

SPINAKEK – INTENSIVE INTERNATIONAL EDUCATION PROGRAMS 2021

PROJECT TITLE:

DESIGN THINKING IN SEARCHING FOR INNOVATIVE SOLUTIONS IN AN INTERNATIONAL ENVIRONMENT
CO-FINANCED BY THE EUROPEAN UNION FROM THE EUROPEAN SOCIAL FUND UNDER THE OPERATIONAL PROGRAM
KNOWLEDGE EDUCATION DEVELOPMENT

**LODZ UNIVERSITY OF TECHNOLOGY
INSTITUTE OF MANAGEMENT
221 WOLCZANSKA STREET
93-005 LODZ**

OFFICE OF THE PROJECT

**SPINAKEK – INTENSIVE INTERNATIONAL EDUCATION PROGRAMS 2021
PROJECT TITLE:
DESIGN THINKING IN SEARCHING FOR INNOVATIVE SOLUTIONS IN AN INTERNATIONAL ENVIRONMENT**

NIP: 727-002-18-95
REGON: 000001583
Tel.: +48 42 631 37 62
e-mail: w8i82@adm.p.lodz.pl

**REQUEST FOR PROPOSAL REGARDING THE PREPARATION OF AN OPINION AND RECOMMENDATION
ON THE MP2 PROGRAM**

Legal basis:

Article 2 (1) (1) of the Public Procurement Law (Journal of Laws of 2022, item 1710, as amended) of September 11, 2019, mode – Request for Proposal, in accordance with the Principle of Competition, based on the procedure for awarding contracts with an estimated value below PLN 130,000.00 net, and at the same time exceeding the amount of PLN 50,000.00 net inclusive, as referred to in Clause 4 of the Beneficiary's Manual for the programs of the Polish National Agency for Academic Exchange — Institutional Programs. This procedure is conducted in a transparent, objective, and non-discriminatory manner.

Name provided by the Contracting Authority:

"Preparation of opinions on the MP2 program, as part of the project entitled Design thinking in searching for innovative solutions in an international environment"

Case number (reference number): W8/382/2022/12/1

Formal and legal aspects of the invitation by:

mgr Małgorzata Michalak

Substantive content aspects of the invitation by:

mgr Joanna Wiczorek
mgr Anita Kozak

Invitation approved by:

Project manager
dr hab. Robert Stanisławski, Lodz University of Technology Professor

Deadline for tender submission: January 23, 2023

Deadline for tender opening: January 24, 2023, 9:15 a.m.

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CHAPTER I. NAME AND ADDRESS OF THE CONTRACTING AUTHORITY

LODZ UNIVERSITY OF TECHNOLOGY

INSTITUTE OF MANAGEMENT

WOLCZANSKA STREET 221

93-005 LODZ

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SPINAKEK – INTENSIVE INTERNATIONAL EDUCATION PROGRAMS 2021

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NUTS code: PL711
NIP: 727-002-18-95
REGON: 000001583
Tel.: +48 42 631 37 62
E-mail: w8i82@adm.p.lodz.pl

The Contracting Authority's contact person for formal and legal matters:

mgr Małgorzata Michalak, e-mail: malgorzata.michalak@p.lodz.pl

The Contracting Authority's contact person for substantive matters:

mgr Joanna Wieczorek, e-mail: joanna.wieczorek@p.lodz.pl

CHAPTER II. CONTRACT AWARD PROCEDURE

1. The procedure is conducted pursuant to Article 2 (1) (1) of the Public Procurement Law (Journal of Laws of 2022, item 1710, as amended) of September 11, 2019, mode – Request for Proposal, in accordance with the Competition Principle, based on the procedure for awarding contracts with an estimated value below PLN 130,000.00 net, and at the same time exceeding the amount of PLN 50,000.00 net inclusive, as referred to in Clause 4 of Chapter 5 of the Beneficiary's Manual for the Programs of the Polish National Agency for Academic Exchange – Institutional Programs. These proceedings are conducted in a transparent, objective, and non-discriminatory manner.
2. The procedure is conducted under the SPINAKEK Program – Intensive International Education Programs, call for applications No. 25/2021 of September 21, 2021, project entitled "Design thinking in searching for innovative solutions in an international environment," co-financed by the European Union from the European Social Fund under the Operational Program Knowledge Education Development, a non-competitive project entitled "Supporting the institutional capacity of Polish universities through creation and implementation of international study programs" (Measure: 3.3 Internationalization of Polish Higher Education).
3. The Contracting Authority allows the possibility of submitting tenders for lots, as referred to in Chapter III, Description of the Subject Matter of the Contract, hereof. Because the provisions of the application for co-financing provide for the preparation of 5 independent and different opinions, the Contracting Authority allows the possibility of submitting tenders for lots, but only and exclusively for one of the parts of the contract referred hereto. The Contracting Authority shall specify the maximum number of parts for which the contract may be awarded to the same Contractor as one of five lots.
4. The Contracting Authority does not allow:
 - a) submitting variant bids - submitting variant offers due to the nature of the order - the Ordering Party requires the preparation of a detailed opinion with an indication of specific recommendations regarding the educational program strictly defined in the Description of the Subject of the Order, which, in the Ordering Party's opinion, cannot be implemented in a different way than specified in the order documents
 - b) electronic auction,
 - c) reimbursement of the costs of participation in the procedure,
 - d) payments in foreign currencies – payments between the contracting authority and the contractor will be made in PLN,
 - e) presenting the information contained in the bid in the form of an electronic catalog or attaching an electronic catalog.

