligations on behalf of it or any person preparing and conducting the following procedure there exist no personal or capital links as in particular:*

- *participation as a shareholder in a company or partnership,*
- *possession of at least 10 per cent of shares;*
- *being a member of a board of directors, supervisory board, or being an authorized representative;*
- *being a spouse, a relative or in a relationship by marriage.*

Signature

### 5. Contact person:

Agnieszka Różalska-Kucal  
Coordinator of „Competitiveness of Arbitration” Project  
PKPP Lewiatan  
Zbyszka Cybulskiego Str. 3; 00-727 Warsaw, Poland  
tel. +48 22 55 99 972; fax +48 22 55 99 910  
e-mail: [arozalska@pkpplewiatan.pl](mailto:arozalska@pkpplewiatan.pl)



KAPITAŁ LUDZKI  
NARODOWA STRATEGIA SPÓJNOŚCI



UNIA EUROPEJSKA  
EUROPEJSKI  
FUNDUSZ SPOŁECZNY

