

REQUEST FOR PROPOSAL

S0CS0000.272.2.2021

Preparation and giving online lectures and practical workshops - in matters of diagnostic and treatment of horses, farm animals and small animals (cats, dogs) as part of a project 'Excellence in clinical sciences - the project of improving clinical competencies of students of Veterinary Medicine Faculty of the Wrocław University of Environmental and Life Sciences'. The project is made in the framework of SPINAKER Program - Intensive International Education Programs.

Activities as part of Intensive International Education Programs (a total of 50 teaching hours each) are elements of activities realised as part of the project 'Excellence in clinical sciences - the project of improving clinical competencies of students of Veterinary Medicine Faculty of the Wrocław University of Environmental and Life Sciences', task no. 4 - Implementation of the: IIEP Diseases of Horses, IIEP Diseases of Farm Animals, IIEP Diseases of dogs and cats.

August 2022

I approve
Vice-Rector for Research
prof. dr hab. Eng. Aneta Wojdyło

I. Contracting authority

Wroclaw University of Environmental and Life Sciences (UPWr), C. K. Norwida 25, 50-375 Wroclaw,

NIP: 896-000-53-54 REGON: 000001867

A person authorised to current contacts including providing answers to questions of Contractors in terms of content is prof. dr hab. Artur Niedźwiedź, e-mail: artur.niedzwiedz@upwr.edu.pl.

Every time a reference is made in the request to Contractor, it refers to an entity to whom a request of proposal was put or who submitted an offer in request to this inquiry.

II. Procedure to be followed

An order with value below PLN 130 000 net, awarded in the form of a request for quotation, in connection with Art. 2 section 1 point 1 of the Public Procurement Law.

III. Subject of the contract

Description of subject of the contract:

The subject of the contract is the preparation and conducting of classes under three Intensive International Education Programs (IIEP) for foreign students studying veterinary medicine at the Wroclaw University of Environmental and Life Sciences and veterinary students studying at foreign universities. Classes are to be conducted in English by foreign academic teachers.

Detailed description:

The subject of the contract is:

- a. preparation of online lectures presentation (17 teaching hours) in English, in accordance with the Intensive International Education Program (IIEP) developed by a UPWr scientist in the field of diagnostics and treatment of the following animal species:
 - horses,
 - farm animals,
 - small animals (cats, dogs),
- b. conducting classes in English in the form of online lectures (17 didactic hours) and a practical workshops (8 didactic hours) for foreign students of the last clinical years of veterinary studies, studying at the Wroclaw University of Environmental and Life Sciences, as part of the English Division, Erasmus + / CEEPUS Program, and at other foreign universities, taking into account the specific needs of students with disabilities, in particular visually impaired, hearing impaired students and students with attention deficit disorders, in accordance with the Guidelines for the implementation of the principle of equal opportunities and non-discrimination, including accessibility for people with disabilities and the principle of equal opportunities for women and men under EU funds for 2014-2020 (<https://www.funduszeuropejskie.gov.pl/strony/o>)

[funduszach/dokumenty/wytyczne-w-zakresie-realizacji-zasady-rownosci-szans-i-niedyskryminacji-oraz-zasady-rownosci-szans/](#)

The participation of foreign students of veterinary medicine, studying at the Wrocław University of Environmental and Life Sciences and foreign universities, in online lectures and practical workshops as part of one of the three Intensive International Education Programs (IIEP) is aimed at acquiring and improving the specialist clinical knowledge of students and increasing their clinical skills in the field of diagnosis and treatment of selected animal species.

The total number of classes in each of the three IIEP is 50 teaching hours. Out of the total number of 50 hours of IIEP, 34 teaching hours will be carried out in the form of online lectures, in the form of four 7-hour lectures and one 6-hour lecture (from Monday to Friday). The remaining 16 hours will be carried out in the form of two 8-hour practical workshops using medical equipment and live animals.

Online lectures and practical workshops will be conducted in English. Presentations for lectures and teaching materials for the practical workshops should be prepared in English.

