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|  | Gdańsk, 30.11.2024 r. |

**Enquiry for Quotation No. 33/ZZ/2024**

The Ordering Party - Medical University of Gdańsk with the seat in Gdańsk at 3a M. Skłodowskiej-Curie Street, post code 80-210, Taxpayer Identification Number (NIP): 584-09-55-985, National Business Registry Number (REGON): 288627 acting based on Article 11(5)(1) of the Act of 11 September 2019 Public Procurement Law (consolidated text Journal of Laws from 2019 item 2019) informs about the order and invites to submit offers.

1. AIM OF THE PROJECT AND SOURCE OF FUNDING

The aim of the project is to include foreign lecturers with achievements in scientific or professional work in in guest lectures at the Medical University of Gdańsk.

The project "Doktorat ponad granicami „IntPhD” is financed by the Polish National Agency for Academic Exchange under the STER NAWA program - internationalization of doctoral schools.

1. **MODE OF AWARDING THE ORDER**

The procedure is conducted in the form of an enquiry for quotation, excluding the provisions of the Act of 11 September 2019 Public Procurement Law (Journal of Laws from 2019, item 2019). The value of the order below the amount of PLN 130 000 (art. 2 sec. 1 item 1).

1. **PLACES OF PUBLICATION OF THE PROCUREMENT NOTICE**

https://przetargi.gumed.edu.pl/

1. **SUBJECT OF THE ORDER**

The subject of the order is the selection of a foreign lecturer to prepare and deliver a lecture in English for MUG doctoral students as part of the project "Doktorat ponad granicami (IntPhD)". The participants will be doctoral students of the First Doctoral School of the Medical University of Gdańsk. The project is financed by the National Agency for Academic Exchange as part of the STER NAWA Programme - internationalisation of doctoral schools.

The lectures/seminars will be intended for all interested doctoral students of the First Doctoral School of the Medical University of Gdańsk participating in the Project.

Detailed scope

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| **Name of the Faculty for which the lecture is dedicated** | The First Doctoral School of the Medical University of Gdansk |
| **Field and scientific discipline** | Medical sciences / Pharmaceutical sciences/ Health sciences |
| **Topic of the lecture** | The use of Quartz Crystal Microbalance with Dissipation in Bioresearch |
| **Target group** | PhD Students |
| **Number of lecture participants** | 100 |
| **Number of teaching hours** | 2x5h (1 hour = 45 minutes) |
| **Language of the lecture** | English |

1. Lectures will be conducted on-site.
2. CPV codes:

[**80300000-7**](https://www.portalzp.pl/kody-cpv/szczegoly/uslugi-szkolnictwa-wyzszego-8922) – Higher education services

[**80320000-3**](https://www.portalzp.pl/kody-cpv/szczegoly/uslugi-edukacji-medycznej-8924) – Medical education services

1. **DATE AND PLACE OF PERFORMANCE OF THE SUBJECT OF THE ORDER**
2. The lecture will be held at the Ordering Party's headquarters, i.e. Gdańsk Medical University, ul. M. Skłodowskiej-Curie 3a, 80-210 Gdańsk.
3. Estimated date of the lecture 10-11.12.2024. The exact date will be determined after signing the agreement. The schedule will constitute Annex No. 1 to the Agreement.
4. The Ordering Party reserves the right to introduce changes to the schedule resulting from changes in the organization of the academic year.
5. **DATE AND PLACE OF PERFORMANCE OF THE SUBJECT OF THE ORDER**
6. The contractor submitting an offer in response to this request for proposals should meet the following requirements:
7. have a higher education, min. PhD - the requirement will be assessed on the basis of the declaration included in Annex No. 1 and CV.
8. have knowledge of English at least at B2 level - the requirement will be assessed on the basis of the declaration included in Annex No. 1
9. have knowledge of the technique and research methods using the Quartz Crystal Microbalance with Energy Dissipation Monitoring QCMD - the requirement will be assessed on the basis of the declaration included in Annex No. 1,
10. have experience documented by scientific publications in renowned international scientific journals on the following topics:

- platelet pharmacology

- platelet interactions with cancer cells

- experimental nanomedicine

The requirement will be assessed on the basis of the declaration contained in form no. 1. The Ordering Party requires at least 1 publication from each of the above-mentioned scopes.

