



Warsaw, 30.03.2021

## REQUEST FOR QUOTATION no. 6/Z6/A360/2021

In connection with the implementation of the project entitled "AKADEMIA 360 - ZINTEGROWANY SYSTEM PODNOSZENIA JAKOŚCI W ALK" [EN: "ACADEMY 360 - AN INTEGRATED SYSTEM OF QUALITY IMPROVEMENT AT KU"], implemented as part of Operational Programme Knowledge Education Development 2014-2020, co-financed from the resources of the European Social Fund, we would like to invite you to submit a quotation for: **preparing and running a training course in the amount of 32 hours, focusing on the development of teaching competencies of the faculty of Kozminski University.**

**The procedure is organised in the form of evaluation and comparison of quotations according to the principle of competitiveness as defined in the *Guidelines for eligibility of expenditure in projects co-financed by the European Regional Development Fund, the European Social Fund, and the Cohesion Fund for 2014-2020.***

### A. ORDERING PARTY

Kozminski University

ul. Jagiellońska 59,

03-301 Warsaw

NIP (Tax ID): 5241005438

REGON (Statistical ID no.): 010228830

### B. DEADLINE AND PROCEDURE FOR QUOTATION SUBMISSION

The quotation needs to be submitted by **08.04.2021**, by 23:59:59

The quotation shall be submitted as follows:

- a) scanned copies of the required quotation documents need to be sent to the following e-mail address: [markowicz@kozminski.edu.pl](mailto:markowicz@kozminski.edu.pl)

or

- via the Bazy Konkurencyjności system:  
<https://bazakonkurencyjnosci.funduszeuropejskie.gov.pl/>

### C. CONTACTING THE ORDERING PARTY

Person authorised to contact the Contractors: Agnieszka Markowicz – [markowicz@kozminski.edu.pl](mailto:markowicz@kozminski.edu.pl).



Any questions regarding this Request for Quotation shall be sent to the above e-mail address or via the <https://bazakonkurencyjnosci.funduszeuropejskie.gov.pl/> website, **by 06.04.2021** at the latest. After this date, the Ordering Party will respond to every question by sending the answers to each of them to all Contractors who have made inquiries and by publishing these answers on the Baza Konkurencyjności platform. If a question concerning the Request for Quotation is submitted after the set deadline, the Ordering Party may leave such a question unanswered.

#### D. SUBJECT-MATTER OF THE CONTRACT

The main aim of the Faculty Development module within the framework of the project entitled "AKADEMIA 360 – ZINTEGROWANY SYSTEM PODNOSZENIA JAKOŚCI W ALK" [EN: "ACADEMY 360 – AN INTEGRATED SYSTEM OF QUALITY IMPROVEMENT AT KU"] is to improve the quality of teaching by improving the teaching competencies of faculty members.

The subject-matter of the contract involves: **preparing and running a training course in the amount of 32 hours, focusing on the development of teaching competencies of the faculty** of Kozminski University in the period from the day of signature of the agreement to 30 September 2021.

#### The performance of the subject-matter of the contract will involve:

1. designing and preparing the programme of an online training course aimed at the development of teaching competencies, spanning 32 training hours;
2. preparing and running a training course in the area of development of teaching competencies (spanning 32 training hours for one group);
3. conducting classes in line with the designed programme and with all reasonable professional skill and care.

#### **Examples of modules:**

1. Inverted classroom and blended learning designs
2. Alternative assessment forms
3. Large class teaching with a high level of student engagement
4. Innovative teaching elements such as digital stories, game-based learning
5. Benefits from learning analytics
6. Teaching and learning with cases approaches
7. Designing cases studies and teaching notes
8. Combining research and teaching
9. Designing courses for different programs.

