



The request for proposal No. 1/MPK 1/01/2018
implemented under the project " International BSc degree program in Logistics at The International University of Logistics and Transport in Wroclaw" no. POWR.03.03.00-00-M106/16

I. Name and address of the ordering party

International University of Logistics and Transport in Wroclaw
Sołtysowicka Str.19b
51-168 Wroclaw
Poland

Questions regarding the offer should be sent to Mr. Hubert Łucki via e-mail: projekty@msl.com.pl

II. Basic information

- This offer procedure is not subject to the provisions of the Act of 29 January 2004 - Public Procurement Law.
- The Ordering Party reserves the right to change the content of the request for proposal until the deadline for offers submission. If the changes can affect the content of the offers submitted in the procedure, the Ordering Party will extend the deadline for offers submission. Information about changes will also be posted on the Ordering Party's website, on which the request for proposal was published.
- The Ordering Party reserves the right to cancel the request for proposal without giving reasons and to leave the proceedings without choosing the offer.
- In these proceedings, statements, applications, notices and other information Ordering Party and Bidder shall communicate via e-mail.

III. Opis przedmiotu zamówienia

The request for proposal No. 1/MPK 1/01/2018, concerning the conduct of classes for students of the International University of Logistics and Transport in Wroclaw, undergraduate Logistics studies within the following subjects:

Engineer's graphics (60h: 2 groups x 30h)
Introduction to management (30h)
Statistics (46h: 2 groups x 16h lab and 14h lec.)
Computer networks (32h: 2 groups x 16h)

Classes will be conducted according to the schedule set by the IULT in the summer semester of the academic year 2017/2018, as part of the project "International BSc degree program in Logistics at The International University of Logistics and Transport in Wroclaw", no. POWR.03.03.00-00-M106/16

IV. Form and formal requirements of submitted offers.

Offers should be submitted in electronic form to the address projekty@msl.com.pl or paper delivered in person or via post to the address of the Ordering Party, according to the offer template attached to the request for proposal until 12.00 noon 31/01/2018 with other attachments.

The offer should include the gross price in PLN for one didactic hour including additional costs in particular costs of transport, accommodation and board. The offer and attachments must be signed by the person authorized to represent the Bidder, the signature must enable identification person's identity: it should be submitted with a registered stamp or legible with the name and surname. The Bidder must have the authorization to perform a specific action or activities if the law imposes an obligation to have such rights.

V. Criteria for the evaluation and selection of offers.



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Formal criteria:

- Preparation of the offer in accordance with points III and IV of the request of proposal

Substantive criteria:

- Gross price - 100% weight - gross price is assessed.

VI. Deadlines

- Announcement of the request for proposal 22/01/2018.
- Final submissions of offers: 12:00 noon 30/01/2018.