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CHAPTER III. DESCRIPTION OF THE SUBJECT MATTER OF THE CONTRACT

The subject matter of the contract is the preparation of an opinion in the form of an assessment and recommendation for the program "Intensive International Education Programs 2021 (MP2)" prepared by the project team of the Lodz University of Technology as part of the SPINAKEK project entitled "Design thinking in searching for innovative solutions in an international environment."

Common Procurement Vocabulary (CPV):**MAIN CPV:**

85312320-8 / Counseling services /

DETAILED CPV:

80000000-4 / Education and training services /

The subject matter of the contract is the preparation of an opinion in the form of an assessment and recommendation for the program "Intensive International Education Programs 2021 (MP2)" prepared by the project team of the Lodz University of Technology as part of the SPINAKEK project entitled "Design thinking in searching for innovative solutions in an international environment."

As part of the subject matter of the contract, a total of 5 opinions are to be prepared, each as an individual part of the contract.

The opinions drawn up will form the basis for an education program involving a group of 50 business students from 8 different European countries who speak English at the B1 level at least.

The contract is implemented as part of the SPINAKEK Program – Intensive International Education Programs, call for applications No. 25/2021 of September 21, 2021, project entitled "Design thinking in searching for innovative solutions in an international environment," co-financed by the European Union from the European Social Fund under the Operational Program Knowledge Education Development, a non-competitive project entitled "Supporting the institutional capacity of Polish universities through creation and implementation of international study programs" (Measure: 3.3 Internationalization of Polish Higher Education)."

The material scope of services required under this procedure includes:

The detailed scope of the subject matter of the contract can be found in Appendix 1, "Description of the Subject Matter of the Contract," of this request for proposal.

The Contracting Authority allows the possibility of submitting tenders for lots, with each of the opinions issued for the analysis of the region indicated by the Contracting Authority considered an individual part of the contract:

- Part 1 – Preparation of an opinion, including a comparison with business majors at a selected university in one of the following countries:
Latvia, Turkey, Portugal
- Part 2 - Preparation of an opinion, including a comparison with business majors at a selected university in one of the following countries:
Bulgaria, Germany, Romania
- Part 3 - Preparation of an opinion, including a comparison with business majors at a selected university in one of the following countries:
Ireland, Malta, France
- Part 4 - Preparation of an opinion, including a comparison with business majors at a selected university in one of the following countries:

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Montenegro, Czech Republic, North Macedonia

- Part 5 - Preparation of an opinion, including a comparison with business majors at a selected university in one of the following countries: Spain, Italy, Ukraine.

- CHAPTER IIIa. SOCIAL ASPECTS, INCLUDING THE REQUIREMENT OF EMPLOYMENT CONTRACT

The Contracting Authority does not specify the requirements for the Contractor or subcontractor to conclude employment contracts with persons performing activities related to the performance of the contract because the performance of these activities is not subject to the Contracting Authority's assessment of the performance of work in the manner specified in Article 22 (1) of the Act of June 26, 1974 – Labor Code.

- CHAPTER IIIb. AMOUNT FOR FINANCING THE ORDER

The Ordering Party informs that the amount allocated for financing the order is PLN **23.000,00 PLN** in total, including:

- *amount allocated for Part 1* – Preparation of an opinion, including a comparison with business majors at a selected university in one of the following countries: Latvia, Turkey, Portugal (**4.600,00 PLN**)
- *amount allocated for Part 2* - Preparation of an opinion, including a comparison with business majors at a selected university in one of the following countries: Bulgaria, Germany, Romania (**4.600,00 PLN**)
- *amount allocated for Part 3* - Preparation of an opinion, including a comparison with business majors at a selected university in one of the following countries: Ireland, Malta, France (**4.600,00 PLN**)
- *amount allocated for Part 4* - Preparation of an opinion, including a comparison with business majors at a selected university in one of the following countries: Montenegro, Czech Republic, North Macedonia (**4.600,00 PLN**)
- *amount allocated for Part 5* - Preparation of an opinion, including a comparison with business majors at a selected university in one of the following countries: Spain, Italy, Ukraine. (**4.600,00 PLN**)

CHAPTER IV. PERFORMANCE DATE OF THE SUBJECT MATTER OF THE CONTRACT

1. The opinion, together with attachments in the form of a matrix of learning outcomes, will be made within 7 days of submitting the materials related to the education program under review but not later than by **February 10, 2023**.
2. In order to perform the contract, the Contracting Authority will provide the Contractor with materials regarding the "Intensive International Education Programs 2021 (MP2)" and an opinion form immediately after the contract is awarded.
3. The materials referred to in Clause 2 of this Chapter will be provided by the Contracting Authority to the Contractor within the previously agreed time, considering the 7-day deadline for the performance of the subject matter of the contract and the end date specified in the agreement concluded with the Contractor

CHAPTER V. PLACE OF CONTRACT PERFORMANCE

Due to the nature of the contract and the possibility of its remote performance, the place of performance of the subject matter of the contract has a national, European, and international in scope.