#### **Examples of outcomes:**

1. Knowledge: the academic teacher is familiar with the methods of designing and teaching classes with the use of cases and other methods applied in teaching
2. Knowledge: the academic teacher is familiar with the methods of incorporating scientific research into the teaching process
3. Knowledge: the academic teacher is familiar with innovative methods and tools used to promote collaboration and interaction in a group environment





4. Skills: the academic teacher is able to prepare cases to be used in the teaching process, teach with the use of cases, and make use of other methods applied in teaching
5. Skills: the academic teacher is able to incorporate scientific research into the teaching process
6. Skills: the academic teacher is able to apply innovative methods and tools used to promote collaboration and interaction in a group environment

*Contractors applying for the award of the Contract are obliged to submit their quotations together with a filled-in syllabus for the 32-hour training course offered. The syllabus should include issues described in item "D" or other issues from the area of the development of teaching competencies. The specimen of the Syllabus is provided as Appendix no. 2 to request for quotation 6/Z6/A360/2021.*

*A quotation submitted without a filled-in appendix referred to above will be rejected.*

**CPV CODE: 80500000-9 Training services**

#### **E. ADDITIONAL INFORMATION**

1. The training course has to be delivered in English.
2. A training hour shall be understood as 45 minutes.
3. The training group will consists of 33 persons on average. The group will include faculty members teaching courses in the following fields: administration, law, management, economics, finance, and accounting.
4. The training course needs to span 32 training hours. Classes should be taught based on case studies and exercises to consolidate knowledge.
5. The training course may be divided into modules and run by several instructors.
6. When arranging the schedule, the Ordering Party will consider the individual needs and availability of the training course participants.
7. The classes will be taught in the form specified by the Ordering Party – online, with the use of Microsoft Teams. It is possible to use other software upon the Ordering Party's approval.
8. The training course has to be delivered on working days by 30 September 2021. The scheduled dates of training sessions may change in cases described in the specimen agreement provided in the form of Appendix no. 4 to request for quotation no. 6/Z6/A360/2021.
9. The exact schedule will be arranged by the Ordering Party and the Contractor at the stage of performance of the agreement. The ultimate decision regarding the dates of particular training sessions shall be made by the Ordering Party. When arranging the schedule, the Ordering Party will consider the individual needs and availability of the training course participants.
10. The Contractor will receive their remuneration only for classes actually delivered.
11. The Contractor is obliged to:
  - prepare a syllabus for a training course spanning 32 training hours, focusing on the development of teaching competencies;





The specimen of the Syllabus is provided as Appendix no. 2 to request for quotation 6/Z6/A360/2021.

- conduct classes according to the prepared syllabus;
  - adapt the training sessions to the needs of the training course participants;
  - notify the training course participants at the beginning of the training course that the classes are conducted within the framework of the project entitled “Akademia 360 – Zintegrowany System Podnoszenia Jakości w ALK” [EN: “ACADEMY 360 – AN INTEGRATED SYSTEM OF QUALITY IMPROVEMENT AT KU”], co-financed from EU resources within the framework of the European Social Fund;
  - label the training course materials according to the Guidelines for information on and promotion of operational programmes implemented under the cohesion policy for the years 2014-2020;
  - provide each training course participant with training course materials in electronic form;
  - grant each training course participant a diploma or a certificate of completion of the training course, in line with the specimen provided by the Ordering Party, in electronic form;
  - consider the training course participants’ comments regarding the style of instruction, especially when they find this style inadequate or incomprehensible;
  - accept to undergo an inspection performed by the Ordering Party, the Auditor appointed by the Ordering Party, and other authorised entities in the scope of proper performance of the subject-matter of the contract;
  - obey the policy of equal opportunities, especially by using the language of equality and taking into consideration the equality of opportunities when delivering the service;
  - fill in an acceptance certificate upon finishing the performance of the subject-matter of the contract – and submit it to the Ordering Party;
  - generate an invitation to the training course in the MS Teams application and send it to all training course participants;
  - become familiar with and follow the *Principles of running online training courses* developed by the Ordering Party, provided in the form of Appendix no. 5 to request for quotation no. 6/Z6/A360/2021;
  - include information regarding the attendance of the training course participants in the post-training report, provided in the form of Appendix no. 1 to the abovementioned *Principles*, and provide the Ordering Party with this post-training report, including e.g. information about the programme and the objective of the training course, information about the instructor, and list of attendance – within 5 working days from the end of the online training course;
12. The Ordering Party informs that the remuneration for the performance of the agreement is co-financed from European Social Fund resources.
13. The gross price of the performance of the contract includes all costs the Ordering Party will bear in relation with the performance of the contract, including all public law liabilities arising from the fact of payment of remuneration to the Contractor.



