**LETTER OF INQUIRY**No. 5/2019

for providing the service

lectures with multimedia presentations and consultations on good practices in teaching issues related to the practical application of public policies.

Market insight on the selection of the **contractor for the task**:conducting classes and consulting students in the scope of entrepreneurship*,* 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:

Małgorzata Tyrybon

Tel. +48 359 2130

e-mail: malgorzata.tyrybon@us.edu.pl

**II. Subject of the contract**

The subject of the contract is mastering the level of language and social skills of students along with improving their knowledge about public policies .

**III. Contract performance conditions**

1. **Required deadline for the fulfilment of the contract is: March 2019**

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: Faculty of Social Sciences, University of Silesia, Bankowa 11, 40-007 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. Holding 30 h (programme of 15 hours x 2 groups) of classes: lectures on public policies. Students will acknowledge the basic sociological theories on this matter and will analyze case studies which will allow them to understand the process of implementing theoretical knowledge into real life.

**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:
2. holding the title or position of a professor at a university
3. being an expert in sociology and political sciences with publications in the scope of the subject social sciences, especially forms of discrimination, social demands, political action and citizenship etc.
4. having at least five years of experience in teaching students and conducting research in these disciplines
5. To take part in the procurement, the Bidder is obliged to submit to the **The Contracting Entity**:
6. the proposed gross (pre-tax) hourly rate (clock hour)
7. statement of formal qualifications/education, and experience in teaching
8. 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.
9. 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 the content of the announcement and contract. The price indicated in the offer form will be assessedin the following way:

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 **26th February 2019 (until day).**

- the offer should be submitted via e-mail to the following address: [power.zintegrowany@us.edu.pl](mailto:power.zintegrowany@us.edu.pl) or daria.kaleta@us.edu.pl

Attachments:

Attachments: No. 1: Model of the price offer

Attachments: No. 1

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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 (clock hour) .....................,

Number of hours x rate hourly rate (clock 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. .PhD......................................................
2. ................................................................................................ ..
3. ...................................................................................................

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(*Contractor's signature*)