1. cannot be linked personally or financially with the Ordering Party - this requirement will be assessed on the basis of the declaration contained in Annex No. 2.
2. The Ordering Party will exclude from the possibility of implementing this order the entities referred to in art. 7 of the Act on special solutions in the field of counteracting support for aggression against Ukraine and serving to protect national security (Journal of Laws of 2022, item 835) - the condition will be assessed on the basis of Annex No. 3

Due to the fact that the project is financed by the Polish National Agency for Academic Exchange under the STER NAWA program - internationalization of doctoral schools, the Contractor will be obliged to:

• provide documentation related to the execution of the order upon each request,

• personally execute the subject of the order,

• use the documentation indicated by the Ordering Party,

• maintain the confidentiality of the data entrusted as part of the execution of the service.

1. **EVALUATION CRITERIA FOR OFFERS**
2. Offers meeting the conditions for participation in the request described in point VI will be assessed according to the following criteria and their weights
3. Gross price of the service for conducting 10 hours of lectures \* (C) – 100% - 100 points
4. The Ordering Party will select the offer that receives the highest number of points (C)

*\* in the case of individuals not conducting business activity, the gross price of the service for conducting 10 hours of lectures includes the total costs that will be incurred by the Ordering Party, in particular the advance payment on the income tax due, the so-called gross-gross social insurance costs, and in the case of a person conducting business activity, the VAT tax due.*

1. **DESCRIPTION OF THE METHOD OF PREPARING THE OFFER**
2. The contractor submits an offer in accordance with the requirements contained in the request for quotation.
3. The offer must be prepared in English and the price should be given in Polish zlotys (PLN) or euro (EUR) or US dollars (USD). The offer price given in a currency other than the Polish zloty (PLN) will be converted at the exchange rate from the day on which the offers are opened.
4. During the examination and evaluation of offers, the Ordering Party reserves the right to:
5. calling on the Contractor in the event of any formal irregularities in the offer,
6. submitting appropriate declarations, explanations or documents within a specified time,
7. correcting obvious calculation errors in the price calculation (with the Contractor's consent),
8. correcting obvious clerical errors.
9. The Contractor shall bear all of its own costs related to the preparation and submission of the offer, regardless of the outcome of the request for proposals.
10. The complete offer should include:
    1. offer form – in accordance with Annex No. 1
    2. declaration of no capital or personal links – in accordance with Annex No. 2.
    3. Declaration of non-exclusion - in accordance with Annex No. 3.
    4. CV of the person conducting the lecture.
11. **DEADLINE AND METHOD OF SUBMITTING OFFERS**
12. Offers should be submitted by 07 November 2024, 10:00 a.m. by e-mail in the form of scanned documents to the following address: kamila.tuczynska@gumed.edu.pl or kadrydydaktyka@gumed.edu.pl
13. Offers submitted after the deadline will not be considered.
14. The person authorized by the Ordering Party to contact the Contractors is Aleksandra Roman, tel. +48 58 439 12 08, e-mail: Aleksandra.roman@gumed.edu.pl
15. Organizational unit: Order Department / Purchasing and Logistics Section.
16. The offer is valid for 30 days from the date specified by the Ordering Party as the deadline for submitting offers.
17. **OTHER IMPORTANT CONDITIONS OF THE ORDER UNDER THE CONDUCTED PROCEDURE**
18. Due to budget assumptions, if the amounts presented in the responses to the inquiry are higher than those planned in the project budget, the Ordering Party reserves the right to negotiate with Contractors who have not been excluded from the procedure. The final selection of Contractors with whom contracts will be signed will take place after the conclusion of any negotiations.
19. The Ordering Party reserves the right to withdraw or cancel this request at any time without giving reasons for its decision. In the event of cancellation of this request, the Contractors shall not be entitled to any claim against the Ordering Party.
20. The Ordering Party will inform about the selection of the Contractor by posting information in the Competitiveness Database: <https://bazakonkurencyjnosci.gov.pl/> and https://przetargi.gumed.edu.pl/
21. The contractor whose offer is selected in this procedure will be informed of this fact.
22. The Ordering Party reserves the right to select the next most advantageous offer if the tenderer whose offer is selected as the most advantageous refuses to conclude an agreement regarding the implementation of the subject of this order.

**ANNEXES:**

Appendix No. 1 - offer form

Appendix No. 2 - declaration of no capital or personal links

Appendix No. 3 - declaration of non-exclusion

Appendix No. 4 - material provisions of the agreement

**NOTE:**

Individuals are required to submit a declaration for tax and contribution purposes before signing the contract.

Acting Bursar

Prof. Jacek Bigda, M.D., Ph.D.

