

# **Katowice: ORGANISATION OF FOREIGN INTERNSHIPS FOR CHEMISTRY STUDENTS**

**Notice no.: 284187 - 2013; date of publication: 31.12.2013**

**CONTRACT NOTICE – services**

Publication of contract notice: obligatory

Contract notice concerns: public procurement

## **SECTION I: PURCHASER**

**I.1) NAME AND ADDRESS:** Uniwersytet Śląski w Katowicach Dział Zamówień Publicznych, ul. Bankowa 12, 40-007 Katowice, woj. Śląskie, tel. 32 3592048, fax 32 3592048.

Purchaser's website: [www.us.edu.pl](http://www.us.edu.pl)

**I.2) Type of purchaser:** Public higher education institution

## **SECTION II: OBJECT OF THE CONTRACT**

### **II.1) DESCRIPTION OF THE OBJECT**

**II.1.1) Title attributed to the contract by the Purchaser:** ORGANISATION OF FOREIGN INTERNSHIPS FOR CHEMISTRY STUDENTS.

**II.1.2) Type of contract:** services

#### **II.1.4) Definition of the object and quantity or scope of contract**

1. The object of the contract is the service of organising foreign student internships for the Institute of Chemistry University of Silesia in Katowice in the framework of the project: "Increasing the number of graduates in the field of Chemistry ZLAB".
2. Internships shall be held in leading European foreign academic and/or scientific research centres with their seat outside Poland, hereinafter referred to as „Hosting Institutions” or „Institutions” acting in the area of chemistry for at least 3 years prior to the expiry of the date of submitting tenders in the said procedure..
3. Stipulated time limit of contract execution: internships shall commence as of **15 June 2014** and shall complete until **30 September 2014**. The contract covers the performance of internship for each participant on a continuous basis, i.e. during a period of two weeks, (on average 40 hours a week, total of maximum 80 hours per one participant). One internship hour is equivalent of 60 minutes.
4. Internships shall be held on working days from Monday to Friday during the working hours of the Institution between 06:00 and 18:00. Internships shall not be held on public holidays of the target country.
5. Place of the contract execution: within the Institution. The Purchaser shall refund any costs of travel, accommodation and subsistence the internship participants may incur.
6. Number of participants: 5 persons – participants of the project.

7. The specific description of the object of contract is included in Attachment 2 (Specific Description of the object of contract) and Attachment 3 (Agreement template) to these Terms of Reference.
8. The Purchaser does not permit the submission of tenders for lots.
9. The contract may be executed with the participation of subcontractors. In the case of using subcontractors it is necessary to indicate in the tender the part of the contract which the Contractor intends to entrust to subcontractor (Attachment no. 4 to the Terms of Reference).
10. The Purchaser does not envisage the award of supplementary contracts.
11. The Purchaser does not envisage the conclusion of a framework agreement.
12. The Purchaser does not permit the submission of variant tenders.
13. The Purchaser does not permit settlements in foreign currencies.
14. The Purchaser does not envisage the application of electronic auctions.
15. The Purchaser does not intend to establish the dynamic purchase system.
16. The Polish zloty is the currency for any settlements between the Purchaser and the Contractor (PLN).
17. The Purchaser does not envisage granting advance payments towards the performance of the contract.
18. The Purchaser does not limit the possibility of submitting a tender only to Contractors with over 50% work power being the disabled persons in view of the regulations on professional and social rehabilitation and employment of disabled persons or relevant regulations of the Member States of the European Union or the European Economic Area.

**II.1.6) Common Procurement Vocabulary (CPV):** 80.53.00.00-8.

**II.1.7) Common Procurement Vocabulary:** no.

**II.1.8) Variants will be accepted:** no.

**II.2) Duration of the contract or time-limit for completion:** Commencement: 15.06.2014.

## **SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION**

### **III.1) GUARANTEES REQUIRED**

Information relating to guarantees required: not applicable

### **III.2) DEPOSITS**

### **III.3) CONDITIONS FOR PARTICIPATION IN THE PROCUREMENT PROCEDURE AND THE DESCRIPTION OF HOW COMPLIANCE WITH THESE CONDITIONS IS EVALUATED**

**III. 3.1) Being licensed to perform specific business activity or actions if required by the law.**

#### **Description of how compliance with this condition is evaluated**

The Purchaser does not stipulate special requirements in the scope of meeting this condition.

The evaluation whether the requirement for participation in the procedure is met will be made on the basis of a declaration of compliance with the procedure referred to in Section IV para. 1(1) Terms of Reference.

- **III.3.2) Expertise and experience**

#### **Description of how compliance with this condition is evaluated**

The conditions will be fulfilled if the Contractor proves that within the last three years prior to the expiry of the date of submitting tenders, and where the period of operation is shorter – during such period, admitted to the student internship or student placement or a study visit at least 1 trainee / apprentice / participant and the scope of the performed internship / placement / study visit each amounted to at least 80 hours.

