

Warsaw, 30.10.2020

## REQUEST FOR QUOTATION no. 11/HEBDA/2020

In connection with the implementation of the project entitled “HEALTH ECONOMICS and BIG DATA ANALYTICS - studia dualne o profilu praktycznym w ALK” [English-language version: “HEALTH ECONOMICS and BIG DATA ANALYTICS - a practice-profiled dual studies programme at KU”], co-financed from EU resources within the framework of the European Social Fund, we would like to invite you to submit a quotation for serving as an **instructor** of a course entitled “**Health Econometrics**” taught in English within the framework of the practice-profiled dual studies programme entitled “HEALTH ECONOMICS AND BIG DATA ANALYTICS”, as part of full-time graduate-level studies in the field of Economics – in the academic year 2020/2021 (winter semester).

**The procedure is organized 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. SUBJECT-MATTER OF THE CONTRACT

The subject-matter of the contract involves serving as an **instructor** of a course entitled “**Health Econometrics**” taught in English within the framework of the practice-profiled dual studies programme entitled “HEALTH ECONOMICS AND BIG DATA ANALYTICS”, as part of full-time graduate-level studies in the field of Economics – in the period from November 2020 to January 2021.

The programme is taught as part of the project entitled “HEALTH ECONOMICS and BIG DATA ANALYTICS - practice-profiled dual studies programme at KU”, co-financed from EU resources within the framework of the European Social Fund.

The aim of the project is to increase the level of competence expected by employers and addressing the demands of the current social-economic environment among 20 students of Economics through the pursuit of a practice-profiled programme of Health Economics and Big Data Analytics taught in English by 31.10.2021.

Classes need to be conducted according to the abridged syllabus provided as Appendix no. 2 to this request for quotation. At the stage of the contract, the contractor will be obliged to prepare a complete syllabus in accordance with the accreditation requirements of KU.

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

1. Designing and preparing of a complete syllabus for the course “Health Econometrics” in accordance with the accreditation requirements of KU
2. Designing and conducting classes, based on the complete syllabus, in the form of practical classes in the number of **30 hours**, according to a schedule arranged with the Ordering Party - in line with the study programme and with all reasonable professional skill and care.
3. Compiling teaching materials (including presentations, assignments for students, etc.) in accordance with the form and the principles defined by the Ordering Party, including placing them on the educational platform used for educational purposes.
4. Conducting necessary consultations and office hours for students.
5. Designing exam and assessment questions and participating in the process of verifying students' knowledge.
6. Keeping student and classes documentation related to the course, including in particular the timely entering of grades to exam reports (to the extent required in connection with the funding of the programme from the European Social Fund and the Operational Program Knowledge Education Development 2014-2020)

CPV CODE: **80300000-7 Higher education services**

**C. TIME FRAME OF THE CONTRACT**

The contract will be performed in the following period: November 2020 - January 2021

**D. CONDITIONS OF PARTICIPATION IN THE PROCEDURE**

The contract may be applied for by Contractors who can prove to have the appropriate technical potential and human resources capable of carrying out the contract at their disposal, i.e. to have one person who meets the requirements listed below at their disposal:

- 1. The person holds a higher education diploma in the field of economic and/or mathematical and/or medical sciences or in related areas of science**

*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 fill in and submit Appendix no. 3 to the request for quotation no. 11/HEBDA/2020– List of persons selected and assigned to carry out the contract – and a copy of diploma together with the submitted quotation.*

- 2. The person selected and assigned to carry out the contract has a minimum of 3 years of practical experience in the field of data analytics**

*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 fill in and submit Appendix no. 3 to the request for quotation no. 11/HEBDA/2020– List of persons selected and assigned to carry out the contract – together with the submitted quotation.*



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### 3. The selected person is fluent in English

*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 Appendix no. 4 – Declaration of proficiency in English at the C1 level (advanced level according to the Common European Framework of Reference for Languages) or present a certificate confirming proficiency in English at the C1 (or higher) level.*

#### ***In addition to the above:***

- ✓ *It is obligatory to present the CV of the person selected and assigned to carry out the contract – the document shall be drawn up in English.*

*If a quotation is submitted without Appendix no. 3 and Appendix no. 4 to the request for quotation no. 11/HEBDA/2020, the quotation will be rejected.*

#### **E. LIST OF DECLARATIONS OR DOCUMENTS SUBMITTED BY THE CONTRACTOR IN THE PROCEDURE**

1. A transcript from the relevant register or a valid certificate from CEIDG (Central Registration and Information on Business) if separate provisions require an entry in such a register or CEIDG, to verify the following:
  - a. if the Contractor operates a business in the area encompassing the subject-matter of the contract,
  - b. if the Contractor is licensed/qualified to carry out certain types of activity,
  - c. if there are no grounds to exclude the Contractor from the procedure,issued no later than 6 months before the deadline for quotation submission.