**GDPR information**

Pursuant to Article 13(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 EU L 119 of 04.05.2016, p. 1), hereinafter "the GDPR", I inform you that:

* The administrator of your personal data is the Medical University of Gdańsk, 3a M. Skłodowskiej-Curie Street, 80-210 Gdańsk, contact with the Data Protection Officer is available at the following email address: [iod@gumed.edu.pl](mailto:iod@gumed.edu.pl)
* Your personal data will be processed on the basis of Article 6(1)(c) of the GDPR for the purpose related to the public procurement procedure 33/ZZ/2024;

1. the recipients of your personal data will be persons or entities to whom documentation of the proceedings will be made available pursuant to Article 8 and Article 96(3) of the Act of 11 September 2019 Public Procurement Law (consolidated text Journal of Laws 2019 item 2019) hereinafter referred to as the "PPL Act";
2. your personal data will be stored, pursuant to Article 97 (1) of the PPL Act, for a period of 4 years from the date of completion of the procurement proceedings, and if the duration of the contract exceeds 4 years, the storage period shall cover the entire duration of the contra

* the obligation to provide personal data concerning you directly is a statutory requirement stipulated in the provisions of the PPL Act, related to participation in a public procurement procedure; consequences of failure to provide certain data result from the PPL Act;
* decisions with regard to your personal data will not be taken in an automated manner pursuant to Article 22 of the GDPR;
* you have:

- pursuant to Article 15 GDPR the right to access personal data concerning you;

- pursuant to Article 16 GDPR the right to rectify your personal data;

- pursuant to Article 18 GDPR the right to request the administrator to restrict the processing of your personal data, subject to the cases referred to in Article 18(2) GDPR;

- The right to lodge a complaint with the President of the Office for Personal Data Protection if you consider that the processing of personal data concerning you violates the provisions of the GDPR;

* you are not entitled to:

- in relation to Article 17(3)(b), (d) or (e) of the GDPR the right to erasure of personal data;

- the right to personal data portability as referred to in Article 20 GDPR;

- based on Article 21 GDPR the right to object to the processing of your personal data, because the legal basis for the processing of your personal data is Article 6(1)(c) GDPR.

*Annex No. 1 - offer form*

**Medical University of Gdańsk**

3a M. Skłodowskiej – Curie Street,

80-210 Gdańsk

**OFFER FORM 33/ZZ/2024**

**Contractor: ………………………………………………………………………………………………………………………**

*(name and surname, Contractor’s address, telephone number, e-mail address)*

In response to the request for proposals sent by the Medical University of Gdańsk, ul. Marii Skłodowskiej - Curie 3a, 80-210 Gdańsk, regarding the engagement of a foreign lecturer to prepare and deliver a lecture in English for doctoral students of the Medical University of Gdańsk (GUMed) as part of the "Doktorat ponad granciami (IntPhD)" Project, financed by the Polish National Agency for Academic Exchange under the STER NAWA Programme - internationalisation of doctoral schools, I am submitting an offer:

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| **It.** | **The name of the service** | **Gross value in PLN** |
| 1 | Lecture: The use of Quartz Crystal Microbalance with Dissipation in Bioresearch, 2x 5 h |  |

*\*in the case of individuals not conducting business activity, the gross price of the service for conducting the lecture includes the total costs that will be incurred by the Ordering Party, in particular the advance payment on the income tax due, the so-called gross-gross social insurance costs, and in the case of a person conducting business activity, the VAT tax due.*

**Order value:**

**gross: ........................zł (in words:....................................................................................................),**

* I declare that I have familiarised myself with the description of the subject of the contract (including the model contract) and I do not raise any objections to it, and I accept the conditions contained therein.
* I declare that I fulfil the conditions of participation in the procedure specified in point VI, including:
  1. I hold the title ……………………………..
  2. I have knowledge of English at least at B2 level,
  3. I am familiar with the techniques and research methods using a quartz crystal microbalance with QCMD energy dissipation monitoring,
  4. I have at least 5 publications in renowned international scientific journals on subjects related to the conducted workshop (authors' names, title, name of the journal, page, indication of the scientific field):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Publication topics* | *authors' names* | *title* | *name of the magazine* | *page* | *indication of the scientific field* |
| Platelet Pharmacology |  |  |  |  |  |
| Platelet interaction with cancer cells |  |  |  |  |  |
| Experimental nanomedicine |  |  |  |  |  |

• I declare that I am not subject to any exclusion as of the request for proposals.

• I declare that if the Ordering Party selects this offer, I undertake to sign the agreement/agreements at the time and place indicated by the Ordering Party

………………………………………………….

(signature of the person submitting the offer)

*Annex No. 2 - declaration of no capital or personal ties*

………………………, ……….. 2024

…………………………..

…………………………..