CHAPTER V. REQUIREMENTS FOR PARTICIPATION IN THE PROCEDURE AND GROUNDS FOR EXCLUSION

Contractors may apply for the award of the contract provided that:

1. They meet the requirements for participation in the procedure described below.
and
2. They prove there are no grounds for exclusion from the procedure under Chapter VI of the Request for Proposal.

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Contractors who meet the following requirements for participation in the procedure may apply for the award of the contract:

No	Requirements for participation in the procedure	List of declarations/documents to be provided by Contractors to confirm that they meet the requirements for participation in the procedure
The requirements for participation in the procedure concern:		
1.	Authorization to perform a specific activity	
	The Contracting Authority does not specify any detailed requirements in this regard.	_____
2.	Knowledge and experience in performing similar contracts.	
	The Contracting Authority does not specify any detailed requirements in this regard.	_____
ATTENTION In the case of Contractors jointly bidding for a contract, one Consortium Member may not refer to the experience gained by another Consortium Member during the performance of the joint contract (judgment of the European Court of Justice of May 4, 2017 (C-387/14)). Therefore, the value or scope of the service previously provided by the Consortium Member that submits the bid in this procedure should be demonstrated.		
3	Appropriate technical resources.	
	The Contracting Authority does not specify any detailed requirements in this regard.	_____
4	Adequate human resources.	
	A Contractor with adequate human resources necessary to perform the subject matter of the contract may apply for the contract, i.e.: FOR EACH OF THE 5 PARTS SPECIFIED IN CHAPTER III. DESCRIPTION OF THE SUBJECT MATTER OF THE CONTRACT An expert may be a person employed for at least 10 years at a foreign university from the one of the following countries (Latvia, Turkey, Portugal, Bulgaria, Germany, Romania, Ireland, Malta, France, Montenegro, Czech Republic, North Macedonia, Spain, Italy, Ukraine), with at least 5 years of experience in working in business faculties at universities and 5 years of experience in international cooperation consisting in the exchange of experience regarding international education programs and the assessment of learning outcomes	In order to confirm the fulfillment of the requirement for participation in the procedure – the Contractor's declaration regarding the fulfillment of the requirements for participation in the procedure (according to the template constituting Appendix 3)
5	Economic and financial situation	
	The Contracting Authority does not specify any detailed requirements in this regard.	_____

- a) If in the procedure in question, the bid of Contractors jointly applying for the contract is selected, the Contracting Authority requests, before signing the agreement, the delivery of the agreement regulating the cooperation of these Contractors, including the agreement between the partners of the Civil Code partnership.

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- b) The Contracting Authority reserves the right to assess the fulfillment of the conditions for participation in the procedure and thus to call for additional documents and explanations only in relation to the Contractor rated highest in the tender evaluation criteria.

The Contracting Employer, based on the submitted documents, will assess the fulfillment of the requirements according to the formula: meets - does not meet the criteria.

The Contracting Authority allows the participation of subcontractors in the performance of the contract. In such a case, the Contractor is obliged to indicate in the Bid Form, constituting Appendix 2 to the Request for Proposal, the names of the subcontractors' companies.

A lack of the above information in the bid will mean that the Contractor will not use subcontracting in the performance of the contract.

CHAPTER VI. CONTRACTOR EXCLUSION

Contractors who are not subject to exclusion from the procedure may apply for the award of the contract.

The following are excluded from the procedure:

1. Contractors who do not meet the requirements for participation in the procedure,
2. Contractors with personal or capital links with the Contracting Authority,
 - 2.1 1. Personal or capital links are understood as mutual links between the Contracting Authority or persons authorized to incur liabilities on behalf of the Contracting Authority or persons performing activities on behalf of the Contracting Authority relating to the contractor selection procedure and the Contractor, consisting in particular of:
 - a) participating in the company as a partner in a Civil code partnership or partnership,
 - b) holding at least 10% of shares or stocks,
 - c) acting as a member of the supervisory or management body, proxy, agent,
 - d) being married, a relationship of consanguinity or affinity in a direct line, second-degree consanguinity or affinity in a collateral line, or a relationship of adoption, custody, or guardianship.
3. Contractors referred to in Article 7 (1) of the Act of April 13, 2022, on specific solutions to prevent support for aggression against Ukraine and protect national security, hereinafter referred to as the "Act," are excluded from the public procurement procedure or competition conducted based on the Public Procurement Law, as follows:
 - 1) a contractor and a participant in the competition named in the lists referred to in Regulation 765/2006 and Regulation 269/2014 or included in the list based on the decision on the entry on the list determining the application of the measure referred to in Article 1 (3) of the Act;
 - 2) a contractor and a participant in the competition whose real beneficiary within the meaning of the Act of March 1, 2018, on counteracting money laundering and financing terrorism (Journal of Laws of 2022, items 593 and 655) is the person named in the lists set out in Regulation 765/2006 and Regulation 269/2014 or included in the list or being such a real beneficiary from February 24, 2022, if it entered on the list based on the decision on the entry on the list determining the application of the measure, referred to in Article 1 (3) of the Act;
 - 3) a contractor and a participant in the competition whose parent company, within the meaning of Article 3 (1) (37) of the Accounting Act of September 29, 1994 (Journal of Laws of 2021, items 217, 2105, and 2106), is an entity named in the lists set out in Regulation 765/2006 and Regulation 269/2014 or included in the list or being such a parent company from February 24, 2022, provided that it has been entered on the list based on a decision on the entry on the list determining the application of the measure referred to in Article 1 (3) of the Act.
- 4) Exclusion from **Article 7 of the Act of April 13, 2022**, on specific solutions to prevent support for aggression against Ukraine and protect national security takes place for the duration of the circumstances specified in Article 7 (1) (1); (2) and (3) of the Act.

