Annex 4

# QUALIFICATIONS REQUIREMENTS FOR SUPPLIERS

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| **Item No** | **Requirement** | **Documents proving compliance** | **Entities that must fulfil the requirement** |
| 1. | During the past 3 years (by the end of the term for the submission of tenders), or during the period since the date of registration of the Supplier (if the Supplier has been operating for a period shorter than 3 years), the Supplier has implements, by his own effort, an acceleration programme/programmes1 (under one or more contracts the total value of which is at least EUR 5,000,000 (five million euros) exclusive of VAT). | • List of services provided including a brief description of the acceleration programme/programmes implemented or still underway1/ specifying the value of the contract, the date of completion of the contract (part thereof), and the customer and its contact details irrespective of whether the customer is a contracting authority or not;  • As a proof of proper completion of the contract (part thereof), the Supplier must provide copies of a certificate issued by the customer, or another equivalent document. | The supplier or at least one member of the group of suppliers (if the tender is submitted by a group), or the economic operator whose capacities the supplier is relying on, depending on the obligations assumed by them in the performance of the Contract. The supplier may rely on capacities of other economic operators only if the latter themselves will implement the part of the Contract for which their capacities are required. The Supplier is not prohibited from relying on a contract performed jointly with other economic operators, however, in such a case the scope/value of the services provided by the supplier and not the entire value of the contract will be taken into account. |
| 2. | The Supplier‘s average annual income from acceleration programme (programmes) during the past 3 fiscal years; if the Supplier was registered or started operations later – from the registration/operations launching date, must be at least EUR 6,000,000 (six million euros) excl. of VAT. | A declaration of the annual income from the activity specified in the qualifications requirement for the relevant period, signed by the economic operator‘s CEO and chief accountant/accountant or another person legally entitled to keep accounts, or relevant certificates issued by a bank. | The supplier, all members of the group of suppliers (if the tender is submitted by a group; the members‘ capacities will be summed up), and other economic operators whose capacities the supplier is relying on, jointly. The supplier and the economic operators whose capacities the supplier is relying on in order to prove compliance with this requirement must assume joint and several liability for the performance of the Contract (a document (agreement etc.) evidencing that they will assume joint and several liability in the event of award of the Contract shall be submitted). |
| 3. | The acceleration programme/ programmes programoje1 implemented by the Supplier during the past 3 (three) years involved at least 50 start-ups from various countries (not only from the country of the Supplier‘s registration) including at least 30 start-ups each of which, after participation in the Supplier‘s acceleration programme, attracted investments of at least EUR 20,000 (twenty thousand euros) from international investors. | * List of the start-ups that took part in the Supplier‘s acceleration programme/programmes1 specifying the name and the country of registration of each participant; * List of the start-ups that took part in the programme and attracted investments, specifying the name of the start-up, the investor and the size of the investment, and evidence proving the investment (e.g. agreements, the investor‘s written confirmation of the investment, publishing information on the investment on platforms such as Crunchbase, Pitchbook, Dealroom.co etc.) . | The supplier or at least one member of the group of suppliers (if the tender is submitted by a group), or the economic operator whose capacities the supplier is relying on, according to the obligations assumed by them in the performance of the Contract. The supplier may rely on capacities of other economic operators only if the latter themselves will implement the part of the Contract for which their capacities are required. The Supplier is not prohibited from relying on a contract performed jointly with other economic operators, however, in such a case the scope/value of the goods supplied (and installed where applicable) /services provided by the supplier and not the entire value of the contract will be taken into account. |
|  | All the experts proposed must be fluent in English (both in writing and orally, proficiency level at least C1). This requirement can also be met by hiring an interpreter/translator. If the proposed expert does not meet the specified English proficiency requirement, the Supplier must submit a declaration in free form stating that the Supplier will ensure provision of interpretation/translation services for the purposes of performance of the specialist’s/specialists’ duties under the contract. All costs related to the English translations and interpretation must be included in the service price and will not be paid for separately. | | |
