



## OFFER INQUIRY

DZ BANK Polska S.A. is seeking the offers to provide the training „**VOM – Value, Objectives, Motivation**” for two training groups within the project "**The higher powers, the higher competitiveness II**" co-financed by the European Social Fund under the Operational Program Human Capital.

### I. CONTRACTING ENTITY

#### DZ Bank Polska S.A.

Plac Piłsudskiego 3                      tel.: + 48 22 505 70 00  
00-078 Warszawa                      fax.: + 48 22 505 74 42  
NIP: 526-030-63-65                      REGON: 001419215

### II. MODE OF CONTRACT AWARD

Orders more than 14 thousand euro will be granted in accordance with the principle of competitive and not subject to the Public Procurement Law. Request is sent to potential suppliers and posted on the website [www.dzbank.pl](http://www.dzbank.pl) and at the headquarters of the DZ Bank Polska S.A..

### III. OBJECT OF THE CONTRACT

**CPV code: 79633000-0 Staff development services.**  
**80511000-9 Staff training services.**

DZ BANK Polska S.A. is seeking the offers to provide the training „**VOM – Value, Objectives, Motivation**” in the project "The higher powers, higher competitiveness II" co-financed by the European Social Fund under the Operational Programme Human Capital under the following assumptions:

- 1 Preparation of the training program.
2. Providing participants with training materials and the employer in the electronic version 10 days before the training.
3. Conducting 2-day trainings (2 x 16 hours of training) for groups of 15-20 people.
4. Conducting initial and final examination of the acquired knowledge (pre-and post-test) and the preparation of the statement concerning the growth of competence.
5. Handing out certificates to the training participants and copies to the employer.



**HUMAN CAPITAL**  
NATIONAL COALITION STRATEGY



EUROPEAN  
UNION



Project co-financed by the European Union under the European Social Fund nr **UDA-  
POKL.02.01.01-00-333/10**

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#### **IV. DATE AND PLACE OF PERFORMANCE**

Planned training period: 3-4.02.2012 i 2-3.03.2012

Place: Warsaw

DZ BANK is responsible for organizing the training, including access / room rental, equipment, refreshments and training away, accommodation, meals and transport for the training participants.

#### **V. TRAINING PURPOSES**

The purpose of the training is to improve participants' knowledge of holistic business risk analysis and corporate finance. The training should be held in English.

Main Target group: Relationship Management, Credit Risk Management

#### **VI. PROPOSAL FORMAT**

Please prepare an offer based on the following criteria:

1. Proposal costs (cost of a complete training services including: carrying out one day of training with the development of training materials and conducting tests of knowledge among participants of the training and preparation of the statement of the results of tests carried out.)
2. Training program description
3. Experience in conducting training courses for companies in the banking and financial sector. Please attach a summary of the qualifications of the trainer or trainers and references of a minimum of three clients, for whom the trainer has conducted similar trainings.

#### **VII. EVALUATION CRITERIA**

Choosing the best offer will be made based on the following criteria:

1. Price (30%)
2. Training program (30%)
3. Experience and qualifications of trainer/trainers (40%)

#### **VIII. PROPOSAL DUE DATE**

Please submit the proposal at the headquarters of DZ Bank Poland S.A., 00-078 Warsaw,

Plac Piłsudskiego 3 or sent by mail to:

cezary.bem@dzbank.pl (tel. 22 505 71 04) or anna.oliwinska@dzbank.pl (tel. 22 505 70 89)

until 5 December 2011. The proposals sent after this date will not be valid.

If you have questions, please contact us through e-mail or by phone.



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#### **IX. GENERAL INFORMATION**

1. DZ BANK Polska S.A. will inform all the suppliers who submit the proposal about the result.
2. This request takes the form of comparison of bids. It is not an inquiry within the meaning of the Public Procurement Act and does not give any of the suppliers the right to claim the contract award.