The classes are aimed at groups of 90 foreign students of the last clinical years of veterinary medicine. This group will include 60 students studying at the Wrocław University of Environmental and Life Sciences as part of the English Division (ED) and the Erasmus + / CEEPUS program, and 30 students from foreign universities providing education in the field of veterinary medicine.

The online lectures will be open, i.e. they will also be made available to Polish students studying at the Wrocław University of Environmental and Life Sciences in the field of veterinary medicine, who are not Project Participants.

The subject of the contract will be carried out in the period no earlier than 01/05/2022 to 31/08/2023.

The detailed deadline for the implementation of online lectures and practical workshops within the IIEP will be agreed with the Contractors. At the same time, due to the current pandemic situation, the Ordering Party reserves the right to change the schedule in consultation with the Contractors.

For the purposes of conducting the practical 2-day part of the IIEP (practical workshop), the Ordering Party provides rooms in buildings belonging to the Wrocław University of Environmental and Life Sciences, meeting the health and safety requirements and adapted to the needs of conducting practical workshops, including for people with disabilities.

The Ordering Party will cover the costs of travel, accommodation (planned for 7 days, hotel with breakfast) and meals for foreign lecturers up to PLN 4,920.00.

The Ordering Party also covers the costs of protective clothing and disinfectants as well as consumables used during clinical procedures (costs of drugs for sedation of animals, catheters, intravenous catheters, ultrasound gel, ECG electrodes).

IV. Scope of the service

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As part of the implementation of the subject of the contract, the Contractor is obliged to:

1. preparation of the presentation for online lectures in English, in accordance with the Intensive International Program of Education in the field of diagnostics and treatment of selected animal species, developed by a UPWr scientist. The contractor will deliver the presentation within 14 days since signing the Agreement, by e-mail to the following address: artur.niedzwiedz@upwr.edu.pl
2. conducting of online lectures and practical workshops in English on set dates, taking into account the specific needs of people with disabilities, in particular visually impaired, hearing impaired and with attention deficit disorder, in accordance with the Guidelines on the implementation of the principle of equal opportunities and non-discrimination, including accessibility for people with disabilities and the principle of equal opportunities for women and men under EU funds for 2014-2020 (<https://www.funduszeuropejskie.gov.pl/strony/o-funduszach/dokumenty/wytyczne-w-zakresie-realizacji-zasady-rownosci-szans-i-niedyskryminacji-oraz-zasady-rownosci-szans/>).
3. verification of students' participation in the IIEP practical workshops by enforcing the signing of the attendance lists by practical workshop participants and providing the originals of the above-mentioned an attendance letter to the project office (Center for Student Affairs, Wroclaw University of Environmental and Life Sciences, M. Skłodowska-Curie 42, Wroclaw, room 2) within 2 working days from the date of the classes covered by the list,
4. preparation of documentation (tests, attendance lists, certificates confirming the completion of the course, lists confirming the receipt of certificates by participants) in the colour version and appropriate labelling of the above-mentioned documentation, in accordance with the applicable markings provided to the Contractor by the Ordering Party. The contractor is also obliged to provide each document with the following information:

„The program is co-financed by the European Social Fund under the Knowledge Education Development Operational Program (OP KED), Priority Axis III "Higher education for the economy and development", Action 3.3. Internationalization of Polish higher education ", non-competition project entitled "Supporting the institutional capacity of Polish universities by creating and implementing international study programs" (application No. POWR.03.03.00-00-PN16/18)."

5. inform the participants of online lectures and practical workshops that the activities they participate in are co-financed by the European Union, the European Social Fund under the Knowledge Education Development Operational Program. The contractor is obliged to inform the participants that the classes are carried out as part of the project entitled: "Excellence in clinical sciences - the project of improving clinical competencies of students of Veterinary Medicine Faculty of the Wroclaw University of Environmental and Life Sciences" within the scope of the SPINAKER Program - Intensive International Education Programs.

