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| **Enquiry for Quotation No: 51/ZZ/2023** | Gdańsk, 02.10.2023r |

**ENQUIRY FOR QUOTATION**

Medical University of Gdańsk with the seat in Gdańsk at 3a M. Skłodowskiej-Curie Street, post code 80-210, Taxpayer Identification Number (NIP): 584-09-55-985, National Business Registry Number (REGON): 288627 informs about the order and invites to submit offers.

1. THE PURPOSE OF THE PROJECT AND SOURCE OF FUNDING

The aim of the project is to improve access to international education programs through the implementation of the program in English and the inclusion of foreign lecturers with achievements in scientific or professional work in the implementation of didactic classes at the Medical University of Gdańsk.

The project titled “A multi-module program to improve the efficiency and quality of the functioning of the Medical University of Gdańsk ” is co-financed by the European Union from the European Social Fund under the Operational Programme Knowledge Education Development 2014 - 2020, Priority Axis III - Higher education for the economy and development, Action 3.5 – Comprehensive university programmes.

1. MODE OF AWARDING THE ORDER

The procedure is conducted in the form of an enquiry for quotation, excluding the provisions of the Act of 11 September 2019 Public Procurement Law (Journal of Laws from 2019, item 2019). The value of the order below the amount of PLN 130 000 (art. 2 sec. 1 item 1).

1. PLACE OF PUBLICATION OF THE CONTRACT NOTICE

https://bazakonkurencyjnosci.gov.pl/ oraz https://przetargi.gumed.edu.pl/

1. SUBJECT OF THE ORDER
2. The subject of the order is the selection of a foreign Lecturer to prepare and conduct a lecture in English for students of the Medical University of Gdańsk (MUG).
3. Detailed scope

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| **Name of the Faculty for which the lecture is dedicated** | Faculty of Medicine |
| **Scientific field and discipline** | Biochemistry and molecular biology |
| **Subject of the lecture** | Molecular mechanism of diseases |
| **Target group** | Students, PhD students |
| **Number of lecture participants** | 200 |
| **Number of teaching hours** | 8(1 hour = 45 minutes) |
| **Language of the lecture** | English |

1. Lectures will be conducted in stationary form.
2. CPV Code:

[**80300000-7**](https://www.portalzp.pl/kody-cpv/szczegoly/uslugi-szkolnictwa-wyzszego-8922) – Higher education services

[**80320000-3**](https://www.portalzp.pl/kody-cpv/szczegoly/uslugi-edukacji-medycznej-8924) – Medical education services

1. DATE AND PLACE OF IMPLEMENTATION OF THE SUBJECT OF THE ORDER
2. The lecture will take place at the seat of the Ordering Party, i.e. Medical University of Gdańsk ul. M. Skłodowskiej-Curie 3a, 80-210 Gdańsk.
3. Expected date of the lecture: 20-26.11.2023. The exact date will be determined after signing the contract. The schedule will be attached as Appendix 1 to the Agreement.
4. The Ordering Party reserves the right to introduce changes in the schedule resulting from changes in the organization of the academic year.

1. TERMS AND CONDITIONS OF THE CONTRACTOR'S PARTICIPATION IN THE INQUIRY
2. A contractor submitting an offer in response to this enquiry should meet the following requirements:
3. have a university degree min. doctor. The requirement will be assessed based on the statement in Annex 1 and CV.
4. presence of publications in renowned international scientific journals in scientific achievement. A minimum of 5 publications of international importance on topics related to the conducted workshop is required. This requirement will be evaluated based on the statement included in Annex 1.
5. very good knowledge of spoken and written English. At least at B2 level. This requirement will be assessed on the basis of the declaration included in Annex 1.

and

1. may not be related personally or by capital to the Ordering Party - the requirement will be assessed on the basis of the statement contained in Appendix No. 2
2. The Ordering Party shall exclude the entities referred to in Art. 7 of the Law on special solutions for counteracting support for aggression against Ukraine and serving to protect national security (Journal of Laws of 2022, item 835)

Due to the fact that the project is co-financed by the European Union from the European Social Fund under the Operational Programme Knowledge Education Development 2014-2020, the Contractor will be obliged to:

* make the documentation related to the execution of the order available upon each request,
* personal performance of the subject matter of the order by the person signing the contract and prohibition on entrusting the performance of the subject matter of the contract to subcontractors,
* use the documentation indicated by the Ordering Party,
* maintain the confidentiality of the data entrusted in the execution of the service.

