



Request for Proposal no 5/POWR/Z042/2020

Contracting Authority: WSB University (Akademia WSB)
1c Cieplaka Street
41-300 Dąbrowa Górnicza

Subject matter of the contract: **Preparation and conducting of didactic classes by a lecturer from abroad in English for students of 1st degree in International Relations in the summer semester of the academic year 2019/2020 and in the winter semester of the academic year 2020/2021**

Source of financing: The measure is implemented and financed under ***Excellence in Education – the WSB University Comprehensive Development Program***, co-financed from the European Union funds within the framework of the European Social Fund, the Operational Program Knowledge Education Development 2014-2020, Priority Axis III. Higher education for economy and development, Measure 3.5 The comprehensive programs of higher education institutions.

Proposal submission deadline:

The proposal shall be submitted in a sealed envelope by 30.01.2020 r., 10:00, to room 103 (Rector's Office), WSB University, Dąbrowa Górnicza

Approved on: 22.01.2020 r.



REQUEST FOR PROPOSAL:

Preparation and conducting of didactic classes by a lecturer from abroad in English for students of 1st degree in International Relations in the summer semester of the academic year 2019/2020 and in the winter semester of the academic year 2020/2021

1. The procedure of evaluation and comparison of proposals shall be conducted in accordance with the principle of competitiveness, as outlined in the guidelines concerning the eligibility of expenditure for the European Regional Development Fund, the European Social Fund and the Cohesion Fund for 2014-2020, taking into account the following:
 - Fair competition principle,
 - Equal treatment principle,
 - Transparency principle.
2. The Awarding Entity informs that the proceedings are not conducted on the basis of the Act of 29 January 2004, the Public Procurement Law, therefore it is not possible to apply the remedies specified in the Act.

I.CONTRACTING AUTHORITY'S DETAILS

Akademia WSB, ulica Ciepłaka 1c, 41-300 Dąbrowa Górnicza
NIP: 629-10-88-993, REGON: 272653903.

II.A PERSON AUTHORISED BY THE CONTRACTING AUTHORITY FOR CONTACT REGARDING THE REQUEST FOR PROPOSAL

Justyna Kaniecka, email: jkaniecka@wsb.edu.pl

III.PLACE, METHOD AND DATE OF PROPOSAL SUBMISSION

All proposals must be submitted in accordance with the requirements indicated in the Request for Proposal and by no later than 30.01.2020 r. 10:00 (as evidenced by the recorded date and time of submission) to the Contracting Authority, address: Akademia WSB, ul. Ciepłaka 1c, 41-300 Dąbrowa Górnicza (Rector's Office, open Monday – Friday, 08.00 a.m.– 4.00p.m.).

Applications submitted following the expiry of this period shall not be considered.

IV.THE SUBJECT MATTER OF THE CONTRACT

CPV codes: 80000000-4 Education and training services
CPV codes: 80300000-7 Higher education services

The subject matter of the contract Preparation and conducting of didactic classes by a lecturer from abroad in English for students of 1st degree in International Relations in the summer semester of the academic year 2019/2020 and in the winter semester of the academic year 2020/2021 within the framework of *Excellence in Education – the WSB University Comprehensive Development Program*, co-financed from the European Union funds within the framework of the European Social Fund, within the framework of the Operational Program Knowledge Education Development 2014-2020, Priority



Axis III. Higher education for economy and development, Measure 3.5 The comprehensive programs of higher education institutions.

International Relations – first-cycle studies

Subject	Semester	Type of classes
Global business strategy	IV	Lecture, project
Business management in Eastern Europe	V	Lecture, exercise, project

V. DETAILED DESCRIPTION OF THE SUBJECT MATTER OF THE CONTRACT

The subject of the contract specifying the number of groups, number of hours and minimal requirements concerning education and professional or scientific experience of persons indicated for completion of each task, is described in the annex no. 1 to this request for proposal. The annex no.1 is an integral part of the request for proposal.