14. The Contractor bears full liability for failure to perform or improper performance of the agreement and for instances of exposing the Ordering Party to losses occurring in the course of performance of the agreement.
15. The Ordering Party allows for changes to be made to the provisions of the agreement concluded based on the content of the quotation on the basis of which the Contractor has been awarded the contract, according to Appendix no. 4 to request for quotation no. 6/Z6/A360/2021.
16. The Ordering Party may impose liquidated damages on the Contractor at the stage of contract performance, in accordance with the specimen agreement provided as Appendix no. 4 to request for quotation no. 6/Z6/A360/2021.
17. The Ordering Party informs that they will sign agreement in line with Appendix no. 4 to request for quotation no. 6/Z6/A360/2021 with the selected Contractor.
18. The Contractor will be obliged to sign a personal data processing agreement in accordance with Appendix no. 6 to request for quotation no. 6/Z6/A360/2021.
19. The Ordering Party informs that they may award the selected Contractor with another contract involving performing the service described in the request for quotation again in the period of 3 years following the date of awarding the contract referred to in this document to the said Contractor.
20. The Ordering Party does not permit the subject-matter of the contract to be performed with the involvement of subcontractors.
21. The Ordering Party reserves the right to amend this request for quotation before the quotation submission deadline. If the amendments have a considerable impact on the content of the submitted quotations, the Ordering Party will extend the deadline accordingly.
22. The Ordering Party reserves the right to cancel the request for quotation at any time for convenience.
23. The Ordering Party informs that the period of quotation validity is 30 days from the date of expiry of the quotation submission deadline. The Ordering Party may request the Contractors to extend the period of validity of the submitted quotations. If a Contractor does not agree to extend the validity period of their quotation, the Ordering Party will reject their quotation.

#### **F. TIME FRAME OF THE CONTRACT:**

The contract will be performed in the period from the date of signature of agreement to 30.09.2021.

#### **G. LICENSE/QUALIFICATION TO CARRY OUT CERTAIN TYPES OF ACTIVITY**

1. A transcript from the relevant register, proving the status of a higher education institution

*A quotation submitted without the document referred to above will be rejected.*





## H. CONDITIONS OF PARTICIPATION IN THE PROCEDURE

The contract may be applied for by Contractors who can prove that they:

### 1. Hold the status of a higher education institution.

*To make it possible for the Ordering Party to evaluate the fulfilment of the said condition of participation in the procedure, the Contractor is obliged to submit their quotation with a transcript from the relevant register to prove that they hold the status of a higher education institution.*

### 2. Hold international accreditations: EQUIS, AACSB, AMBA.

*In order for the Contractor to prove that they fulfil the above condition, they need to submit their quotation together with copies of certificates proving that they hold the above accreditations.*

## I. DRAWING UP THE QUOTATION – GUIDELINES

**The quotation needs to include the following elements:**

1. Quotation Form – Appendix no. 1 to request for quotation no. 6/Z6/A360/2021
2. Syllabus – Appendix no. 2 to request for quotation 6/Z6/A360/2021
3. Declaration of no ties – Appendix no. 3 to request for quotation no. 6/Z6/A360/2021
4. A transcript from the relevant register, proving the status of a higher education institution
5. Copies of accreditation certificates (EQUIS, AACSB, AMBA)
6. Other documents of crucial importance to the procedure

**Additional information concerning drawing up the quotation:**

1. A Contractor may submit one quotation. If a Contractor submits more than quotation, all of the quotations they have submitted will be rejected.
2. The Ordering Party does not accept partial quotations.
3. The Ordering Party does not accept variants.
4. The quotation needs to be developed in writing – and otherwise shall be considered null and void.
5. The content of the quotation needs to be compliant with the content of the *Request for quotation*.
6. The quotation (and the appendixes thereto) must be drawn up in a clear, legible manner.
7. All and any amendments made by the Contractor in the content of their quotation after it is submitted have to be initialled by the Contractor.
8. The quotation needs to be signed by the Contractor, i.e. by a person (persons) represent the Contractor, in accordance with the principles of representation defined in the relevant register, or by a person (persons) authorised to represent the Contractor.