Description of how compliance with this condition is evaluated.

The evaluation whether the requirement for participation in the procedure is met will be made on the basis of the following documents and declarations, i.e.:

- 1) the declaration of compliance with the procedure (Attachment no. 1B to the Terms of Reference), and
- 2) list of services (a template form of the list of services to be possibly used is included in the Attachment no. 1D to the Terms of Reference) as specified in Section IV point 1(1) and (2);

- **III.3.3) Technical capacity**

**Description of how compliance with this condition is evaluated**

The Purchaser does not stipulate special requirements in the scope of meeting this condition. The evaluation whether the requirement for participation in the procedure is met will be made on the basis of the declaration of compliance with the procedure referred to in Section IV para. 1(1) Terms of Reference.

- **III.3.4) Persons capable of performing the contract**

**Description of how compliance with this condition is evaluated**

The requirement will be considered fulfilled if the Contractor proves he has or will have at his disposal 3 persons (internship coordinators) each of whom jointly complies with these requirements:

- holds at least secondary education qualifications;
- has at least one year work experience in a scientific research centre or higher education institution in the scope of providing technical service in respect of teaching and/or scientific research.

Description of how compliance with this condition is evaluated.

The above mentioned requirement will be considered fulfilled if the Contractor has submitted with the tender declarations acknowledging the completion of the above mentioned conditions:

- 1) the declaration of compliance with the procedure (Attachment no. 1B to the Terms of Reference), and
- 2) list of persons to be participating in contract performance, including information on their professional qualifications, experience and education (Attachment no. 1E to the Terms of Reference) as specified in Section IV point 1(1) and (3) Terms of Reference.

**III.3.5) Economic and financial standing**

**Description of how compliance with this condition is evaluated**

The Purchaser does not stipulate special requirements in the scope of meeting this condition.

The evaluation whether the requirement for participation in the procedure is met will be made on the basis of the declaration of compliance with the procedure referred to in Section IV para. 1(1) Terms of Reference.

- **III.4) Information on documents and declarations to be submitted with the tender for evaluation of the Contactor's compliance with the requirements of participation in tender procedure and lack of grounds for excluding the Contractor from the procedure in the circumstances specified in Article 24 para.1 Act – Public Procurement Law**

**III.4.1) In the scope of proving the Contactor's compliance with the requirements referred to in Article 22 para.1 of the Act on Public Procurement, apart from the declaration on compliance with the tender procedure requirements, the following documents must be submitted;**

- List of the performed, and in the case of temporal or ongoing actions, also in the process of performing main services , during the period of three years prior to the expiry of the date of submitting tenders, and where the period of conducting activity is shorter – during such period, indicating their value, object, date of performance and entities for whom the services were performed, and submitting proofs of whether they have been performed or are in the process of being performed duly;
- List of persons who will participate in contract performance, including information on their professional qualifications, experience and education, necessary to execute the contract as well as the scope of actions they will perform and information on grounds for having such persons at their disposal;

**III.4.2) In the scope of proving lack of grounds for excluding the Contractor from the procedure under Article 24 para.1 Act – Public Procurement Law the following documents or declarations must be submitted:**

- Declaration of the Contractor of non-exclusion from participation in the procurement procedure;
- Valid transcript from the competent National Court Register or Central Registration And Information on Business, if separate laws stipulate entry to the register or record , for the purpose of proving that there are no grounds for exclusion under Article 24 para. 1(2) Act Public Procurement Law, issued not earlier than 6 months before the expiry of the date of submitting tenders;
- The Contractor who, for the purpose of proving compliance with the tender requirements, is dependent on the resources of other entities to be participating in the tender procedure, must also submit documents in relation to such entities in the scope required of the Contractor, as defined in III.4.2.

#### **III.4.3) Documents of foreign entities**

If the Contractor has its seat or residence outside the Republic of Poland, he must submit the following::

**III.4.3.1) the document issued in the country where he has his seat or residence acknowledging:**

- that he has not become liquidated or has not gone bankrupt – issued within 6 months prior to the expiry of the date of submitting requests of admittance to the participation in the public procurement procedure or of the date of submitting tenders;

#### **III.4.4) Documents concerning belonging to the same capital group**

- List of entities belonging to the same capital group in view of Act of 16 February 2007 on the protection of competence and consumers or information not belonging to the capital group.