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CHAPTER VII. LIST OF DECLARATIONS AND DOCUMENTS CONFIRMING THE FULFILLMENT OF REQUIREMENTS FOR PARTICIPATION IN THE PROCEDURE AND NO GROUNDS FOR EXCLUSION

In order to demonstrate the fulfillment of requirements for participation in the procedure referred to in Chapter V of the Request for Proposal and the lack of grounds for exclusion due to the circumstances specified in Chapter VI of the Request for Proposal, the Contracting Authority requests, in addition to Bid Form, the submission of the following declarations and documents, valid as at the date of tender submission:

1. A declaration confirming that the Contractor is not subject to exclusion as set out in **Appendix 4** to the request for proposal;
2. A declaration confirming that the Contractor meets the requirements for participation in the procedure as set out in **Appendix 3** to the request for proposal;

CHAPTER VIII. FORM OF DOCUMENT SUBMISSION

Contractors are obliged to carefully read the information contained in the request for proposal and all its attachments and prepare the bid in accordance with the requirements set out in this document.

1. The bid, **under pain of nullity**, must be submitted in accordance with the template of the Bid Form, attached as **Appendix 2** to this request for proposal. The Contractor is obliged to fill in all blank spaces in the bid template.
2. The bid may be submitted in one of the following ways:

a) in writing, bearing a legible handwritten signature or an illegible signature or initialed with a name stamp, thus enabling the Contracting Authority to identify the person authorized to represent the Contractor to the following address:

LODZ UNIVERSITY OF TECHNOLOGY
INSTITUTE OF MANAGEMENT
221 WOLCZANSKA STREET
93-005 LODZ, room 322

during the Contracting Authority's working hours, i.e., from Monday to Friday from 8:30 a.m. to 2:30 p.m.

or

b) in electronic form – in the form of a scan of documents, bearing a legible handwritten signature or an illegible signature or initialed with a name stamp, thus enabling the Contracting Authority to identify the person authorized to represent the Contractor to the following e-mail address:

w8i82@adm.p.lodz.pl

3. The authorization to sign bids should result from the documents attached to it, and if the Contractor is represented by a proxy, an appropriate power of attorney should be submitted.
4. In the case of bids submitted in paper form, a power of attorney must be submitted in the original or a copy certified by a notary public, together with a document confirming that the power of attorney was signed by the person(s) authorized to represent the contractor.
5. In the case of bids submitted in electronic form, a power of attorney must be submitted in the form of a scan of the original or a scan of a copy certified by a notary public, together with a document confirming that the power of attorney was signed by the person(s) authorized to represent the contractor.
6. The content of the power of attorney must clearly define the actions to be performed by the proxy.

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7. The contract award procedure is conducted in Polish or English. Documents, declarations, and powers of attorney drawn up in a language other than Polish or English are submitted together with a translation into Polish.
8. The declarations referred to in Chapter VII are submitted in writing or electronic form in accordance with the requirements described in detail in Clause 2 of this Chapter;
9. Certification of a document as a true copy of the original is made by the Contractor or Contractors jointly applying for the award of a public contract in the scope of documents that concern each of them.
10. The bid, together with all attachments, must be signed by the person(s) authorized to represent the Contractor or a proxy authorized to represent the Contractor; the original power of attorney or a copy certified by a notary public should be attached to the bid;
11. Any corrections or changes to the wording of the tender must be signed and dated personally by persons authorized to represent the Contractor;
12. Each Contractor may submit only one bid;
13. In the case of bids sent in a paper version, the Contractor must include a legible address and telephone number on the packaging/envelope.
14. In the case of bids sent in electronic form, the Contractor must provide the title containing the procedure number: **W8/382/2022/12/1**, and the content must include the address and telephone number of the Contractor.
15. The Contractor's bids submitted in writing must be sent to the Contracting Authority in sealed, undamaged packaging with the inscription:

BID FOR

"Preparation of opinions on the MP2 program, as part of the project entitled Design thinking in searching for innovative solutions in an international environment"

W8/382/2022/12/1

DO NOT OPEN BEFORE January 24, 2023, 9:15 a.m.