*Failure to submit the above document will result in rejection of the quotation – applies to entities operating a business.*
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. 5 to the request for quotation no. 11/HEBDA/2020 along with the submitted quotation.*

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





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## **F. DRAWING UP THE QUOTATION – GUIDELINES**

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

1. *Quotation form – Appendix no. 1 to the request for quotation*
2. *List of persons selected and assigned to carry out the contract – Appendix no. 3 to the request for quotation*
3. *Declaration of proficiency in English - Appendix no. 4 to the request for quotation*
4. *Declaration of no ties – Appendix no. 5 to the request for quotation*
5. *Transcript from the relevant register – if applicable*
6. *CV of persons selected and assigned to carry out the contract (in English)*
7. *Diploma copies*
8. *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 (excluding the Contractor's CV, which needs to be submitted in English only).
11. All costs related to the drawing up and submission of the quotation shall be borne by the Contractor.
12. It is suggested that the pages of the quotation document be consecutively numbered and bound together in a fixed manner so that the document remains intact.
13. It is suggested that each page of the quotation document containing any content be signed or initialled by the Contractor.



14. The quotation and the appendixes thereto must be drawn up in Polish or English (excluding the Contractor's CV, which needs to be submitted in English only), including the gross price in PLN.
15. 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.
16. A quotation with the price given in a currency other than PLN will be rejected.
17. The Ordering Party will not take incomplete quotations into consideration. The Ordering Party reserves the right to request the Contractor to complete the offer. This applies to documents with which the Ordering Party did not make a provision that their absence will result in rejection of the offer.
18. The Ordering Party reserves the right to correct any obvious clerical or accounting errors in the offer, notifying the Contractor immediately. In each case when the Ordering Party uses the rights described above, the tenderers will not be entitled to any claims against the Ordering Party, in particular a claim to conclude a contract or reimbursement of costs of participation in the procedure.

#### **G. ADDITIONAL INFORMATION**

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.
2. Syllabuses and teaching materials need to be prepared in English.
3. The classes need to be taught in English.
4. The classes will take place at Kozminski University, ul. Jagiellońska 57/59, 03-301 Warsaw in the form specified by the Ordering Party, i.e. on-line, blended learning or stationary classes. The Ordering Party decides on the form of organization of the classes. In the case of stationary classes, the Ordering Party provides rooms for the needs of the order completion.
5. The classes will be conducted in the period from November 2020 to January 2021; the schedule of specific times and dates will be arranged with the selected Contractor.
6. The Contractor is obliged to inform course participants about the fact that the classes are co-financed from EU funds within the framework of the European Social Fund.
7. The Contractor is obliged to label the teaching materials according to the *Guidelines for information on and promotion of operational programmes implemented under the cohesion policy for the years 2014-2020*.
8. The Ordering Party informs that the remuneration for the performance of the contract is co-financed from European Social Fund resources.
9. The Ordering Party does not cover the additional costs of travel, accommodation, etc. of the Contractor.
10. The Ordering Party finds it acceptable to postpone the time frame for contract performance in exceptional situations, ie. the occurrence of objective reasons / fortuitous events, force majeure / unforeseeable as at the date of signing the contract with the Contractor.



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11. The Ordering Party reserves the right to cancel the request for quotation at any time for convenience.
12. The Contractor bears full liability for failure to perform or improper performance of the contract and for instances of exposing the Ordering Party to losses occurring in the course of performance of the contract.
13. The Ordering Party may impose liquidated damages on the Contractor at the stage of contract performance, as described in Appendix no. 6 to the request for quotation no. 11/HEBDA/2020.
14. The Ordering Party admits the possibility of changing the provisions of the concluded contract in relation to the content of the offer, on the basis of which the Contractor was selected, in accordance with Appendix No. 6 to the request for quotation No. 11/HEBDA/2020.
15. The Ordering Party informs that they will sign a contract with the selected Contractor, in accordance with Appendix no. 6 to the request for quotation no. 11/HEBDA/2020. In the case of natural persons, in the light of the signed contracts, the remuneration will be broken down as follows:
  - 30% of the remuneration included in the quotation – contract of mandate
  - 70% of the remuneration included in the quotation – specific work contract with the transfer of the author's economic rights.

The above breakdown is motivated by the Ordering Party's internal regulations

16. The Contractor will receive their remuneration only for classes actually delivered.
17. The Contractor will be obliged to sign a personal data processing agreement.