#### **III.5) Information on documents confirming that the proposed supplies, services or construction work suit the requirements specified by specific requirements**

**In the scope of confirming that the proposed supplies, services or construction works suit the requirements specified by specific requirements the following documents must be submitted:**

Other documents

1. Declaration of the *Contractor* acknowledging that the internships under the contract will be performed according to the internship programme covering issues as defined in para. 8 Terms of Reference (Attachment no. 2 TOR).
2. Declaration of the *Contractor* acknowledging that internships under the contract will be held in the Institution acting in the area of chemistry for at least 3 years prior to the expiry of the date of submitting tenders and holding the status of an academic centre and/or scientific research centre, including the indication of the Institution's name and seat as well as the place of holding internships.

#### **III.6) Other documents**

##### **Other documents not specified in III.4) or III.5)**

1. Power of attorney – required if the tender is signed by a plenipotentiary (except for the proxy) even if he is indicated in the registration document. In case of any doubt, as regards validity or scope of powers the Purchaser reserves their right to require acknowledgement of such powers by the Contractor.

## **SEKCJA IV: PROCEDURE**

### **IV.1) CONTRACT AWARD PROCEDURE**

#### **IV.1.1) Contract award procedure: open**

### **IV.2) AWARD CRITERIA:**

#### **IV.2.1) Award criteria: lowest price.**

### **IV.3) AMENDMENT**

**There may be substantial amendments of the agreement in relation to its content, on the basis of which the contractor was selected:**

#### **Admissible amendments and description of conditions for amendments**

1. Any amendment of the agreement may be made only within the provisions of Article 144 para. 1 of the Act Public Procurement Law of 29 January 2004 by mutual consent of both Parties and will not be valid unless made in the form of a written Annex, effective upon signature by both Parties.
2. The Purchaser may agree to make substantial modifications of the provisions of this agreement in relation to the content of the tender on the basis of which the Contractor was selected in the event of:

- 1) Necessity of postponing the term of performance of the contract, if such necessity occurred as a result of circumstances which could not have been foreseen at the time of entering into the Agreement and which does not result from the Contractor's fault,
- 2) Necessity of postponing the term of performance of the contract, if such necessity occurred as a result of circumstances which were within the Purchaser's control,
- 3) Change of the place of performance of the contract, if such necessity occurred as a result of circumstances which were within the Purchaser's control or circumstances for which the Purchaser bears no responsibility,
- 4) Change of the place of performance of the contract, if such necessity occurred as a result of circumstances which were within the Contractor's control, which could not have been foreseen at the time of entering into the Agreement and which does not result from the Contractor's fault,
- 5) Change of the manner of performing the contract from the Contractor's independent performance to his performance with the participation of subcontractors or change of the extent of actions entrusted to the subcontractors, provided that such subcontractors hold capacity necessary for the performance of the contract.;
- 6) Possible change of the persons performing the role of Internship Coordinator, provided that such persons hold at least the same capacity (qualifications) as required in the documentation prepared for the procedure preceding the conclusion of this Agreement, otherwise not admitted to perform actions,,
- 7) Change of the generally binding laws or agreement on financial support in the scope affecting the performance of the Agreement,
- 8) Statutory change of tax rates (VAT) within the duration of the Agreement, the Purchaser does not admit possibility of increasing the value of the Agreement as referred to in § 5 para. 1 of the Agreement,
- 9) Change of price where such change be favourable to the Purchaser, i.e. change to a lower price – upon the written request of either of the Parties.

#### **IV.4) ADMINISTRATIVE INFORMATION**

**IV.4.1) Address of website with the Terms of Reference:** [www.us.edu.pl /zamowienia-publiczne/1/u/1](http://www.us.edu.pl/zamowienia-publiczne/1/u/1)

**The Terms of Reference is available at:** Dział Zamówień Publicznych Uniwersytetu Śląskiego 40-007 Katowice ul. Bankowa 12 pok. 69.

**IV.4.4) Requests to participate or tenders must be submitted until:** 15.01.2014, 10:30, at: Dział Zamówień Publicznych Uniwersytetu Śląskiego 40-007 Katowice ul. Bankowa 12 pok. 69.

**IV.4.5) Time-limit for receipt of tenders or requests to participate:** 30 days after the deadline for the receipt of tenders.

#### **IV.4.16) Additional information including information concerning financing the project /**

**programme from UE funds:** The object of the contract is co-financed by the Project entitled "Increasing the number of graduates in the field of Chemistry ZLAB" pursued framework of in the framework of the Human Capital Operational Programme co-financed from the European Social Fund, Priority IV – Higher Education and Science, Submeasure 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. Submeasure 4.1.2 "Increasing the number of graduates from faculties of key importance for knowledge-based economy", action 3. Student internships in

Poland (30 persons) and abroad (5 persons 14 days), Agreement no. UDA-POKL-04.01.02-00-074/12-00.

**IV.4.17) Will the tender procedure be annulled if EU funds or unreturnable support given by EFTA Member states, initially aimed at financing the whole or part of the tender, have not been awarded? No**