16. If the bid contains information constituting a **business secret** within the meaning of regulations on combating unfair competition, the Contractor should clearly specify which of the information contained in the bid is a business secret. **This information should be placed in a separate internal envelope or a separate file sent by e-mail** from other information contained in the bid and marked with the **"Business Secret"** clause. Information, i.e., the Contractor's name (company) and address, bid price, contract performance date, warranty period, and payment terms contained in the bid, cannot be reserved.
17. Contractors bear all costs related to the preparation and submission of bids,
18. In the event of cancellation of a contract award procedure for reasons attributable to the Contracting Authority, Contractors who submitted not rejected bids shall not be entitled to claim reimbursement of the reasonable costs of participation in the procedure, in particular the costs of preparing the bid,
19. The Contractor may introduce changes or withdraw the submitted bid before the deadline for submission. The bid may be changed by withdrawing the submitted one and submitting a new one or by submitting a separate statement amending the submitted bid, and this statement should be submitted in the same way as the bid, with the addition of the words "Change" or "Withdrawal."
20. The Contractor may submit a new bid in exchange for the withdrawn one, change the bid, supplement the bid or withdraw it before the deadline for submission.

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21. In the case of a change with withdrawal, the packaging should be marked as set out in Clause 14 of the chapter and the additional inscription "REPLACEMENT BID WITH WITHDRAWAL OF THE PREVIOUS ONE." In this case, a replacement bid will be opened, and the withdrawn one will not be opened. **Submission of a replacement bid without withdrawing the previously submitted one will be deemed the submission of two bids and will result in the rejection of both under Clause 1, subclause 1.1a of Chapter XIV of the Request for Proposal in connection with Clause 10 of Chapter VIII of the Request for Proposal.**
22. In the case of changes to the bid, the packaging should be marked as set out in Clause 15 of the chapter with the additional inscription "CHANGED BID." The Contracting Authority acknowledges that the documents in the above-mentioned envelopes replace the documents of the original bid.
23. In the case of supplementing the bid, the packaging should be marked as set out in Clause 15 of the chapter with the additional inscription "SUPPLEMENTED BID." The Contracting Authority acknowledges that the documents in the above-mentioned envelope supplement the documents of the original bid.
24. The Contractor also has the right to withdraw the bid by submitting a written request before the deadline for submission. Withdrawn bids will not be opened. The indicated application must be signed by the person(s) authorized to represent the Contractor listed in the abstract from the National Court Register or in the entry to CEIDG or by the appointed proxy.
25. Tenders received by the Contracting Authority after the deadline for their submission shall be immediately returned to the Contractors.

CHAPTER IX. BID VALIDITY PERIOD

1. **The bid validity period is 30 days.**
2. The period starts with the expiry of the deadline for tender submission.
3. At least 3 days before the expiry of the bid validity period, the Contracting Authority may once request the Contractors for their consent to extend this period by a specified period, but not longer than 60 days.
4. The Contractor may independently extend the bid validity period.

CHAPTER X. PLACE AND DEADLINE FOR TENDER SUBMISSION

The deadline for tender submission expires on January 23 January, 2023

A bid prepared in accordance with the requirements set forth in this Request for Proposal may be submitted in one of the following ways:

1. in writing, bearing a legible handwritten signature or an illegible signature or initialed with a name stamp, thus enabling the Contracting Authority to identify the person authorized to represent the Contractor to the following address:

LODZ UNIVERSITY OF TECHNOLOGY
INSTITUTE OF MANAGEMENT
WOLCZANSKA STREET 221,
93-005 LODZ, room 322

during the Contracting Authority's working hours, i.e., from Monday to Friday from 8:30 a.m. to 2:30 p.m.

or

2. in electronic form – in the form of a scan of documents, bearing a legible handwritten signature or an illegible signature or initialed with a name stamp, thus enabling the Contracting Authority to identify the person authorized to represent the Contractor to the following e-mail address:

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w8i82@adm.p.lodz.pl

3. The date and time of receipt of the bid by the Contracting Authority, and not the date of sending it by post or courier, is decisive for the assessment of compliance with the deadline for tender submission.
4. The tenders will be opened on **24 January, 2023, 9:15 a.m.**
5. Immediately after the opening of tenders, the Contracting Authority will post the following information on its website:
 - the amount it intends to allocate to finance the contract;
 - companies and addresses of contractors who submitted bids on time;
 - prices,