VI. ADDITIONAL INFORMATION ON ORGANISING AND CONDUCTING CLASSES

1. Completion of the work specified in this request for proposal includes:
 - 1) preparing a syllabus for the course in accordance with the WSB University's template with reference to educational results for the given field of study. The Contractor-Author is obliged to submit the syllabus to the Department of Education not later than 3 days before the start of the classes,
 - 2) conducting classes in the declared dates fixed in the timetable. In case of lack of possibility to conduct classes within that period, The Contractor-Author is obliged to sufficiently early inform an employee from the Department of Education not later than 4 days before the start of classes,
 - 3) 1 teaching hour = 45 minutes - breaks are not included in the class time.
 - 4) keeping record of attendance on the account in 'Wirtualna Uczelnia' (does not apply to lecture),
2. The lecturer shall be additionally obliged to:
 - 1) awarding credits at the end of the course in the mode specified in the Rules and Regulations of the WSB University in accordance with the WSB University's grading scale and writing them in the WSB University's ICT system,
 - 2) submitting a signed examination and grade protocol with examination/grade works of students to the Dean's office confirming the achieved educational results on the given field of study, pithing 7 days from the date of the final test or exam,
 - 3) putting on all materials provided by the Contracting Authority and connected to the classes the logotypes in accordance with the Rules of the Promotion and Project Labelling in the program. The subject of the order is fulfilled within the project co-financed from the European



Union funds within the framework of the European Social Fund, the Operational Program Knowledge Education Development 2014-2020.

3. The Contractor is obliged to prepare on his/her own didactic materials necessary to complete the work (e.g. presentations, case study etc.). The Contractor is obliged to put on the materials the logotypes provided by the Contracting Authority.
4. The Contractor is obliged to present in the proposal form at least 3 textbooks which, according to the Contractor, may be helpful in completing the subject of the order.

VII. DATE AND PLACE OF THE PERFORMANCE OF THE SUBJECT MATTER OF THE CONTRACT

1. Classes shall take place in the premises of the Contracting Authority, in Dąbrowa Górnicza, 1c Ciepłaka Street, or another place indicate by the Contracting Authority situated not further than 20 km form the Contracting Authority's premises.
2. Classes shall take place in the academic years 2019/2020 and 2020/2021, i.e. 02.2020 – 02.2021
3. Classes shall take place in the following days o the week: **Wednesday to Friday** (in special cases the Contracting Authority reserves the right to schedule the classes on the other days of the week)

VIII. TERMS OF PARTICIPATION IN THE PROCEEDINGS

The Contractors eligible to apply to the participation in the implementation of particular tasks that are the subject matter of the contract:

1. They are in the financial and economic condition that ensures the performance of the subject matter of the contract, i.e. not undergoing liquidation, bankruptcy nor are they involved in reconstruction or sanation proceedings - applies to the Contractor - confirmation of meeting the condition - Annex no.4 to this Request for Proposal.
2. They have knowledge and experience necessary for the performance of the subject matter of the contract – it applies to the Contractor or person selected by the Contractor to perform the subject matter of the contract. Minimal conditions which are to be met are described in Annex no.1 to this Request for Proposal - confirmation of meeting the condition - Annex no.3 to this Request for Proposal and certified as true copies of diplomas/documents/certificates confirming required qualifications,
3. Contractor's declaration on the lack of personal and capital ties with the Contracting Authority - Annex no.5 to this Request for Proposal.
4. The Contracting Authority shall evaluate the fulfilment of the terms of participation in the proceeding with the statement "fulfilled" or "not fulfilled", based on the required documents and information contained in them.

IX. PROPOSAL PREPARATION METHOD

1. The proposal shall be submitted on the forms, the templates of which are included in the Annexes to this Request for Proposal.
2. The Annexes to this Request for Proposal shall form an integral part thereof and may not be amended.
3. The content of the proposal shall comply with the Request for Proposal.
4. By participating in the proceedings, the Contractor thus accepts the content of all the Annexes.