| 4. | The Supplier shall appoint for the Contract at least 1 (one) specialist – a Project Manager meeting the following requirements: - Higher educational attainment (at least BA or equivalent degree); - Experience of working in at least 1 (one) international acceleration programme1 in different countries; - Experience of implementing, during the past 3 (three) years, at least 3 (three) cycles2 of an acceleration programme; at least 50 start-ups must have applied to and at least 6 must have participated in each cycle;  - Experience of implementing at least 2 (two) demo days3 during the past 3 (three) years. | The ESPD must be completed and digital copies of documents or e-documents must be submitted via the Public Procurement Portal (*CVP IS*):  1. A list of specialists indicating full name and position of each specialist (Appendix 1 to the Tender Form); 2. The specialist‘s consent to provide the services specified in the Contract if he/she is employed by a company other than the Supplier or subsupplier, and a confirmation issued by the Supplier or subsupplier that they will employ the specialist in the case of award of the contract (provided that the specialist is not proposed as a subsupplier); 3. Proficiency in English must be declared in Appendix 2 to the Tender Form and a supporting document must be submitted (a declaration in free form or a copy of relevant certificate or equivalent document);  4. A copy/copies of a document/documents proving university or equivalent higher educational attainment;  5. The Project Manager must submit a completed and signed Appendix 2 to the Tender Form in which information on implementation of the acceleration programme (place and timing, number of applying start-ups and number and names of participating start-ups) is provided. Information about programme cycles implemented, their dates and places, names and countries of participating start-ups. Information about the demo days organised. | Specialists of the supplier or a member/members of the group of suppliers (if the tender is submitted by a group), or another economic operator (his employee) whose capacities the supplier is relying on, depending on the obligations assumed by them in the performance of the Contract. The supplier may rely on capacities of other economic operators only if the latter (the latter‘s employees) themselves will implement the part of the Contract for which their capacities are required. If the supplier (his specialists) himself meets the requirement but intends to hire subsuppliers (their specialists), then the subsuppliers‘ specialists must meet the set requirements if they themselves will implement the part of the Contract for which their qualifications are required. |
| 5. | The Supplier shall appoint for the Contract at least 1 (one) specialist – a Public Relations Officer meeting the following requirements: - Higher educational attainment (at least BA or equivalent degree); - At least 12\* months‘ experience of working in public relations, marketing, media or communication;  \*- The durations of simultaneously executed projects/contracts are not summed up. Work experience is calculated by summing the durations of projects (contracts) in months to the corresponding number of years – less that a month’s experience is counted as a full month’s experience.  - Experience of implementing at least 1 (one) international publicity campaign during the past 3 (three) years, designed for attracting participants to at least 1 (one) programme cycle; at least 50 start-ups from more than one country must have applied for such cycle. | The ESPD must be completed and digital copies of documents or e-documents must be submitted via the Public Procurement Portal (*CVP IS*):  1. A list of specialists indicating full name and position of each specialist (Appendix 1 to the Tender Form); 2. The specialist‘s consent to provide the services specified in the Contract if he/she is employed by a company other than the Supplier or subsupplier, and a confirmation issued by the Supplier or subsupplier that they will employ the specialist in the case of award of the contract (provided that the specialist is not proposed as a subsupplier); 3. Proficiency in English must be declared in Appendix 2 to the Tender Form and a supporting document must be submitted (a declaration in free form or a copy of relevant certificate or equivalent document);  4. A copy/copies of a document/documents proving university or equivalent higher educational attainment;  5. Must submit a completed and signed Appendix 2 to the Tender Form in which provide information:   * + - * on at least 12 months work experience in public relations, marketing, media, communications projects, contacts of persons, who can provide information about implemented projects;       * on implementation of the acceleration programme’s publicity campaign is provided: date, period, brief description, number of applicant start-ups, specifying their countries. | Specialists of the supplier or a member/members of the group of suppliers (if the tender is submitted by a group), or another economic operator (his employee) whose capacities the supplier is relying on, depending on the obligations assumed by them in the performance of the Contract. The supplier may rely on capacities of other economic operators only if the latter (the latter‘s employees) themselves will implement the part of the Contract for which their capacities are required. If the supplier (his specialists) himself meets the requirement but intends to hire subsuppliers (their specialists), then the subsuppliers‘ specialists must meet the set requirements if they themselves will implement the part of the Contract for which their qualifications are required. |

1 - Acceleration programme means the entirety of services provided to the start-ups including services of consulting, training, business development assistance and advise, partner search, innovation support and consulting, and organising and implementing demo days.

2 – Cycle means an acceleration programme implemented for a group of start-ups.

3 – Experience in organising demo days includes technical organisation of such events (event place, host, coffee breaks etc.), formation of an evaluation commission, inviting investors from different countries and ensuring their participation in order to present the start-ups that have completed the acceleration programme and to enable the start-ups attract investments.