1. OFFER EVALUATION CRITERIA
2. Offers that meet the conditions for participation in the inquiry described in point VI will be assessed according to the following criteria and their weightings:
3. Gross price\* of the service for conducting 8 hours of lectures (C) - 100% - 100 points

*\* in the case of natural persons who do not run a business, the gross price of the service for conducting 8 hours of lectures includes all costs that will be incurred by the Ordering Party, in particular the advance payment for the income tax due, the costs of social insurance, the so-called gross-gross, and in the case of a person conducting business activity, the VAT due.*

1. DESCRIPTION OF HOW TO PREPARE AN OFFER
2. The contractor submits an offer in accordance with the requirements contained in the request for proposals.
3. The offer should be prepared in English, and the price should be given in Polish zlotys (PLN) or in Euro (EUR) or in US Dollar (USD). The offer price given in a currency other than Polish zloty (PLN) will be converted at the rate of exchange from the day on which the offer opening takes place.
4. In the course of examining and evaluating tenders, the Ordering Party reserves the right to:
5. summon the Contractor in the event of formal defects in the offer,
6. submit relevant statements, explanations or documents within the specified time limit,
7. correcting obvious accounting errors in the price calculation (with the Contractor's consent),
8. correction of obvious typographical errors.
9. The contractor bears all its own costs related to the preparation and submission of the offer, regardless of the resolution of the request for proposals.
10. A complete offer should include:
11. offer form - in accordance with Annex No. 1
12. statement of absence of capital or personal relations - Annex No. 2
13. CV of the lecturer.
14. DATE AND METHOD OF SUBMISSION OF OFFERS
    * + 1. The offer should be submitted in the form of scanned documents by **10.10.2023r**  to the following e-mail address kamila.tuczynska@gumed.edu.pl or kadrydydaktyka@gumed.edu.pl
15. Offers submitted after the deadline will not be considered.
16. The person authorized by the Ordering Party to contact the Contractors is Adrian Bakun, phone number: +48 58 3491200, email: kadrydydaktyka@gumed.edu.pl
17. Organisational Unit: **Department of Procurement/ Supplies and Deliveries Unit**
18. The offer will be binding for 30 days from the date of submission of the offer.
19. OTHER IMPORTANT TERMS AND CONDITIONS OF THE CONTRACT UNDER THE PROCEDURE
20. Due to the budget assumptions, if the amounts presented in the responses to the inquiry are higher than those planned in the project budget, the Ordering Party reserves the right to negotiate with Contractors who have not been excluded from the procedure. The final selection of the Contractors with whom the contracts will be signed will take place after the conclusion of any negotiations.
21. The Ordering Party reserves the right to withdraw or cancel this enquiry at any time without giving any reason for its decision. In the case of cancellation of this enquiry, Contractors shall not have any claim against the Ordering Party.
22. The Ordering Party will inform about the selection of the Contractor by posting information on the Competitiveness Database: <https://bazakonkurencyjnosci.gov.pl/> and https://przetargi.gumed.edu.pl/
23. The contractor whose offer is selected under this procedure will be informed about this fact.
24. The Ordering Party reserves the right to choose the next one among the most advantageous offers, if the tenderer whose offer is selected as the most advantageous, evades concluding the contract regarding the implementation of the subject of this order.