5. The proposal shall not be valid unless submitted in written form. It is recommended that the proposal is prepared in a way that does not allow it to be separated.
6. It is recommended that the pages of the proposal are permanently connected (stapled, comb-bound or tape-bound) and numbered.
7. Proposals must be prepared in Polish.
8. The proposal shall be signed by the Contractor, person or persons representing the Contractor in accordance with the representation rules indicated in the relevant register, or person or persons authorised to represent the Contractor.
9. If a person or persons signing the proposal (representing the Contractor) act on basis of the power of attorney, the power of attorney, either an original document or certified true copy, must be enclosed to the proposal.
10. It is recommended that any page of the proposal which contains text should be signed or initialled by the Contractor.
11. All changes made by the Contractor to the prepared proposal must be initialled by the Contractor.
12. All documents submitted by the Contractor in the form of a copy / photocopy / scan must be certified true copies.
13. Incomplete or badly prepared proposals shall be rejected and shall not be evaluated by the Contracting Authority. Prior to this the Contracting Authority shall call upon the Contractors to complete the lacks within 3 days.
14. It is required that the proposal is submitted in non-transparent and sealed packaging, making reading its content impossible without damaging the packaging. It should include the note:

Preparation and conducting of didactic classes by a lecturer from abroad in English for students of 1st degree in International Relations in the summer semester of the academic year 2019/2020 and in the winter semester of the academic year 2020/2021 - Request for Proposal 5/POWR/Z042/2020
DATE 30.01.2020 r. TIME 10:00

15. The Contracting Authority shall not allow submitting partial offers.
16. The Contractor shall submit only one proposal. Submitting more than one proposal shall result in the rejection of all the proposals submitted by the Contractor.
17. The Contracting Authority shall offer only one gross price expressed in PLN (Polish zloty) in accordance with the proposal form template in the Annex no.2 to this Request for Proposal.
18. The indicated gross price should include all costs and components necessary to perform the contract by the Contractor and all public and legal duties, including VAT if its calculation results from the applicable provisions.
19. The term gross amount should be understood as all costs related to the performance of the contract, which for natural persons who do not conduct business activity means remuneration, due to the Contractor for the service, constituting the whole, including also the part which the Employer is obliged to deduct (deduct) for legal obligations tax.
20. The Contracting Authority shall bear no responsibility for the tax and accounting classification presented by the Contractor, who, when submitting the proposal, should verify the above circumstances.
21. The Contracting Authority shall not allow the submission of variant proposals.
22. The Contractor shall bear all cost relating to preparation and submission of the proposal.



23. The Contractors who are entrepreneurs within the meaning of the provisions of the Civil Code are obliged to enclose a current extract from the relevant register or from CEIDG (the Central Register and Information on Economic Activity) to the proposal.
24. The Contractor is entitled to stipulate the confidentiality of information constituting the secret of their enterprise within the meaning of the provisions on combating unfair competition. Documents constituting the secret of the Contractor's enterprise shall be marked in a manner clearly stating the will to keep them secret. Separation of documents containing proprietary information is advisable. No objection will be treated as consent to disclose the content of the proposal in its entirety.

IX. THE OPENING OF PROPOSALS. THE TERMS OF REJECTION OF PROPOSALS

1. The Contracting Authority shall evaluate the proposals submitted in terms of their formal compliance with the content of the Request for Proposal.
2. The proposal shall be rejected if:
 - Its content does not correspond to the content of this Request for Proposal,
 - Is submitted after the deadline,
 - its submission constitutes an act of unfair competition within the meaning of the provisions on combating unfair competition,
 - It is inconsistent with applicable law,
 - It is incomplete in accordance with section XIV of the Request for Proposal (e.g. lack of annexes indicated in Request for Proposal, lack of signatures on the annexes, lack of complete information in the annexes, lack of required additional documents) and the lacks are not completed within the fixed dates,
3. An envelope, which is not marked as indicated in section IX of this Request for Proposal, is opened before the opening of proposals by the Commission of the Contracting Authority appointed to verify and evaluate proposals.
4. The Contracting Authority may, in the course of examining and evaluating proposals, request explanations from the Contractors and documents regarding the content of proposals submitted. The Contracting Authority shall reject the proposal of the Contractor who did not provide explanations or if the evaluation of explanations along with the provided evidence confirms that the proposal contains information which is false or impossible to document.
5. In the event of discrepancies as to the bid amount, the Contracting Authority shall accept the amount entered in words.
6. Contractors shall not be entitled to any claims against the Contracting Authority due to the rejection of the proposal.
7. No information on the evaluation process and the selection of proposals shall be disclosed to Contractors or other persons who are not involved in the evaluation and selection proceedings.