(name and surname, Contractor’s address,

telephone number, e-mail address)

**Medical University of Gdańsk**

3a M. Skłodowskiej – Curie Street,

80-210 Gdańsk

**DECLARATION OF ABSENCE OF EQUITY LINKS OR PERSONALLY RELATED ENTITIES**

In response to the request for proposals sent by the Medical University of Gdańsk, ul. M. Skłodowskiej - Curie 3a, 80-210 Gdańsk, regarding the engagement of a foreign lecturer to prepare and deliver a lecture in English for students of the Medical University of Gdańsk (GUMed) as part of the "Doktorat ponad granicami (IntPhD)" Project, financed by the Polish National Agency for Academic Exchange under the STER NAWA Programme - internationalization of doctoral schools,

**I, the undersigned, declare that I have no personal or capital links with the Ordering Party (Medical University of Gdańsk).**

I declare that there are no mutual equity or personal relations, which means mutual relations between the Ordering Party or persons authorised to incur liabilities on behalf of the Ordering Party or persons performing activities related to preparation and execution of the contractor selection procedure on behalf of the Ordering Party and the Contractor consisting in particular in:

* participation in the company as a partner in a civil partnership or partnership,
* holding at least 10% of shares, unless a lower threshold results from the provisions of the law or was defined by MA OP
* being a member of a supervisory or managing body, proxy, attorney,
* being married, in the relationship of kinship or affinity in a straight line, kinship of the second degree or affinity of the second degree in a side line, or in the relationship of adoption, custody or guardianship

………….……………………………………….

(signature of the person submitting the offer)

*Appendix No. 3 – Declaration of non-exclusion from the performance of the contract pursuant to Article 7 paragraph 1 points 1-3 of the Act of April 13, 2022 on special solutions for counteracting support for aggression against Ukraine and for protecting national security*

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| **CONTRACTOR'S DECLARATION**  **REGARDING THE GROUNDS FOR EXCLUSION FROM THE PERFORMANCE OF THE CONTRACT** |

When submitting a request for proposals regarding the engagement of a foreign lecturer to prepare and deliver a lecture in English for students of the Medical University of Gdańsk (GUMed) as part of the “Doktorat ponad granicami (IntPhD)” Project:

**Request for quotation numer: 33/ZZ/2024**

I (name and surname) .....................................

representing the Company.................................................................................., NIP: ........................., REGON: ..............................

I declare that I am not subject to exclusion from the implementation of the contract on the basis of art. 7 sec. 1 points 1-3 of the Act of April 13, 2022 on special solutions for counteracting support for aggression against Ukraine and for protecting national security \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I declare that there are no grounds for exclusion from the implementation of the contract on the basis of art. 7 sec. 1 point ……..… of the Act on special solutions for counteracting support for aggression against Ukraine and for protecting national security (specify the applicable basis for exclusion from among those listed in art. 7 sec. 1 of the Act of April 13, 2022 on special solutions for counteracting support for aggression against Ukraine and for protecting national security\*).

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I declare that all information provided in the above statement is current and true and was presented with full awareness of the consequences of misleading the ordering party when presenting the information.   
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*) if applies*

......................................*....... signature (place, date)*

*Annex No. 4 - material provisions of the contract*

**Material provisions of the contract**

1. Under this agreement, the Ordering Party orders and the Contractor undertakes to prepare and conduct a lecture in English for doctoral students of the First Doctoral School of the Medical University of Gdańsk (GUMed) as part of the implemented Project "Doktorat ponad granicami (IntPhD)", financed by the Polish National Agency for Academic Exchange under the STER NAWA Program - internationalization of doctoral schools.
2. The lecture includes conducting a total of 10 teaching hours, with a detailed schedule constituting Annex No. 1 to the agreement (1 teaching hour = 45 minutes) for 1 target group of participants.
3. The Contractor undertakes to:

a) prepare the materials necessary to conduct the lecture. The materials must be based on the current state of knowledge on the given topic;

b) conduct the lecture in accordance with the date set in the schedule;

c) perform the subject of the contract in accordance with its best knowledge and with the greatest care, taking into account its skills and experience;

d) transfer the property copyrights to the Works to the Ordering Party.

1. The Ordering Party undertakes to:

a) inform the Contractor about the schedule of classes.

b) enable consultation with the Ordering Party's representatives regarding the detailed content of the classes currently conducted.

c) notify participants about the place and date of classes.

d) accept materials prepared by the Contractor provided that they are properly executed.

e) provide a place for the lecture to be held, together with the equipment necessary to hold the lecture.

1. Form and term of payment – ​​remuneration for the activities performed will be payable after the end of the lecture by bank transfer to the Contractor’s account within 14 days from the date of submission of correctly completed documents signed by the Contractor and accepted by the Ordering Party and a correctly issued invoice/bill.