V. Conditions for participation in the procedure

Contractors who simultaneously meet the following conditions may apply for the award of the contract:

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1. have the status of an academic teacher or teaching experience, obtained through at least 2 years of work as an academic teacher in the past (didactic / scientific / research),
2. have an European or American Veterinary Specialist (European / American Veterinary Specialist) - **Diplomate** statute, in the scope of:
 - a) horse diseases:
 - European College of Equine Internal Medicine (ECEIM),
 - European College of Veterinary Surgeons (ECVS),
 - European College of Veterinary Diagnostic Imaging (ECVDI),
 - European College of Animal Reproduction (ECAR),
 - b) farm animals diseases:
 - European College of Bovine Health Management (ECBHM),
 - European College of Porcine Health Management (ECPHM),
 - European College of Small Ruminant Health Management (ECSRHM),
 - European College of Animal Reproduction (ECAR),
 - c) companion animals diseases - dogs, cats:
 - European College of Equine Internal Medicine - Companion Animals (ECVIM-CA),
 - European College of Veterinary Diagnostic Imaging (ECVDI),
 - European College of Animal Reproduction (ECAR),
 - d) or any other, relating to the above-mentioned species.

VI. Description of the method of preparing the offer

1. The contractor will present only one offer with an indication of the scope of the IIEP subject matter along with the amount of remuneration in Annex 1 - Request for proposal.
2. The offer must be made in English.

VII. Deadline for submitting offers

1. The offer must be submitted by **15/09/2022** in one of the following forms:
 - a) in a written form - to the address of the Ordering Party (description on the envelope "Inquiry - SPINAKER IMPK") or,
 - b) in electronic version to the following address: css3@upwr.edu.pl (in the text of the message "Inquiry for proposal SPINAKER IMPK")
2. Offers submitted after the deadline mentioned in point 1 will not be considered.
3. Persons who submit documents in the procedure will be informed by e-mail about the selection of the Contractor to whom the contract has been awarded.

VIII. Criteria for evaluating offers

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1. The contracting authority will evaluate and compare the offers and select the most advantageous offer based on the following criteria:
 - the amount of remuneration (EURO gross/PLN gross¹) for the online lectures and practical workshops for a total of 25 teaching hours (provided by the Contractor in Annex 1 - Request for proposal),
 - experience - the total number of years of teaching experience in the field in which the classes will be conducted (Annex 2 - Request for proposal).
2. The Contracting authority assigned the following meaning to the above criteria:

| Criterion | Weight [%] | Number of points | Assessment method according to the formula |
|------------------------------|------------|------------------|---|
| Gross amount of remuneration | 80% | 80 | $C = \frac{\text{Gross remuneration from the cheapest offer}}{\text{Gross remuneration from the examined offer}} \times 80 \text{ points}$ <p>The maximum number of points to be obtained in the criterion of gross remuneration is 80.</p> |
| Experience | 20% | 20 | <p>Punctuation</p> <ul style="list-style-type: none"> - 0 points for at least 2 years of teaching experience in the field in which the classes will be conducted,, - 10 points for 3 years of teaching experience in the field in which the classes will be conducted,, - 20 points for 4 or more years of teaching experience in the field in which the classes will be conducted,. <p>The maximum number of points that can be obtained in the experience criterion is 20.</p> |
| TOTAL | 100% | 100 | ----- |

The offer with the highest number of points will be considered the best offer. An offer can be awarded a maximum of 100 points.

The contracting authority will calculate the points numerically to two decimal places, rounding off in accordance with mathematical rules.

The contracting authority reserves the right to negotiate the gross amount of remuneration with the Contractor who submits the most advantageous offer, if the value of the offer exceeds the amount of funds allocated to the service.

IX. Conclusion of the Agreement

¹Excellence in clinical sciences - the project of improving clinical competencies of students of Veterinary Medicine Faculty of the Wrocław University of Environmental and Life Sciences'

The Ordering Party will conclude an Agreement with the Contractor selected in the procedure (Annex 2A - Request for proposal and Annex 2B - Request for proposal).

