

Public procurement procedure no. ZZ/3/018/U/22

Gdańsk, 31.01.2022

Public procurement notice

The Gdańsk University of Technology, Faculty of Management and Economics, announces the public procurement procedure and invites you to submit bids for the provision of services related to the implementation of the module: **Business Communication** for a group of students of the MBA Programme at the Gdańsk University of Technology **in English**. The provision of services includes:

- Preparing course materials, as recommended by the MBA Office, within one week prior to scheduled classes,
- Conducting classes in the form of 20 teaching hours from **11-13 February 2022**, the classes shall be conducted at the place indicated by the Contracting Authority (in the case of any changes in the regulations on conducting educational classes, it is possible to conduct classes online using the platform indicated by the MBA office) from 09.00 a.m. – 05.00 p.m.
- Conducting a basic exam/assignment and at least one retake exam/second assignment approach on a date agreed upon with the MBA Office.
- Evaluating students within 2 weeks after the exam/assignment has been conducted and submitting information about grades to the MBA Office according to the forms designated by the MBA Office.

Requirements concerning the contractor:

- Higher education
- At least 15 years of experience working in international organizations and experience working in different countries,
- Experience in managerial positions in international organizations and coaching/consulting
- Publications in the field of the subject
- Experience as a lecturer in executive MBA programmes in English in the subject area, of at least 15 hours in the previous year, including online classes,
- Very good knowledge of written and spoken English,
- Good teaching skills confirmed by the results of questionnaires evaluating the classes in the subject area.

Notes:

There will be a two-step procedure for selecting individuals:

1. based on the submitted cover letter, curriculum vitae and documents proving the fulfilment of the above-mentioned requirements,
2. based on an interview.

The bid meeting the requirements of this notice and containing the best balance of points in the following criteria shall be considered to be the most advantageous bid:

1. Gross bid price - 40 points
2. Requirements related to skills - 20 points
 - Higher education, 10 points

- Very good knowledge of English, very good teaching skills confirmed by the results of questionnaires evaluating the classes in the subject area - 10 points

3. Required experience - 40 points

- At least 15 years of experience working in international organizations and experience working in different countries, 10 points
- Experience in managerial positions in international organizations and coaching/consulting, 10 points
- Experience in the implementation of projects related to the scope of the module in organizations, publications in the field of the subject, 10 points
- Experience as a lecturer in executive MBA programmes in English in the subject area, of at least 15 hours in the previous year, including online classes, 10 points

The bid meeting the requirements of this notice and containing the best balance of points in the following criteria shall be considered to be the most advantageous bid:

2.1. Gross bid price - 40 points

2.2. Requirements related to skills - 20 points

2.3. Experience of the contractor - 40 points

2.3.1 Price - weight assigned to the criterion: **40 points**

- a) The Contracting Authority shall make the evaluation on the basis of the gross bid price in PLN, offered by the Contractor and stated in the bidding form - Appendix no. 1 hereto.
- b) The bid with the lowest price will be awarded the maximum number of points - 40 points.
- c) The remaining bids will be awarded points calculated according to the following formula:

$$P_c = (C_n / C_b) \times 40$$

where:

P_c - number of points awarded to the evaluated bid according to the "Price" criterion

C_n - the lowest bid price from among the submitted bids subject to evaluation

C_b - price of the evaluated bid

40 – weight of the "price" criterion

The price must include all elements related to the procurement **included in services specification**.

Calculations will be made by the Contracting Authority to two decimal places.

2.2.1 Requirements related to skills - weight assigned to the criterion: **20 points**

- Higher education, 10 points
- Very good knowledge of English, very good teaching skills confirmed by the results of questionnaires evaluating the classes in the subject area - 10 points

2.3.1. Experience of the contractor - weight assigned to the criterion: **40 points**

- At least 10 years of experience working in international organizations and experience working in different countries, 10 points
- Experience in managerial positions in international organizations and coaching/consulting, 10 points
- Experience in the implementation of projects related to the scope of the module in organizations, publications in the field of the subject, 10 points
- Experience as a lecturer in executive MBA programmes in English in the subject area, of at least 15 hours in the previous year, including online classes, 10 points

3. The Contracting Authority reserves the right not to award the contract without giving any reason.

4. Description of the bid preparation method:

4.1. The bid shall be prepared in accordance with the bid form attached as Appendix No. 1 hereto.

4.2. The Contractor shall attach a list of persons, appointed by the contractor to implement the contract, to the bid using the form specified in Appendix No. 2 hereto.

4.3. The bid must be submitted electronically with a qualified electronic signature or electronically with a signature authenticated with a trusted profile or personal signature. The bid must contain a signature of a person (persons) authorised to act on behalf of the contractor (powers of attorney shall be attached to the bid in accordance with the requirements of the Civil Code). All appendices to the bid which are declarations should also be signed by an authorised representative. The scope of representation must be indicated in the documents submitted by the contractor.

