**Request for Quote**

under project

„**Integrated Development Program of University of Wroclaw 2018-2022*”*** implemented by the University of Wroclaw under the Operational Programme Knowledge Education Development, Priority 3, Action 3.5 – Comprehensive programmes for higher education schools, co-financed from the EU funds under the European Social Fund.

The procedure is not subject to the act of 29 January 2004 – Public Procurement Law (consolidated text: Journal pf Laws of 2017, item 1579) – contract value does not exceed the equivalent of 30 000 EUR net in PLN currency (article 4 item 8 of the act).

1. **Contracting Authority (Beneficiary)**

University of Wroclaw

The person authorised for ongoing contacts, including to reply to the bidders’ querie: dr hab. Krzysztof Dębicki, e-mail: debicki@math.uni.wroc.pl.

1. **Description of the subject – matter of the contract**

The subject – matter of the contract is **to prepare and conduct a course on the following subjects:**

**Stochastic optimal control**

Code according to the Common Procurement Vocabulary: 80300000-7, 80310000-0

1. **Detailed description of the subject –matter of the contract**

To prepare and conduct a course for the Faculty of Mathematics and Computer Science. The course shall be conducted in the summer semester of 2019/2020 academic year.

The Contractor is required to:

- share training handouts on the topics provided above, complying with the rules described in the *Manual for the Applicants and Beneficiaries of Cohesion Policy Programmes 2014-2020 – Information and Promotion* in electronic form*.* The handouts must be shared with the Employer and the participants.

- The Contractor undertakes to perform the work referred to in section 1 with due care and dilligence.

- The Contractor cannot commission other persons to perform the work referred to in section 1 without prior written consent of the Employer.

- The Employer may provide the Contractor with instructions regarding the performance of the work under this Contract, which the contractor is obliged to follow.

- The Contractor shall perform the work using his/her own materials/resources.

1. **Supplier's details:**

The following entities can compete for a contract:

**natural persons** who:

- are or have been academic teachers of global scientific and educational  
institutions, excluding the Polish ones, having of professional experience in conducting classes in conducting classes in stochastic optimal control or experienced experts working or have been working in the field of: probability theory.  
– with the experience described in the quote form,  
- shall present a price offer regarding the contract performance along with a proof of experience in the quote form.

1. **Description of the method for calculating price**

Suppliers are asked to provide the gross price per hour, taking into account that the final amount to be paid depends on delivering following documents: A1 form (confirms that you have no obligation to pay social contributions in Poland) and tax residence certificate (to avoid double taxation).

The prices provided by the Supplier shall not be changed during the contract delivery period.

1. **Contracting Authority’s method for selecting bids**

The Contracting Authority shall select the bid fulfilling all its requirements at the lowest gross price.

1. **Terms of payment**The remuneration shall be paid from the funds of the project „**Integrated Development Program of University of Wroclaw 2018-2022**”. It shall be paid by a bank transfer into the bank account specified by the Supplier or at the cash desk after the Contracting Authority has accepted the delivered work. Detailed terms of payment shall be laid out in the contract. The final (net) amount to be paid depends on delivering by the contractor following documents: A1 form and tax residence certificate.
2. **Delivery period**The contract shall be performed until 31.05.2020 It is allowed to extend this period if during the performance of the contract it will not be possible to comply with the agreed dates for reasons beyond the Supplier’s control, but no later than until 19.06.2020
3. **Place, method and deadline for bid submission**Deadline for bid submission: 25.02.2020   
   The bids shall be made using the form that constitutes Attachment 1 to the request for quote via e-mail to: sprzytocki@cs.uni.wroc.pl

The Supplier may change or withdraw the bid before the expiry of the deadline for bid submission.

The request for quote shall not constitute an offer in the meaning of article 66 §1 of the Civil Code.

The Contracting Authority reserves the right to change the requirements specified in this request for quote, about which the potential Suppliers shall be informed via e-mail. If the changes are made, the Contracting Authority may set another deadline for bid submission.

The Contracting Authority reserves the right to end the bidding procedure without selecting any of the submitted bids without providing the reasons for doing so.

The Contracting Authority shall exclude from the procedure any Suppliers who do not meet the conditions for participation. The bid of the excluded Supplier shall be deemed rejected.

During the procedure of bid evaluation the Contracting Authority may require the Suppliers to provide explanations regarding the contents of their bids.

If the entity whose bid has been selected as the most advantageous fails to conclude the contract, the Contracting Authority may select the most advantageous bid from among the remaining bids.  
The Contracting Authority reserves the right to cancel the procedure and initiate it again if no bid is submitted within the deadline or less than 3 valid bids are submitted.