X. Terms of payment

The basis for issuing the invoice by the Contractor (Annex 2 to the Agreement) for the service performed will be the class acceptance report signed by the Contractor. The Ordering Party undertakes to pay the amount due by bank transfer to the Contractor's bank account within 30 days of receiving a correctly issued invoice.

The invoice in the electronic version will be sent to the following address: css3@upwr.edu.pl or delivered in original to the address of the Ordering Party:

Wroclaw University of Environmental and Life Sciences (UPWr), C. K. Norwida 25, 50-375 Wroclaw,

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Records of working hours should be added to the invoice (Annex 2 to the Agreement).

The remuneration for the classes will be paid from the project entitled 'Excellence in clinical sciences - the project of improving clinical competencies of students of Veterinary Medicine Faculty of the Wroclaw University of Environmental and Life Sciences', implemented as part of the SPINAKE Program - Intensive International Education Programs. Settlements between the Ordering Party and the Contractor will be made in PLN.

XI. Information clause (GDPR)

Pursuant to Art.13 sec. 1 and 2 of Regulation (EU) 2016/679 of the European Parliament and of the Council 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 (General Data Protection Regulation) (Journal of Laws of the EU L 119 of April 4th, 2016, page 1), hereinafter referred to as "GDPR", Contracting Authority, Wroclaw University of Environmental and Life Sciences informs that:

- the administrator of your personal data is the Wroclaw University of Environmental and Life Sciences, C.K. Norwida 25, 50-375 Wroclaw. It is represented by the Rector; he himself, as the data controller, decides about the purposes and methods of processing personal data provided in connection with the implementation of public procurement procedures of the Wroclaw University of Environmental and Life Sciences;
- the administrator has appointed a person performing the tasks of the Personal Data Protection Inspector and can be contacted via the e-mail address: iod@upwr.edu.pl;
- your personal data will be processed on basis of Art. 6 (1) (c) GDPR in order to select a contractor in the procedure award a public contract No. S0CS0000.272.2.2021 conducted in the Request for proposal mode, in connection with Art. 2 (1) (1) of the Public Procurement Law;
- the recipients of your personal data will be persons or entities to whom the documentation of the procedure will be made available pursuant to Art. 74 of the

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Act of September 11th, 2019 - Public Procurement Law (consolidated text - Journal of Laws of 2019, as amended), hereinafter referred to as the "PPL Act";

- your personal data will be stored in accordance with:
 - Art. 78 (1) PPL, for a period of 4 years from the date of completion of the contract award procedure,
 - if the duration of the contract exceeds 4 years, the storage period covers the entire duration of the contract;
 - in the case of contracts co-financed from EU funds for the period referred to in Art. 125 (4) (d) in connection with Art. 140 of the Regulation of the European Parliament and of the Council (EU) No. 1303/2013
- the obligation to provide your personal data directly related to you is a statutory requirement specified in the provisions of the PPL Act, related to participation in the public procurement procedure; the consequences of not providing certain data results from the PPL Act. Providing personal data is a condition for concluding a public procurement contract; the consequence of not making personal data available for processing will be the rejection of the submitted offer or the exclusion of the contractor from the public procurement procedure;
- in relation to your personal data, decisions will not be made in an automated manner, in accordance with Art. 22 GDPR;

XII. Attachments to the Request for proposal:

1. Annex 1- Request for proposal - Offer form,
2. Online lecture agreement (with attachments) - Annex 2A Request for proposal,
3. Agreement for conducting a practical workshop (with attachments) - Annex 2B Request for proposal,

¹ For the conversion of values in currencies other than PLN, the Ordering Party will use the average exchange rate of the National Bank of Poland (NBP) as of the date of publication of the contract notice in the Public Information Bulletin on the contracting authority's website, where the average exchange rates are available at the following internet address:
<http://www.nbp.pl/home.aspx?f=/Kursy/kursy.htm>