4.4. When submitting a bid using means of electronic communication, the Contractor should include the following description in the subject of the email: "Bid in the procedure for the provision of services related to the implementation of the module: **Business Communication** for a group of students of the MBA Programme at the Gdańsk University of Technology in English case ref. no: ZZ/3/018/U/22".

4.5. Bids submitted after the deadline will not be considered.

4.6. The Contractor may change or withdraw the bid before the deadline for the submission of bids.

4.7. Each Contractor may submit only one bid and propose only one price.

5. Place of and deadline for the submission of bids:

5.1. The deadline for the submission of bids shall be **07.02.2022 at 9:00 a.m.**

5.2. The bid opening date shall be **07.02.2022 at 9:30 a.m.**

5.3. Bids shall be submitted in writing to Gdańsk University of Technology Faculty of Management and Economics, 80-233 Gdańsk, ul. G. Narutowicza 11/12, or by email to: mba@zie.pg.edu.pl

5.4. The Contractor may request clarification of the content of the notice by e-mail to the Contracting Authority: mba@zie.pg.edu.pl

6. Information clause concerning the processing of personal data and the free movement of such data. In accordance with Art. 13 (1) and (2) of the 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) (Official EU OJ L 119 of 4 May 2016, p. 1, amendment: EU OJ L No. 127 of 2018, p. 2), hereinafter referred to as the GDPR, the Contracting Authority informs you that:

1) The Controller of your personal data is Gdańsk University of Technology, ul. Narutowicza 11/12, 80-233 Gdańsk;

2) The Data Protection Officer at the Gdańsk University of Technology is mgr inż. Paweł Baniel (contact details):

tel. +48 58 348 66 29, iod@pg.edu.pl;

3) Your personal data shall be processed under Art. 6 (1) (c) of the GDPR for the purposes related to the public procurement procedure for the provision of services related to the implementation of the module: **Business Communication** for a group of students of the MBA Programme at the Gdańsk University of Technology in English no. ZZ/3/018/U/22, carried out in accordance with Art. 2 (1) of the Act of 11 September 2019 – Public Procurement Law (Dz. U. (Journal Of Laws) of 2019, item 2019, as amended);

4) The recipients of your personal data will be the persons or entities to whom the procedure documentation will be made available under Art. 18 of the Act of 11 September 2019 – Public Procurement Law (Dz. U. (Journal Of Laws) of 2019, item 2019, as amended), hereinafter referred to as the "PPL";

5) Your personal data will be stored for a period of 4 years from the date of termination of the public procurement procedure. If the term of the contract exceeds 4 years, the storage period covers the term of the contract. The documentation of public procurement procedures financed by European Union (EU) funds will also be kept for the period arising from co-financing agreements financed by EU funds.

6) The obligation to provide personal data directly related to you is a statutory requirement specified in the provisions of the PPL Act, related to the participation in the public procurement procedure; the consequences of not providing the data are described in the PPL Act;

7) In relation to your personal data, decisions will not be made in an automated manner in accordance with Art. 22 of the GDPR;

8) You have the right of access to your personal data under Art. 15 of the GDPR; the right to rectification of your personal data under Art. 16 of the GDPR (the exercise of the right to rectification may not result in a change in the outcome of the public procurement procedure or in the provisions of the contract to the extent inconsistent with PPL Act and may not violate the integrity of the protocol and appendices thereto); the right to require the controller to restrict the processing of personal data under Art. 18 of the GDPR, subject to the cases referred to in Art. 18 (2) of the GDPR (the right to restriction of processing does not apply with regard to storage to ensure the exercise of legal remedies or to protect the rights of another natural or legal person

or for important reasons of public interest of the European Union or of a Member State); - the right to lodge a complaint with the President of the Personal Data Protection Office in Warsaw if you believe that the processing of your personal data violates the provisions of the GDPR;

9) You do not have the right to erasure of personal data in connection with Art. 17 (3)(b)(d) or (e) of the GDPR; the right to data portability, referred to in Art. 20 of the GDPR; the right to object to the processing of personal data under Art. 21 of the GDPR, as the legal basis for the processing of your legal data is Art. 6 (1) (c) of the GDPR.

10) Additionally, pursuant to Art. 19 (4) of the PPL Act, the Contracting Authority notifies you of the restrictions referred to in Art. 19 (2) and (3) and (75) of the PPL Act:

1) if the Contractor exercises his/her right to obtain confirmation as to whether his/her personal data are being processed, the Contracting Authority shall have the right to request additional information specifying the request from the Contractor (e.g. the name or date of the public procurement procedure);

2) if the Contractor exercises his/her right to restrict the processing of his/her personal data, the Contracting Authority shall have the right to process such data until the end of the public procurement procedure.

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Dr hab. Małgorzata Gawrycka, Prof. Gdańsk Tech
Faculty of Management and Economics
Gdańsk University of Technology