**LETTER OF INQUIRY** No. 16/2019

for providing the service

Market insight on the selection of the contractor **for the task lectures in field of Structure of storytelling in film.**

is carried out in connection with the implementation of the project *"Integrated University*
*of Silesia in Katowice Development Program*" under the Operational Program Knowledge Education Development 2014-2020, Priority Axis III Higher education for economy and development, Action 3.5. Comprehensive programs of higher education

**I. The Contracting Entity**

University of Silesia in Katowice

Bankowa 12 Street

40-007 Katowice

Tax number 634-019-71-34

Contact person:

dr hab. Janusz Musiał

Tel. 603331994

e-mail: janusz.musial@us.edu.pl

**II. Subject of the contract**

The subject of the contract is lectures in field of characterization of the hero in film storytelling , analyze of storytelling in films, structure of storytelling - motifs, structure of storytelling - plot points.

The number of participants shall depend on the students’ interest.

No additional persons who are not participants in the project may be admitted to the classes.

The Contractor shall conduct a total of 30 periods of instruction. The classes should consist of specialist lectures, workshops and seminars. One period of instruction shall mean a period of 45 minutes. The classes may take place on the days specified by the Awarding Entity, from Monday to Friday between 8 a.m. and 8 p.m.

The Contractor shall be obliged to:

1. Prepare a report on the classes.

2. Print an attendance list for each day of the classes and collect the participants’ signatures on paper, and deliver the list to the Awarding Entity after completion of each class within 5 business days from completion of the class. Failure to observe the above-mentioned time limit shall be deemed by the Awarding Entity as failure to perform the contract. The Contractor shall collect the attendance list on the forms provided by the Awarding Entity.

3. Conduct a survey during the last class. A model survey shall be provided by the Awarding Entity.

4. Enable persons indicated by the Awarding Entity to perform inspections of the classes at any given time, including, in particular, their course, content, the materials used, attendance of the participants, as well as to conduct monitoring visits.

The curriculum covered in the classes shall be an original curriculum. The detailed curriculum shall be submitted and approved by the Awarding Entity 5 days before the date of commencement of the classes.

The Contractor shall be obliged to provide the Awarding Entity, within 5 business days of the end of each class, with documents, in particular:

1) The original copies of the attendance lists,

2) One set of training materials (other than the curriculum), if such materials should be prepared,

3) The original copies of the surveys.

4) A report

Submission of the above-mentioned documents to the Awarding Entity shall serve as the basis for drawing up the acceptance certificate. The certificate shall constitute the basis for acceptance of the bill/invoice from the Contractor.

All materials prepared by the Contractor should feature information about the fact that the classes are co-financed by the European Union in accordance with the guidelines and Project promotion rules as at the day of conducting classes. The Awarding Entity shall provide the Contractor with a specimen of the company writing paper assigned to the project within 5 business days from the date of conclusion of the contract.

The Contractor shall transfer to the Awarding Entity the proprietary copyrights to the materials created as part of performance of this contract which have the characteristics of a work within the meaning of Article 1 of the Act of 4 February 1994 on copyright and related rights.

**III. Contract performance conditions**

1. **Required deadline for the fulfilment of the contract is:** from the date of signing the contract to June 2020.

The dates of individual days will be determined by The Contracting Entity no later than 3 days before the beginning of the task.

1. **Place of service**: Krzysztof Kieslowski Film School , Pawla 3, Katowice.
2. **Payment terms:** Payment will be processed after the service has been provided.
The Contracting Entity undertakes to pay the amount due to the Contractor's bank account within 14 days from receipt of the correctly issued invoice / bill.

**IV. Description of the subject matter of the contract**

1. Structure of storytelling - motifs
2. Structure of storytelling - plot points
3. Characterization of the hero in film storytelling

**V. Conditions for participation in a procurement**

1. The Bidder may apply for the award of the contract, which in total meets the conditions of:

 a) expert in the field of film making

 b) experience in conducting lectures, subject classes - film, min. 10 years

 c) formal qualifications/education, min. Ph.D,

1. To take part in the procurement, the Bidder is obliged to submit to the **The Contracting Entity**:
2. the proposed gross hourly rate (lesson hour)
3. evidence of formal qualifications/education, min.. Ph.D
4. The offered price should include the cost of carrying out all the work and activities provided during the period and on the terms specified in the offer.
5. The Contractor submitting the offer is obliged to take into account the maximum admissible professional engagement limit in the number of 276 hours per month referred to in the Guidelines on the eligibility of expenditures under the European Regional Development Fund, the European Social Fund and the Cohesion Fund for the years 2014–2020.

**VI. Description of the offer evaluation criteria.**

Criterion - Price. The weight of the criterion - 100%.

Price - means the total gross price for the execution of the entire subject of the contract in accordance with with the content of the announcement and contract. The price indicated in the offer form will be assessed in the following way:

$$Xcpoints=\frac{thelowestpriceappearinginoffersx100}{priceindicatedintheofferbeingconsidered}$$

Xc - number of points for the "price" criterion

The number of points obtained will be multiplied by the weight of the criterion, i.e. 100%

The Contracting Entity will award the contract to the Contractor, whose offer corresponds to all the requirements contained in the request for proposal and will be assessed in the selection criterion as the most advantageous - obtaining the highest number of points.

The selected contractor will conclude a contract in written form.

**VII. Description of how to prepare offers.**

1. The offer should be presented in English, in electronic form according to the template constituting Appendix 2 to this announcement.
2. The offer should contain information about: price and terms
3. The contractor's offer should be signed in a way allowing identification of the person submitting the signature (eg a legible signature consisting of the full name and surname).

**VIII. Rejection of the offer**

The Bidder will be rejected from the procurement:

1. If the Bidder does not meet the conditions for participation in the procedure specified by the The Contracting Entity in this request for proposal.
2. If the Offer was submitted after the deadline.

**IX. The date and place of the offer:**

- the offer submission deadline is:

- the offer should be submitted via e-mail to the following address: **22th November 2019 (until day).**

Attachments:

Attachments: No. 1: Model of the price offer

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Place, date

**OFFER**

Contractor's data

First name and last name ……………………………

Address .......................................................................

Tel. ............................................................................

E-mail adress……………………………………….

In response to the letter of inquiry No. ......................... dated..................................................

 I present the following offer for completing the task ..................................................................

Gross (pre-tax) hourly rate (lesson hour) .....................,

Number of hours x rate hourly rate (lesson hour) ............... total ... ... .., in words ................

I declare that I have read the terms of the letter of inquiry and I do not raise any objections to it and have obtained the necessary information and explanations to prepare the offer.

I declare that I am bound with the offer for a period of 7 days from the day of expiry of the deadline for submission of the offers.

I declare that if the The Contracting Entity chooses this offer, I undertake to sign the contract at the time and place indicated by the The Contracting Entity.

I declare that I meet the conditions for participation in the procurement indicated in point 5 point 1 of the inquiry, i.e. I have:

1. Education: min. .......................................................
2. ................................................................................................ ..
3. ...................................................................................................

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(*Contractor's signature*)