**LETTER OF INQUIRY**No 6/2019

for providing the service

Lectures, workshops and consultations on topics connected with modern television and ways of using it in varied forms of implementation in public relations, especially related to political communication – international experience.

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:

Patrycja Szostok-Nowacka

Tel. +48  3591271

e-mail: patrycja.szostok@us.edu.pl

**II. Subject of the contract**

Przedmiotem umowy jest podwyższanie kompetencji komunikacyjnych słuchaczy w zakresie wykorzystania telewizji w komunikowaniu politycznym, przy jednoczesnym podnoszeniu kompetencji językowych oraz międzykulturowych. Chodzi więc zarówno o przekazanie merytorycznej wiedzy, jak i o ćwiczenie gotowości językowej oraz poznanie różnic międzykulturowych w komunikowaniu medialnym, postrzeganiu zjawisk politycznych, stanie społeczeństwa obywatelskiego, percepcji takich wartości jak demokracja czy wolność słowa i niezależność dziennikarska.

**III. Contract performance conditions**

1. **Required deadline for the fulfilment of the contract is: April 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. The programme is designed for 24 hours (12h per each of two groups) of classes during which the knowledge in the scope of the main topic of the course will be presented along with workshops on topics selected by the participants – planning political activity communication in television or comparative studies on functioning of politics in Polish and Russia television. There are 6 h of lectures and workshops for each group planned.
2. Consultations with the participants (altogether 6 h) during which they will discuss the results of their projects prepared during the workshops and will formulate conclusions on the possible communication misunderstandings with the individuals coming from other cultures, including political space.

**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 MA degree

Being an expert in the field of the functioning of television and in public relations that should be confirmed with scientific publications

1. Having at least three years of experience in teaching of the functioning of television, public relation and political communication; or else – practical activity in the field of tv journalism/political marketing
2. To take part in the procurement, the Bidder is obliged to submit to the **The Contracting Entity**:
3. the proposed gross (pre-tax) hourly rate (clock hour)
4. statement of formal qualifications/education, at least MA and experience in teaching and practice in tv communication
5. 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.
6. 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:

$$Xc points=\frac{the lowest price appearing in offers x 100 }{price indicated in the offer being considered}$$

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 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*)