Notice of intended contract

for the proceeding conducted with exception of provisions of the Act – Public Procurement Law - under the name:

The object of the contract is delivery of a cycle of 12 hours of lectures by lecturers – foreign experts within the framework of the project "***Mathematics as a code of modernity***" being implemented by the University of Silesia in Katowice and co-financed under European Social Funds as part of the Human Capital Operational Programme, Priority IV. Tertiary education and science, Measure 4.1. Strengthening and development of didactic potential of universities and increasing the number of graduates from faculties of key importance for knowledge-based economy, Sub-measure 4.1.2 Increasing the number of graduates from faculties of key importance for knowledge-based economy, no. UDA-POKL POKL-04.01.02-00-068/12.

Ref No.: **DK/2679/2014**

Kind of contract: **service**

1. **Name (company) and address of the Contracting Authority.**

   Contracting Authority:

   University of Silesia in Katowice

   ul. Bankowa 12

   40-007 Katowice

   NIP: 634-019-71-34

   REGON: 000001347

   website: www.us.edu.pl

   Person responsible for conducting the case, authorised contact person

   Dział Kształcenia, ul. Bankowa 12, 40-007 Katowice, room 10

   Urszula Miemiec

   tel. 32 359 16 22

   e-mail: urszula.miemiec@us.edu.pl

Matematyka kodem nowoczesności

Uniwersytet Śląski w Katowicach, Instytut Matematyki, ul. Bankowa 14, 40-007 Katowice, www.math.us.edu.pl

2. Legal basis.

The said proceedings is conducted with exception of provisions of the Act – Public Procurement Law, pursuant to:

Article 4 item 8 of Public Procurement Act – value of the contract is up to 30,000 Euro.

3. Object of contract.

Delivery of a cycle of 12 hours of lectures by lecturers – foreign experts within the framework of the project "*Mathematics as a code of modernity*". The subject matter of a lecture: "*Convexity and bisymmetry-type conditions in functional equations and their applications in mathematical modelling*".

> **The Contracting Authority reserves the right to change the content of the notice of an intended contract or relevant attachments to the notice (including the description of the object of the contract) before the deadline for submission of tenders, of which Contractors applying for the contract are notified, by placing the appropriate information on the website on which the notice was placed.**

4. Terms and conditions of contract performance.

1) **Required contract due date**: 24 - 28 November 2014.

2) **Place of contract performance**: Institute of Mathematics, University of Silesia in Katowice, Bankowa Street 14, 40-007 Katowice.

3) **Guarantee period**: not applicable

4) **Number of hours and participants:**

   The Contractor will deliver 12 hours of lectures (1 hour means "a classes period" - 45 minutes). The lectures will be conducted for maximum 110 students.

5) **Scope of duties:**

   Preparation and delivery of a cycle of 12 hours of lectures. The lecturer should demonstrate expertise and experience in the field of the subject matter indicated

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by the Contracting Authority. Lectures must be conducted in English. The scope of duties includes:

- presentation of theoretical assumptions of lectures in accordance with their theme;
- keeping a register of lectures / a time sheet – templates will be provided by the Ordering Authority;
- checking a list of a lecture participants – templates will be provided by the Ordering Authority.

6) **Scope of subject matter of lectures:**

The subject matter of lectures should treat mathematical methods and models - general principles in mathematical modelling applied in financial mathematics. Lectures are to be conducted in English. A title of a cycle of 12 hours of lectures is: "*Convexity and bisymmetry-type conditions in functional equations and their applications in mathematical modelling*" and should cover the following issues:

- An application of the bisymmetry equation in the theory of quasi-arithmetic means (4 hours).
- Consistent aggregation and the generalized bisymmetry (4 hours).
- On convexity with respect to a family of mean-values (4 hours).

7) **Payment conditions**:

Payment by bank transfer according to actually performed classes, upon completion of the service performance, within 14 days since the date of receipt of a duly issued invoice/bill. The handover protocol of accepting the service signed without any reservations will be the basis for issuing an invoice/bill.