CHAPTER XI. DESCRIPTION OF THE PRICE CALCULATION

1. Due to the nature of the subject matter of the contract and the diversity of potential Contractors, the method of calculating the bid price will depend on the status of the Contractor determined in accordance with subclauses a) and b):
 - a) legal persons, organizational units without legal personality, and natural persons conducting business activity – the total gross bid price shall be understood as the price within the meaning of Article 3 (1) (1) and 3 (2) of the Act of May 9, 2014, on information on prices of goods and services (Journal of Laws of 2019, item 178),
 - b) natural persons residing outside Poland, employed by the Contracting Authority under a contract for specific work, not subject to social and health insurance contributions - the total gross bid price shall be understood as the Contractor's gross remuneration, indicated in the Bid Form constituting Appendix 2 to this Request for Proposal. The gross amount indicated by the Contractor for the performance of the work will then constitute the gross remuneration under the contract for specific work concluded with the Contractor.
2. The basis for evaluating offers in the "C" criterion - price, regardless of the status of the bidder referred to in points a) and b) of the above point, will be the gross amount indicated in the Bid Form, constituting Appendix 2
3. The Contractor calculates the price in accordance with the description in the bid form, attached as Appendix 2 to the request for proposal.
4. The bid price should include the entire performance of the subject matter of the contract, in particular, all public law liabilities for the performance of the subject matter of the contract, including VAT, other fees and taxes, and costs incurred by the Contractor in connection with the performance of the contract.
5. The value adopted to determine the price may not be lower than the minimum remuneration for work established on the basis of the Act of October 10, 2002, on the minimum remuneration for work (Journal of Laws of 2020, item 2207) and on the basis of the Regulation of the Council of Ministers of September 13, 2022, on the amount of the minimum remuneration for work and the amount of the minimum hourly rate in 2023 (Journal of Laws of 2022, item 1952).
6. The price should be given to the nearest whole amount in PLN.
7. If a bid has been submitted, the selection of which would lead to the creation of the Contracting Authority's tax liability in accordance with the regulations on tax on goods and services in the scope of intra-Community acquisition of goods, the Contracting Authority, in order to evaluate such a bid, adds to the price presented in it the tax on goods and services, which it would be obliged to pay in accordance with applicable regulations.
8. The gross price for the performance of the subject of the order given in the Tender Form must be expressed in PLN.
9. In the event of a difference between the grossbid price specified by the Contractor in words and the price specified in numbers in the Bid Form, the Contracting Authority shall accept the amount specified in words as the offered price.

CHAPTER XII. DESCRIPTION OF THE CRITERIA GUIDING THE CONTRACTING AUTHORITY WHEN SELECTING THE TENDER

1. The bid with the highest score expressed in points, taking into account the evaluation criteria listed in Clause 2, will be considered the most advantageous.
2. When selecting a bid, the Contracting Authority will be guided by the following criteria:

* price (C) – max. 100 points.

The maximum number of points a bid can obtain in the "price" criterion is 100 points. It is assumed that in terms of the criteria for selecting the most advantageous bid, 1% of the criterion weight = 1 point.

A. Evaluation according to the "C - price" criterion will be made on the basis of the Bid Form filled in by the Contractor, constituting Appendix 2 to the Request for Proposal. Under this criterion, the bid may receive max. 100 points. The price is understood as the total gross cost of performing the subject matter of the contract by the Contractor, resulting from taking into account all costs that the Contractor will incur in connection with the execution of the subject matter of the contract and taking into account Clause 1 subclause a) and b) of Chapter XI, Description of the Price Calculation Method.

The bid submitted by a given Contractor will receive in the "price" criterion the number of points rounded to two decimal places resulting from the following operation:

$$C = \frac{C_{min}}{C_i}$$

where:

C	the number of points that the examined bid receives for the "price" criterion
C_{min}	the lowest gross price for the performance of the subject matter of the contract among all valid and not rejected bids
C_i	gross price of the examined bid

3. The bid with the highest number of points will be considered the most advantageous.
4. If it is impossible to select the most advantageous bid because two or more bids scored the same total number of points, the Contracting Authority calls on the Contractors who submitted these bids to submit additional bids within the deadline specified by the Contracting Authority.
5. Contractors submitting additional bids may not offer prices higher than those offered in the submitted bids.
6. If the Contractor whose bid has been selected withdraws from signing an agreement regarding this public procurement, the Contracting Authority may sign the agreement with the Contractor who submitted the next highest-scoring bid.

CHAPTER XIII. DESCRIPTION OF THE METHOD OF COMMUNICATION AND CLARIFICATION OF THE REQUEST FOR PROPOSAL

1. All declarations, requests, notifications, and other information will be provided by the Contracting Authority and Contractors:
 - a) In writing for to the following address

LODZ UNIVERSITY OF TECHNOLOGY
INSTITUTE OF MANAGEMENT
WOLCZANSKA STREET 221,
93-005 LODZ
room 3.22

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during the Contracting Authority's working hours, i.e., from Monday to Friday from 8:30 a.m. to 2:30 p.m.

