

INVITATION TO TENDER

« Consultancy services for VR training modules
storyboard development »



SQLearn
e-learning experts

REQUEST FOR PROPOSALS
December 2020

1. INTRODUCTION

1.1 Type of Tender Procedure

SQLearn S.A. (“**Contracting Authority**” or “**Company**”) is conducting a tender procedure in order to receive proposals regarding the provision of “**Consultancy services for VR training modules storyboard development**”.

Quotations must be prepared and submitted according to the following terms and conditions. Submission of a quotation will imply the provision of agreement-consent to the included Terms and Conditions herein.

The bidder will be selected under a Quality – Cost Based Selection procedure, see Annex A for more info.

1.2 Contact for the Tender

All enquiries regarding the above tender procedure should be addressed to:

SQLearn Procurement
For the RFP « Consultancy services for VR training modules storyboard development»
210 7778877
procurement@sqlern.com

2. DESCRIPTION OF PROJECT AND CONTRACT SCOPE

2.1 Project Description

Within the framework of SQLearn’s project entitled “**Brave Dolphin**”, supported by Grant from Iceland, Liechtenstein and Norway through the EEA Financial Mechanism 2014 - 2021 in the frame of the Programme “*Business Innovation Greece*”, Company will develop a Virtual Reality application that will include various Virtual Reality training modules. This digital product will be the appropriate educational tool to cover the training needs of maritime/shipping industry.

This Virtual Reality training solution to be developed by SQLearn, will simulate the most crucial emergency incidents that occur on board. In this regard, a Risk Analysis needs to be carried out by external subcontractors (maritime consultants) with the aim to identify the specific scenarios to be simulated in virtual reality environment. The application will include at least four (4) indicative scenarios and will enable seafarers to be trained in a safety manner ashore.

2.2. Contract Scope

The Contract Scope consists in the provision of **Consultancy Services for VR training modules storyboard development**.

More specifically, the Subcontractor will be assigned to:

- 1) Perform and deliver a **Risk Analysis** of crucial incidents that occur on board. The incidents will be listed and assessed based on several criteria such as:
 - likelihood,
 - severity,
 - adaptability to virtual reality application etc.

- 2) Indicate at least four (4) scenarios of high importance based on the above criteria to constitute the raw material for the development of the Virtual Reality Application.

Upon the completion of the above mentioned, the Subcontractor, in close collaboration with SQLearn's development team will adapt the scenarios selected in a storyboard. The scenarios will include the main characters, the specific machinery to be used and the procedures that should be followed from different ranks (i.e. engine officer, deck officer engine rating, office rating etc.) according to the relative standards in the maritime industry.

2.3 Time of Delivery

Delivery of the products/services shall take place within 60 days from the date of signature.

3. EXPENDITURE BUDGET

The expenditure budget for the Contract amounts up to twenty thousand (20.000) Euro, exclusive of VAT.

4. FORMAT AND SUBMISSION OF PROPOSALS

4.1 Language of Proposals

All proposals shall be written in English.

4.2 Contents of Proposals

Proposals shall comprise the following: (a) The Technical Offer, (b) The Financial Offer.

Responses should include:

Technical Offer:

- Executive summary/Company Profile
- Services description & methodology / deliverables
- References and team expertise
- References of similar tasks previously performed would be an asset

Financial Offer:

- Pricing for the offered services

The bidder's proposals must clearly address the requirements as stated in the RFP. The response must include whether each requirement is feasible and provide a description of how it will be achieved.

4.3 Submission of Proposals

Proposals must be submitted in one of the following ways:

- Either by **electronic mail** to procurement@sqlearn.com, indicating the Subject "Proposal for Consultancy services for VR training modules storyboard development-4 scenarios" no later than **14:00 pm (GMT+2) on 28 December 2020**. Two Adobe Portable Document Format (.pdf) files should be attached, one for the Technical Offer and one for the Financial Offer. In case where deliveries are by electronic mail, the deadline should be strictly respected.

- Either by **registered post or by courier service** dispatched no later than **14:00 pm (GMT+2)** on **28 December 2020**, the postmark or the date of the deposit slip with the courier service serving as proof of posting date/time.

Instructions for submission by post or courier

If you wish to submit your proposal by registered post or by courier service, follow the instructions below.

Please submit your proposal to the following address which should be clearly marked as follows on the outer envelope:

Maria Zisiadou
SQLearn S.A
6 Skouze Str., Galaxias Building
18536, Piraeus, Greece

Proposals must be submitted in one sealed envelope, enclosed inside two (2) sealed envelopes, one for the Technical Offer and one for the Financial Offer. The following must be written on the outer envelope.

Label for the Outer Envelope

<p>[Company's name]</p> <p>Procedure – Reference: 2019/131723_Brave Dolphin</p> <p>SQLearn S.A.</p> <p>6 Skouze Str., Galaxias Building</p> <p>18536, Piraeus, Greece</p> <p>NOT TO BE OPENED BY THE INTERNAL MAIL SERVICE</p>

The following must be written on the inner envelopes:

Labels for the Inner Envelopes

<p>Technical Offer for</p> <p>“Consultancy services for VR training modules storyboard development”</p> <p>NOT TO BE OPENED BY THE INTERNAL MAIL SERVICE</p>
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Financial Offer for

“Consultancy services for VR training modules storyboard development”

NOT TO BE OPENED BY THE INTERNAL MAIL SERVICE

The Instructions of this Invitation to Tender clearly describe which documents are required to be included in your proposal as well as the supporting documents which must be enclosed.

1. All proposals must:
 - Be signed and stamped by the legal representative as following:
 - In case of submission by registered post or by courier, all documents (Technical and Financial Offer) must be signed and stamped by the legal representative and shall be submitted in sealed envelopes following the instructions above.
 - In case of submission by electronic email, all documents (Technical and Financial Offer) must be digitally signed by the legal representative and submitted in Adobe Portable Document Format (.pdf) via email following the instructions above.
 - Be perfectly legible in order to avoid any doubt about terms and/or figures included.
2. All proposals submitted must be valid for a period of six months from the closing date of receipt of proposals during which the tenderer may not modify the terms of the RFP in any respect.

Should a responder have a question, this should be submitted in writing, preferably by email, to: procurement@sqlearn.com before **11:00 am (GMT+2) on 14 December 2020.**

ANNEX A

Quality – Cost Based Selection Procedure

The final selection on behalf of the Company will be based on the following two criteria:

- The quality (in terms of technical functionality, accuracy, practicality, feasibility, utility, innovation etc.) of the submitted proposal by sixty (60%) per cent.
- The price of the submitted proposal by forty (40%) per cent.

The candidate proposal that will be rated with the highest percentage will be declared bidder of this procedure.