**ANNEXES:**

Annex 1 - offer form

Annex 2 - statement of no capital or personal relations

Annex 3 - material provisions of the contract

CAUTION:

Before signing the contract, natural persons are required to submit a declaration for tax and contribution purposes.

p.o Kanclerza

prof. dr hab. Jacek Bigda

**GDPR information clause**

1) Pursuant to Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (Journal of Laws EU L 119 of 04.05.2016, p. 1), hereinafter "the GDPR", I inform you that:

* The administrator of your personal data is the Medical University of Gdańsk, 3a M. Skłodowskiej-Curie Street, 80-210 Gdańsk, contact with the Data Protection Officer is available at the following email address: [iod@gumed.edu.pl](mailto:iod@gumed.edu.pl)
* Your personal data will be processed on the basis of Article 6(1)(c) of the GDPR for the purpose related to the public procurement procedure **51/ZZ/2023;**
* the recipients of your personal data will be persons or entities to whom documentation of the proceedings will be made available pursuant to Article 8 and Article 96(3) of the Act of 11 September 2019 Public Procurement Law (consolidated text Journal of Laws 2019 item 2019) hereinafter referred to as the "PPL Act";
* your personal data will be stored, pursuant to Article 97 (1) of the PPL Act, for a period of 4 years from the date of completion of the procurement proceedings, and if the duration of the contract exceeds 4 years, the storage period shall cover the entire duration of the contra
* the obligation to provide personal data concerning you directly is a statutory requirement stipulated in the provisions of the PPL Act, related to participation in a public procurement procedure; consequences of failure to provide certain data result from the PPL Act;
* decisions with regard to your personal data will not be taken in an automated manner pursuant to Article 22 of the GDPR;
* you have:

- pursuant to Article 15 GDPR the right to access personal data concerning you;

- pursuant to Article 16 GDPR the right to rectify your personal data;

- pursuant to Article 18 GDPR the right to request the administrator to restrict the processing of your personal data, subject to the cases referred to in Article 18(2) GDPR;

- The right to lodge a complaint with the President of the Office for Personal Data Protection if you consider that the processing of personal data concerning you violates the provisions of the GDPR;

* you are not entitled to:

- in relation to Article 17(3)(b), (d) or (e) of the GDPR the right to erasure of personal data;

- the right to personal data portability as referred to in Article 20 GDPR;

- based on Article 21 GDPR the right to object to the processing of your personal data, because the legal basis for the processing of your personal data is Article 6(1)(c) GDPR.

*Annex 1*

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**Medical University of Gdańsk**

3a M. Skłodowskiej – Curie Street,

80-210 Gdańsk

**OFFER FORM**

**The Contractor: ………………………………………………………………………………………………………………………**

*(name and surname, address, telephone number, e-mail address)*

Following the enquiry issued by the Medical University of Gdańsk, at 3a M. Skłodowskiej-Curie Street, 80-210 Gdańsk, concerning the engagement of a foreign Lecturer to prepare and conduct a lecture in English for students of the Medical University of Gdańsk (GUMed) within the framework of the implemented project **"Multi-module programme for improvement of effectiveness and quality of functioning of the Medical University of Gdańsk"** co-financed by the European Union from the European Social Fund under the Operational Programme Knowledge Education Development 2014 - 2020, Priority axis III - Higher education for economy and development, Action 3.5 - Comprehensive programmes of higher education institutions.

I hereby submit my offer:

|  |  |  |
| --- | --- | --- |
| **Item** | **Service** | **Gross value\* in PLN** |
| 1 | Lectures in English - 8h |  |

*\* in the case of natural persons who do not run a business, the gross price of the service for conducting 8 hours of lectures includes all costs that will be incurred by the Ordering Party, in particular the advance payment for the income tax due, the costs of social insurance, the so-called gross-gross, and in the case of a person conducting business activity, the VAT due.*

**Order value for conducting 8 hours of didactic lectures:**

**gross: ........................zł (in words:....................................................................................................),**

* I declare that I have familiarised myself with the description of the subject of the contract and I do not raise any objections to it, and I accept the conditions contained therein.
* I declare that I fulfil the conditions of participation in the procedure specified in point VI, including:
  1. I hold a ……………………… degree
  2. I have at least 5 publications in renowned international scientific journals on subjects related to the conducted didactic lectures according to the list below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *authors' names* | *title* | *name of the journal* | *page* | *indication of the scientific field* |
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1. I have a very good command of written and spoken English at a level of minimum B2,

* I declare that I am not subject to the exclusion referred to in point VI. 2 inquiries.
* I declare that in case of selection of this offer by the Ordering Party I undertake to sign a contract/contracts at the date and place indicated by the Ordering Party.