## H. QUOTATION EVALUATION CRITERIA

### 1. "Price" criterion – a maximum of 60 points.

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

$$core = \frac{\text{lowest price quoted}}{\text{price of the evaluated quotation}} * 60$$

*For the purposes of quotation evaluation, the Contractor shall fill in the Quotation form – Appendix no. 1 to the request for quotation no. 11/HEBDA/2020. A quotation submitted without a filled-in Quotation form will be rejected.*

### 2. "Education" criterion – a maximum of 10 points.

The Contractor will award points for this criterion if the person assigned to carry out the contract holds Ph.D. degree in the field of economic and/or mathematical and/or medical sciences or in related areas of science; the points will be awarded as follows:

- No Ph.D. degree in the field of economic and/or mathematical and/or medical sciences or in related areas of science – 0 points







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- Holding Ph.D. degree or a higher academic degree in the field of economic and/or mathematical and/or medical sciences or in related areas of science – 10 points

*To make it possible for the Ordering Party to evaluate the fulfilment of the said criterion, the Contractor is obliged to provide information about the academic degree held by the person assigned to carry out the contract in Appendix no. 3 to the request for quotation and enclose it with a copy of the document certifying the fact of holding the said degree. Failure to provide the above information in Appendix no. 3 to the request for quotation no. 11/HEBDA/2020 will lead to 0 points being awarded for the criterion in question.*

**3. “English-language publications in the field of economic and/or mathematical and/or medical sciences or in related areas of science featured in scientific and/or professional journals and/or scientific monographs” – a maximum of 10 points.**

The Ordering Party will award point for this criterion if the person assigned to carry out the contract has a published English-language publications in the field of economic and/or mathematical and/or medical sciences or in related areas of science featured in scientific and/or professional journals and/or scientific monographs in the recent 10 years. The points will be awarded as follows:

- 0 publications – 0 points
- 1-2 publications – 2 points
- 3-4 publications – 4 points
- 5-6 publications – 6 points
- 7-8 publications – 8 points
- 9+ publications – 10 points

*To make it possible for the Ordering Party to evaluate the fulfilment of the said criterion, the Contractor is obliged to provide information about the publications published by the person assigned to carry out the contract in Appendix no. 3 to the request for quotation. Failure to provide the above information in Appendix no. 3 to the request for quotation no. 11/HEBDA/2020 will lead to 0 points being awarded for the criterion in question.*

**4. “Experience in teaching classes at a higher education institution” – a maximum of 20 points.**

The Ordering Party will award points for this criterion if the person assigned to carry out the contract has experience in teaching classes at a higher education institution. The points will be awarded as follows:

- 0-29 teaching hours – 0 points
- 30-59 teaching hours – 5 points
- 60-89 teaching hours – 10 points
- 90-119 teaching hours – 15 points
- 120+ teaching hours – 20 points

*To make it possible for the Ordering Party to evaluate the fulfilment of the said criterion, the Contractor is obliged to provide information about the experience in teaching classes at a higher education institution of the person assigned to carry out the contract in Appendix no. 3 to the request for quotation. Failure to provide the above information in Appendix no. 3 to the request for quotation no. 11/HEBDA/2020 will lead to 0 points being awarded for the criterion in question.*



The Contractor may be awarded 100 points in total. The total number of points awarded to the Contractor will be the total number of points obtained for the following criteria:

- Price
- Education
- English-language publications in the field of economic and/or mathematical and/or medical sciences or in related areas of science featured in scientific and/or professional journals and/or scientific monographs
- Experience in teaching classes at a higher education institution

#### I. CONTRACTOR SELECTION

1. The contract will be performed by a Contractor who has not been excluded from the procedure.
2. The quotation with the highest score will be selected as the most advantageous proposal.
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 proposal on account of the fact that the submitted quotations have been given the same score, the Ordering Party will request the Contractor to submit additional quotations. Submitting an additional quotation will involve offering a new price – not higher than that offered in the original quotation.
6. In the event the selected Contractor refuses to sign the contract agreement, the Ordering Party will choose the Contractor who has been ranked next (second) in the ranking list.

#### J. DEADLINE AND PROCEDURE FOR QUOTATION SUBMISSION

The quotation needs to be submitted by 08.11.2020, by 23:59:59.

The quotation shall be submitted as follows:

- 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

- submitted as original copies at the Ordering Party's seat: Kozminski University, ul. Jagiellońska 59, 03-301 Warsaw, room A16 (a quotation submitted in this way shall be submitted within the standard working hours of the office, i.e. 09:00–17:00).

#### K. CONTACTING THE ORDERING PARTY

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





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## I. 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. 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 is transferred neither to Third Countries, i.e. outside the European Economic Area (EEA) nor to international organizations.
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 it, have it erased, restrict the processing thereof, transfer it, 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 automatized 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.





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13. The Controller makes every effort to provide all possible means of physical, technical, and organizational protection of personal data against its accidental or wilful destruction, loss, modification, unauthorized disclosure, use, or access, according to all applicable regulations.

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