XI. INFORMATION ON EXCLUSION

Individuals who are financially or personally related to the Contracting Authority shall be excluded from the proceedings. Financial or personal relationship shall mean any mutual relations between the Contracting Authority or any person authorised to enter a legally binding commitment on



behalf of the Contracting Authority, perform actions related to preparing and conducting proceedings of selection of the Contractor and the Contractor, in particular by:

- 1) participating in a partnership as a partner in a civil partnership or partnership;
- 2) owning shares or at least 10% of shares or stocks;
- 3) fulfilling a function of a member of a supervisory board or management board, or a proxy or an attorney-in-fact;
- 4) being in a marriage, affinity and close relations or collateral relations and relations to second degree or in relation of adoption, custody or guardianship.

For this purpose the Contractor shall fill in and submit Annex 5 to the Request for Proposal no 5/POWR/ZO42/2020. Failure to submit the aforementioned Annex shall result in the rejection of the proposal.

XII. PROPOSAL EVALUATION CRITERIA

1. The offers shall be evaluated when:

- 1) they are submitted by Contractors who meet the conditions of participation in the proceeding,
- 2) are not rejected.

2. The evaluation shall be based on the following criteria:

- 1) **Price Criterion** gross for 1 hour of conducting classes (45 min.) – max. 70 points (weight 70%);

Price Criterion, where the proposals are evaluated using conversion rate: $P = C_n / C_o \times 70$ points
P – number of points received, C_n – the lowest gross price, C_o – gross price of the evaluated proposal.

- 2) **Criterion „didactic experience in conducting classes in the area of management** the person indicated to perform the subject matter of the contract – max. 20 points (weight 20%)

Point value awarded according to the rule:

- 10 years of experience – 0 points.
- 11 -12 years of experience - 10 points
- 13 years of experience and more – 20 points.

- 3) **Criterion „experience as a Visiting Professor of the person indicated to perform the subject matter of the contract”*** max. 10 points (weight 20%)

Point value awarded according to the rule:

- 0-2 years of experience – 0 points.
- 3 years of experience or more – 10points.

* *experiences should be given in full years*

3. The Contractor may receive maximum 100 points in total. The Contractors shall be evaluated according to the formula:



X points Price Criterion + **Y points** didactic experience Criterion + **Z points** Visiting Professor experience = **total number of points received.**

4. In the selection of the Contractor, the Contracting Authority shall follow the elementary rules existing on the single, stable European market, i.e.
 - a. the principle of transparency and publicity,
 - b. the principle of fair competition,
 - c. the principle of free movement of capital, goods and services,
 - d. the nondiscrimination and equal treatment of Contractors on the market.

XIII. THE SELECTION OF THE CONTRACTOR. INFORMATION ON THE RESULTS

1. The Contractor shall be selected if:
 - he/she was not rejected from the procedure,
 - meets the conditions of participation in the proceeding,
 - his/her offer is not rejected,
 - his/her offer receives the highest number of points.
2. If it is not possible to select the most advantageous proposal due to the fact that proposals submitted have received the same number of points, the Contracting Authority shall call Contractors to submit additional proposals. Submitting the additional proposal will mean presenting a new price proposal, no higher than the original one.
3. In the event that the selected Contractor refuses to sign the contract for the performance of the subject matter of the contract, the Contracting Authority will choose the Contractor who occupied the next (second) place on the ranking list.
4. The Contracting Authority shall reject proposals that exceed the budget planned by the Contracting Authority for the performance of the subject matter of the contract.
5. The information on the results of the proceedings shall be published in the database of competitiveness by the Contracting Authority.

XIV. ADDITIONAL INFORMATION

1. The selected Contractor is required to contact the Contracting Authority within 7 business days from the moment he is notified of the selection of his proposal, in order to agree upon all the issues required to perform the subject matter of the contract.
2. At any stage of the proceedings, the Contracting Authority reserves the right to:
 - change or cancel the proceedings,
 - change or cancel the terms of the proceedings,
 - change the content of the announcement and/or Request for Proposal,
 - nullify or terminate the proceedings without giving a reason.
3. The Contracting Authority reserves the right to change the persons assigned to the performance of the subject matter of the contract, at the stage of the performance of the contract, if the Contractor presents persons, who meet the requirement specified in the Request for Proposal and will be accepted by the Contracting Authority.
4. The Contracting Authority includes to conduct with the selected Contractor a contract work with the transfer of copyright.