………………………………………………….

(signature of the person submitting the offer)

Case number: 51/ZZ/2023 *Annex 2*

………………………, ……….. 2023 r.

…………………………..

…………………………..

…………………………..

*(name and surname, Contractor’s address,*

*telephone number, e-mail address*)

**Medical University of Gdańsk**

3a M. Skłodowskiej – Curie Street,

80-210 Gdańsk

**DECLARATION OF ABSENCE OF EQUITY LINKS OR PERSONALLY RELATED ENTITIES**

Following the enquiry issued by the Medical University of Gdańsk, at 3a M. Skłodowskiej-Curie Street, 80-210 Gdańsk, concerning the engagement of a foreign Lecturer to prepare and conduct a lecture in English for students of the Medical University of Gdańsk (GUMed) within the framework of the implemented project **"Multi-module programme for improvement of effectiveness and quality of functioning of the Medical University of Gdańsk"** co-financed by the European Union from the European Social Fund under the Operational Programme Knowledge Education Development 2014 - 2020, Priority axis III - Higher education for economy and development, Action 3.5 - Comprehensive programmes of higher education institutions.

**I, the undersigned, hereby declare** that I am not related personally or by equity to the Ordering Party (Medical University of Gdańsk).

I declare that there are no mutual equity or personal relations, which means mutual relations between the Ordering Party or persons authorised to incur liabilities on behalf of the Ordering Party or persons performing activities related to preparation and execution of the contractor selection procedure on behalf of the Ordering Party and the Contractor consisting in particular in:

* participation in the company as a partner in a civil partnership or partnership,
* holding at least 10% of shares, unless a lower threshold results from the provisions of the law or was defined by MA OP
* being a member of a supervisory or managing body, proxy, attorney,
* being married, in the relationship of kinship or affinity in a straight line, kinship of the second degree or affinity of the second degree in a side line, or in the relationship of adoption, custody or guardianship.

……………………………………….

(signature of the person submitting the offer)

*Annex 3*

**Material provisions of the contract**

1. Within the framework of this contract, the Ordering Party orders and the Contractor undertakes to prepare and conduct a lecture in English for students of the Medical University of Gdańsk (GUMed) within the framework of the implemented project **"Multi-module programme for improvement of effectiveness and quality of functioning of the Medical University of Gdańsk"** co-financed by the European Union from the European Social Fund under the Operational Programme Knowledge Education Development 2014 - 2020, Priority axis III - Higher education for economy and development, Action 3.5 - Comprehensive programmes of higher education institutions.
2. The lecture includes the conduct of a total of 8 teaching hours, with a detailed schedule attached as Annex 1 to the contract (1 teaching hour = 45 minutes) for 1 target group of participants.
3. The Contractor shall:
4. prepare the materials necessary for the lecture. The materials must be based on the state of the art of the topic Teaching materials must be in accordance with the guidelines for labeling projects under the Operational Program Knowledge Education and Development 2014-2020, and the necessary logos will be provided to the Contractor by the Ordering Party;
5. to conduct the lecture in accordance with the schedule;
6. perform the subject matter of the contract to the best of its knowledge and with the greatest care, taking into account its skills and experience;
7. transfer to the Ordering Party the property copyright to the Works.
8. The Ordering Party undertakes to:
9. inform the Contractor about the schedule of classes.
10. allow consultations with representatives of the Ordering Party regarding the detailed content of the currently conducted classes.
11. notify participants of the place and date of the classes.
12. accept the materials prepared by the Contractor on condition that they are properly produced and appropriate logos are provided.
13. to provide a venue for the lecture along with the equipment necessary for the lecture.
14. Form and date of payment - remuneration for the activities performed will be payable upon completion of the lecture by bank transfer to the Contractor's account within 14 days from the date of submission of properly completed documents signed by the Contractor and accepted by the Ordering Party and a properly issued invoice/bill.