or

b) In electronic form to the following e-mail address

w8i82@adm.p.lodz.pl

2. The Contracting Authority requires the Contractor to immediately confirm in writing or by electronic means the fact of receiving any information provided in a form other than in writing, and at the request of the Contractor shall confirm the fact of receiving information from it.
3. The correspondence referred to in Clause 1 will bear the title "Procedure case No. W8/382/2022/12/1"
4. The following forms of requesting information apply: written, electronic.
5. The Contractor may request the Contracting Authority to clarify the content of the Request for Proposal by sending the request to the following address e-mail, indicated in Clause 1 b) of this chapter or in writing to the correspondence address indicated in Clause 1 a) of this chapter.
6. Clarifications regarding the contract will be provided as follows:
 - 1.1 The Contractor may request the contracting authority to clarify the content of the request for proposal.
 - 1.2 The Contracting Authority is obliged to provide clarification immediately, but not later than:
 - 2 days before the deadline for tender submission provided that the request for clarification of the content of the request for proposal was received by the Contracting Authority no later than 4 days before the deadline for tender submission.
7. If the request for clarification of the content of the request for proposal about the contract was received after the deadline for submitting the request referred to in Clause 6.1.2 or concerns the explanations provided, the Contracting Authority may provide clarification or refrain from processing the request.
8. The extension of the deadline for tender submission does not affect the deadline for submitting requests referred to in Clause 6.1.2.
9. The content of the requests, along with clarification, shall be provided by the Contracting Authority to the contractors to whom the request for proposal was sent without disclosing the source of the request, and if the request for proposal is available on the website, it shall be posted on that website.
10. In justified cases, the contracting authority may change the content of the request for proposals before the deadline for tender submission. The contracting authority makes the change of the content available on the website www.zp.p.lodz.pl, where the procedure is conducted.
11. If, as a result of a change to the content of the request for proposal, additional time is necessary to introduce changes to the bids, the contracting authority shall extend the deadline for tender submission and inform the contractors to whom the request for proposal was sent about it and publish the information on the website www.zp.p.lodz.pl, where the procedure is conducted.
12. The Contracting Authority designates the following persons to contact the Contractors directly: in formal and legal matters, Ms. Małgorzata Michalak, e-mail address: malgorzata.michalak@p.lodz.pl and Ms. Joanna Wieczorek e-mail address: w8i82@adm.p.lodz.pl, and in substantive matters related to the subject matter of the contract, Ms. Joanna Wieczorek, e-mail address: w8i82@adm.p.lodz.pl.

CHAPTER XIV. EXAMINATION AND EVALUATION OF BIDS

1. The Contracting Authority will first examine the bids in terms of grounds for rejection.
 - 1.1 The Contracting Authority rejects the bid if:
 - a) its content does not correspond to the content of the request for proposal;
 - b) it contains errors in the calculation of the price or cost;
 - c) the contractor who submitted it does not meet the requirements for participation in the procedure;

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- d) the contractor who submitted it did not prove the lack of grounds for exclusion from the procedure.
- e) it will be signed by a person who is not duly authorized to represent the contractor;
- f) it is invalid under separate regulations,
- g) it contains an abnormally low price,

1.2 In the course of examining and evaluating bids, the Contracting Authority corrects the following in the bid:

- a) obvious typographical errors,
- b) obvious accounting errors, taking into account the accounting consequences of the corrections made – immediately notifying the contractor whose offer has been corrected.

- 1.3 If the contractor has not submitted the required documents, declarations, and powers of attorney along with the bid, the Contracting Authority calls on the contractors to submit them within the deadline set by it unless the bid is rejected despite their submission.
- 1.4 Declarations and documents submitted at the Contracting Authority's request should confirm that the contractor meets the requirements for participation in the procedure no later than on the date the deadline for tender submission expires.
- 1.5 If it is necessary to ensure the proper conduct of the contract award procedure, the Contracting Authority may, at any stage of the procedure, request contractors to submit all or some of the declarations or documents confirming that they are not subject to exclusion, meet the requirements for participation in the procedure or selection criteria, and if there are justified grounds to consider that previously submitted declarations or documents are invalid, submit valid declarations or documents.
- 1.6 The provisions of this chapter shall not apply in the event of procedure cancellation.
- 1.7 It is unacceptable for the Contracting Authority and a contractor to hold negotiations regarding the submitted bid and make any changes to it, subject to Clause 1.2.
- 1.8 After positive verification of the contractor whose bid was rated the highest, the Contracting Authority will select the most advantageous bid.
- 1.9 If the contractor whose bid has been selected refuses to conclude a public procurement agreement, the Contracting Authority may select the most advantageous bid from among the remaining bid without re-examination and evaluation unless there are grounds for canceling the procedure referred to in Chapter XVI of the Request for Proposal.
- 1.10 If the contractor, whose bid was selected based on Clause 1.9 of this chapter, also evades concluding the contract, the Contracting Authority shall cancel the procedure under Clause 5 of Chapter XVI of the Request for Proposal (the procedure is burdened with an irremovable defect preventing the conclusion of a valid public procurement agreement).

CHAPTER XV. ABNORMALLY LOW PRICE

- 1. If the offered price or its significant components seem abnormally low in relation to the subject matter of the contract and raise doubts of the Contracting Authority as to the feasibility of performing the subject matter of the contract in accordance with the requirements specified by the Contracting Authority or resulting from separate regulations, the Contracting Authority shall ask the contractor to provide explanations, including submitting evidence regarding the price calculation.
- 2. The obligation to prove that the bid does not contain an abnormally low price or cost rests with the contractor.
- 3. Pursuant to Clause 1.1g of Chapter XIV, Examination and Evaluation of Bids, the Contracting Authority will reject the offer of a contractor who has failed to provide explanations or if the evaluation of the explanations together with the submitted evidence confirms that the bid contains an abnormally low price in relation to the subject matter of the contract.