9. If the person (persons) signing the quotation (representing the Contractor) acts on the basis of a power of attorney, the power of attorney needs to be submitted with the quotation.
10. The quotation and the appendixes thereto must be drawn up in Polish or English. Each document being an element of the quotation or submitted with the quotation, drawn up in a language other than Polish or English, must be submitted together with its translation into Polish or English.
11. All costs related to the drawing up and submission of the quotation shall be borne by the Contractor.
12. In the case of a quotation sent to the abovementioned e-mail address, the title of the e-mail message should read: Quotation submitted in response to request for quotation no. 6/Z6/A360/2021. It is advisable to save each multi-page appendix as a single file. Each attached file should have its own name, according to the following standard: "Name\_of\_the\_Contractor\_file name". The Contractor is obliged to mention the number and the names of the sent files in the content of their e-mail message.
13. It is suggested that each page of the quotation document containing any content be signed or initialled by the Contractor.
14. The quotation with appendixes shall include a gross price given in PLN or EUR.
15. Quotations submitted with a price in EUR will have the price converted into PLN for evaluation purposes based on NBP's average currency exchange rate as of the date of sending the requests for quotation.
16. The Contractor will be obliged to attach a tax residency certificate to their invoice for the performance of the contracted service. If no tax residency certificate is attached to the invoice, the Ordering Party will not pay the invoice.
17. The Ordering Party will not take incomplete quotations into consideration. The Ordering Party reserves the right to request the Contractor to complete the submitted quotation. This concerns documents for which the Ordering Party has not stipulated that their absence will translate into the rejection of the quotation.
18. The Ordering Party reserves the right to correct any obvious spelling or calculation errors in the content of the received quotations, immediately notifying a given Contractor of the fact of making any such corrections. If the Ordering Party exercises any of the rights described above, it will not grant the bidders any claims against the Ordering Party, especially claims for conclusion of an agreement or for reimbursement of costs of participation in the procedure.

## J. QUOTATION EVALUATION CRITERIA

### 1. "Price" criterion – a maximum of 100 points.

The methodology adopted for the calculation of the score under this criterion:







$$\text{Score} = \frac{\text{the lowest price}}{\text{price of the examined offer}} * 100$$

*For the purposes of quotation evaluation, the Contractor shall fill in the Quotation Form - Appendix no. 1 to request for quotation no. 6/Z6/A360/2021. A quotation submitted without a filled-in Quotation Form will be rejected.*

#### K. EXCLUSIONS

1. The Ordering Party informs that a Contractor who has failed to perform at least one service in the area of training and/or education services or has performed at least one such service improperly within 3 years before the quotation submission deadline will be excluded from the procedure.

*To this end, the Contractor needs to sign a relevant declaration in the Quotation Form provided as Appendix no. 1 to request for quotation no. 6/Z6/A360/2021.*

2. The contract may not be applied for by entities related personally or by capital with the Ordering Party. Personal or capital relationships with the Ordering Party mean interconnections between the Ordering Party or persons authorised to incur obligations on behalf of the Ordering Party or persons carrying out activities related to the organisation and management of the procedure of Contractor selection on behalf of the Ordering Party and the Contractor, which include in particular:
  - 1) owning interest in the company as a partner in a civil law association (*spółka cywilna*) or a partnership (*spółka osobowa*),
  - 2) owning at least 10% of shares or stocks,
  - 3) acting in the capacity of a member of a supervisory body or a management body, a proxy, a plenipotentiary,
  - 4) being married, related by lineal consanguinity or affinity, related by secondary consanguinity or affinity collaterally, or being in an adoption, custodianship or guardianship relationship.