5. The Contracting Authority reserves the right to withdraw from the conducted Agreement if the Contractor shall not start the completion of the subject of the contract within the set date or for the reason attributable to the Contractor there shall be a significant delay in completion of the work or the Contractor is guilty of infringement of the significant provisions of this Agreement
6. The Contractor shall pay the Contracting Authority contractual penalties:
 - 1) In case the Contractor for the reason attributable to him/her shall not conduct classes in the agreed date - 20% of the gross value of the total due remuneration,
 - 2) for undue performance of the Agreement by the Contractor - 20% of the gross value of the total due remuneration,
7. Contractual penalties do not exclude seeking compensation from the Contractor on general terms if the contractual penalty does not cover the damage caused.
8. The Contracting Authority reserves the right of not performing the entire contract. The reason may be changes to the application for the co-financing of the project.
9. When submitting the application for payment, the proposals may be submitted for verification to the appropriate public institution.
10. The Contractor will ensure compliance with the policy of equal opportunities, in particular the use of equality language and consideration of equal opportunities during the performance of the subject matter of the contract.
11. The Contractor participating in the proceedings declares:
 - that he read the content attached to the information clause of the request for quotation - Annex 8,
 - that he is the administrator of personal data contained in the application under the Regulation of the European Parliament and of the Council of the EU of 27 April 2016 and meets the conditions referred to in art. 6 clause 1 of the abovementioned Regulation. The Contractor entrusts the Employer with personal data processed for the purposes necessary to conduct the procedure, in particular the selection of the offer and the announcement of results, as well as the implementation of the project.
12. As regards personal data the Contractor receives from the Contracting Authority in the case of the performance of the contract as a result of submitting the proposal – the rights and obligations of both parties shall be set out in the Personal Data Processing Agreement constituting Annex 6 and 7 to this Request for Proposal.
13. Any information regarding the order, contained in this Request for Proposal, which has not been made public, as well as any legal, organizational, commercial, technological and technical information about the Contracting Authority or the contract not made public, which the Contractor shall receive in the proceedings due to the participation in the contract awarding procedure, are the secret of the Contracting Authority's enterprise and cannot be disclosed by the participants in the procedure or transferred to third parties without the consent of the Contracting Authority. The above-mentioned confidential information may be used only to prepare the proposal and participate in the contract award proceedings
14. The proposal validity period shall be 30 days from the proposal submission date.
15. This Request for Proposal does not constitute a commitment to conclude an agreement.



XIV. LIST OF DOCUMENTS / STATEMENTS REQUIRED FROM THE CONTRACTOR

In order to comply with the formal requirements of the proceedings, each Contractor is obliged to submit the following documents:

1. Annex no.2 to the Request for Proposal no 5/POWR/Z042/2020 – Proposal Form,
2. Annex no.3 to the Request for Proposal nr 5/POWR/Z042/2020 - CV of the person indicated to perform the subject of the order,
3. Annex 4 to the Request for Proposal nr 5/POWR/Z042/2020 - Declaration of meeting the conditions,
4. Annex 5 to the Request for Proposal nr 5/POWR/Z042/2020. Declaration on the lack of personal and capital ties with the Contracting Authority,
5. Annex 6 to the Request for Proposal nr 5/POWR/Z042/2020 initialled agreement template of outsourcing of the processing of personal data,
6. Annex 7 to the Request for Proposal nr 5/POWR/Z042/2020 initialled agreement template of authorisation for processing of personal data,
7. Annex 9 to the Request for Proposal nr 5/POWR/Z042/2020 – initialled agreement template contract
8. Certified to be a true copy of diploma and other applicable documents/certificates of the person/persons indicated to perform the subject of the order,
9. an up-to-date copy from a relevant register or from the Central Electronic Register or Information on Economic Activity.