CHAPTER XVI. CANCELLATION OF THE PROCEDURE

The Contracting Authority reserves the right to cancel the procedure in justified cases, in particular, when:

- 1. no bid has been submitted;

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2. all submitted bids have been rejected;
3. the price of the best bids exceeds the amount that the Contracting Authority intends to allocate to finance the contract unless the Contracting Authority may increase this amount to the best bid price;
4. there has been a significant change in circumstances, and the conduct of the procedure or the performance of the contract is not in the interest of the Contracting Authority, which could not have been foreseen earlier;
5. the procedure has a defect that cannot be removed;
6. public funds that the Contracting Authority intended to allocate to finance the whole or part of the contract have not been awarded to it.

CHAPTER XVII. PROVISIONS IMPORTANT FOR THE PARTIES TO BE INTRODUCED TO THE CONCLUDED PUBLIC PROCUREMENT AGREEMENT

1. Provisions of the agreement, which are important for the parties, along with a description of the requirements for significant changes to the agreement, its termination, or charging contractual penalties, have been included in the agreement templates constituting an integral Appendix 5 to this request for proposal.

CHAPTER XVIIa. INFORMATION ON THE FORMALITIES THAT SHOULD BE FULFILLED AFTER BID SELECTION IN ORDER TO CONCLUDE A PUBLIC PROCUREMENT AGREEMENT

1. The Contracting Authority concludes the agreement at the place and time indicated by the Contracting Authority.
2. In the case of the selection of a bid submitted by Contractors jointly applying for a contract, the Contracting Authority reserves the right to request a copy of the agreement regulating the cooperation of these contractors before entering into a public procurement agreement with them.

CHAPTER XVIII. ATTACHMENTS TO THE REQUEST FOR PROPOSAL**Attachments to the request for proposal:**

1. Appendix 1 - Description of the subject matter of the contract
2. Appendix 2 - Template of the bid form;
3. Appendix 3 - Template of the contractor's declaration on meeting the requirements for participation in the procedure;
4. Appendix 4 - Template of the contractor's declaration on the grounds for exclusion from the procedure;
5. Appendix 5 - Template of the agreement.

Original document approved by:

Formal and legal aspects:
mgr Małgorzata Michalak

Substantive content aspects:
mgr Joanna Wieczorek
mgr Anita Kozak

Request for proposal approved by:
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dr hab. Robert Stanisławski, Lodz University of Technology Professor

Translation into English prepared by:
Project manager
dr hab. Robert Stanisławski, Lodz University of Technology Professor

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CHAPTER XVIII. ATTACHMENTS TO THE REQUEST FOR PROPOSAL

According to Article 13 (1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 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, OJ L 119 of May 4, 2016, p. 1), hereinafter referred to as "GDPR," the Contracting Authority informs that:

1. The Public Procurement Law and the implementing acts issued on its basis shall apply to the activities undertaken by the Contracting Authority and contractors in the contract award procedure. To matters not covered therein, the Act of April 23, 1964, the Civil Code, shall apply.

2. According to Article 13 (1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 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), hereinafter "GDPR," the Contracting Authority informs that:

- 1) the data controller is Lodz University of Technology, ul. Żeromskiego 116, 90-924 Łódź,
- 2) the data protection officer at the Lodz University of Technology: contact e-mail: rbi@adm.p.lodz.pl,*
- 3) the personal data provided will be processed on the basis of Article 6 (1) c) of GDPR in order to fulfill the legal obligation incumbent on the controller related to the procedure conducted in accordance with the principle of competition,
- 4) the personal data provided will be processed only for the purpose of conducting the public procurement procedure in accordance with the Public Procurement Law and the implementation of the Project, in particular confirming the eligibility of expenditure, providing support, monitoring, evaluation, control, audit, and reporting,
- 5) the personal data provided may be made available to bodies authorized in accordance with applicable law,
- 6) the personal data will be stored in accordance with Article 78 (1) of the Public Procurement Law for a period of 4 years from the date of completion of the contract award procedure until the expiry of the obligation to store data resulting from legal requirements,
- 7) the obligation to provide personal data is a statutory requirement specified in the Public Procurement Law related to participation in a public procurement procedure; the consequences of not providing certain data result from the Public Procurement Law,
- 8) in relation to personal data, decisions will not be made in an automated manner in accordance with Article 22 of GDPR,
- 9) you have the rights to:
 - a) according to Article 15 of GDPR – access your personal data,
 - b) according to Article 16 of GDPR – rectify your personal data,**
 - c) according to Article 18 of GDPR – request the controller to limit the processing of personal data, subject to the cases referred to in Article 18 (2) of GDPR,***
 - d) lodge a complaint with the President of the Personal Data Protection Office if you believe that the processing of your personal data is done in violation of GDPR,
- 10) you are not entitled to:
 - a) in connection with Article 17 (3) b), d) or e) of GDPR – delete your personal data;
 - b) transfer personal data referred to in Article 20 of GDPR;
 - according to Article 21 of GDPR – object to the processing of personal data because the legal basis for the processing of your personal data is Article 6 (1) c) of GDPR.

* Explanation: information in this regard is required if there is an obligation to appoint a data protection officer in relation to a given controller or processor.

** Explanation: the exercise of the right to rectification may not result in a change in the outcome of the public procurement procedure or a change to the agreement to the extent inconsistent with the Public Procurement Law and may not violate the integrity of the report and its attachments.

*** Explanation: the right to restriction of processing does not apply 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 a Member State.