*To this end, the Contractor is obliged to fill in and submit Appendix no. 3 to request for quotation no. 6/Z6/A360/2021 along with the submitted quotation.*

*A quotation submitted without the documents referred to above will be rejected.*

#### L. CONTRACTOR SELECTION

1. The contract will be performed by a Contractor who has not been excluded from the procedure and whose quotation has not been rejected.
2. The quotation with the highest score will be selected as the most advantageous quotation.







3. If the quotation selected as the most advantageous proposal exceeds the planned budget, the Ordering Party reserves the right to enter into negotiation with the Contractor who has submitted the quotation in question.
4. If the Ordering Party is unable to reach an agreement with the Contractor who has submitted the most advantageous proposal, the Ordering Party will enter into negotiation with the Contractor/s ranking second and lower on the list.
5. If it appears impossible to select the most advantageous quotation on account of the fact that the submitted quotations have been given the same score, the Ordering Party will choose the quotation with the lowest price.
6. In the event the selected Contractor refuses to sign the agreement to perform the contract, the Ordering Party will choose the Contractor who has been ranked next in the ranking list.

#### M. NOTIFICATION OBLIGATION

Notification obligation under Regulation 2016/679 of the European Parliament and of the Council (EU) 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 (the so-called General Data Protection Regulation) ("GDPR"):

1. The Controller of your personal data is Kozminski University with its seat at ul. Jagiellońska 59, 03-301 Warsaw. You can contact the Controller in writing by sending a letter to our registered seat, or by sending an e-mail to: [ado@kozminski.edu.pl](mailto:ado@kozminski.edu.pl).
2. The Data Protection Officer (DPO) appointed by the Controller supervises the correctness of personal data processing. You can contact the Data Protection Officer in writing by sending a letter to: ul. ul. Jagiellońska 59, 03-301 Warsaw or by sending an e-mail to: [iod@kozminski.edu.pl](mailto:iod@kozminski.edu.pl).
3. Your personal data will be processed in connection with a contract awarding procedure.
4. The legal basis for the processing of your data is Art. 6, section 1, letter c of GDPR, i.e. the Controller's need to comply with their legal obligation.
5. The recipients of your personal data included in the documents related to the contract awarding procedure may be entities controlling the contract, especially the relevant implementing, intermediate, or managing body, the European Commission, the European Court of Auditors to the extent that may be relevant under the binding regulations of law. In addition to that, the recipients of your personal data may be entities who are ordered by the Controller to perform activities involving data processing (processors): operators of IT systems.
6. Your personal data are transferred neither to Third Countries, i.e. outside the European Economic Area (EEA) nor to international organisations.
7. Your personal data obtained in connection with the contract awarding procedure will be processed for the period of time stipulated in the concluded agreement on the financial support for the project as part of which the contract is implemented (but no longer than 10 years of the day of conclusion of the contract awarding procedure, and after that period – until the statutory obligation to keep personal data records expires).



8. You have the right to access your personal data and, save for the provisions of the law, to rectify them, have them erased, restrict the processing thereof, transfer them, and object to the processing thereof.
9. You have the right to file a complaint to the President of the Personal Data Protection Office (PL: Prezes Urzędu Ochrony Danych Osobowych).
10. Provision of data is voluntary, but also necessary for the achievement of the objective for which it is to be collected.
11. Your personal data will not be processed in an automated manner - including based on profiling - without your express separate consent thereto.
12. You can learn more about the way your rights specified above may be exercised by contacting the Controller or the Data Protection Officer as described in section 1 and 2.
13. The Controller makes every effort to provide all possible means of physical, technical, and organisational protection of personal data against their accidental or wilful destruction, loss, modification, unauthorised disclosure, use, or access, according to all applicable regulations.

**This request for quotation is not an obligation to conclude an agreement.**