5. Conditions for participation in tender procedure:

1. Requirements for lecturers:

The Contractor must have at least one person (conducting a training) who cumulatively meets the requirements set out below.

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Lecturers must meet the following requirements:

- holding a degree of a professor in a foreign university – *a declaration*;

- having minimum 4-year didactic experience in the scope of applications of mathematics focusing on mathematical modelling in mathematics and in other fields of science – *a declaration*;

- having minimum 4-year didactic experience in conducting lectures not included in basic didactics for students of foreign universities, e.g. during summer schools, intensive courses – *a declaration*;

- issuing at least one publication in the scope of the subject matter of a lecture in the last four-year period –*a declaration*;

- possessing proficient command of English language – *a declaration*.

2. Requirements for lecture theatres and equipment:

The Contracting Authority provides lectures theatres equipped with a multimedia projector, a screen and a blackboard.

6. Description of criteria for tender evaluation
1. Criterion: **Price**. Criterion weight – 100%.

7. Description of tender preparation
1. Each Contractor may submit only: *one tender in this proceeding / ~~one tender within a given part of this proceeding~~ * (* delete where not applicable*).

A tender must be presented in Polish language, in an electronic form or in writing (to be delivered in person or by letter), to room no. 10 *according to a tender template constituting an annex to this notice*.

2. A tender should include the following information:

the gross unit price for 1 hour of a lecture *according to an attached tender template.*

3. A tender and all declarations made by the Contractor in a course of this proceeding must be signed by a person authorised to make representations on behalf of the Contractor, in compliance with the representation principle resulting from

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provisions of relevant legal regulations or a contract, a resolution or a duly executed power of attorney.

4. In case of Contractors jointly applying for a contract (e.g. consortiums, civil partnerships), a proxy must be appointed to represent them in the contract awarding proceeding or to represent them in the proceeding and in concluding a contract in respect of procurement (a tender must be accompanied by a duly executed power of attorney or an agreement).

5. A tender of the Contractor should be signed in a manner which makes it possible to identify a person affixing a signature (e.g. a legible signature consisting of a full forename and surname or an illegible signature together with a name stamp).

6. A tender together with documents should be put in a sealed envelope and entitled (*refers to a written form*):

Name and address of Contractor

Offer ref no.: DK/2679/2014

Delivery of a cycle of 12 hours of lectures by lecturers – foreign experts within

the framework of the project "*Mathematics as a code of modernity"*. The subject matter

of a lecture: "*Convexity and bisymmetry-type conditions in functional equations and their*

applications in mathematical modelling".

Do not open before **27 October 2014 12.00 p.m.**

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8. Time limit for submission and opening tenders.

1. A tender together with documents must be submitted in Dział Kształcenia, ul. Bankowa 12; 40-007 Katowice until **27 October 2014** until **11.30 a.m**. (refers to tenders in a written form) or an e-mail address: <u>urszula.miemiec@us.edu.pl</u> until **27 October 2014** until **11.30 a.m.(**refers to tenders in an electronic form).

2. Opening tenders will take place on until *27 October 2014* at *12.00 p.m*. in Dział Kształcenia, ul. Bankowa 12; 40-007 Katowice.

Uniwersytet Śląski w Katowicach, Instytut Matematyki, ul. Bankowa 14, 40-007 Katowice, www.math.us.edu.pl

9. Description of price calculation.

1. The price indicated in a tender should include all costs to be incurred as a result of performing the object of the contract.

2. The price should be rounded to the 2nd (the second) place after a decimal point by applying mathematical rules for rounding, i.e. "5" and more in the third place after a decimal point is rounded up while less than "5" is rounded down.

3. The price will be subject to the price of a tender with applicable VAT included.

4. The price indicated in a tender will not be increased and will not be subject to indexation during the term of this contract.

5. The price must be expressed in PLN; settlements of payments between the Contracting Authority and the Contractor will be also made in PLN.

6. The contract will be concluded with the Contractor whose tender will be considered as the most favourable.

10. List of documents to be attached to tender.

The Contractor is obliged to submit the following documents together with a tender:
Not applicable.

11. List of attachments to tender

1. a tender