



Lublin, 12.06.2018r.

Wyższa Szkoła Ekonomii i Innowacji w Lublinie

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ANNOUNCEMENT

about the proceedings conducted in accordance with the principle of competitiveness for the implementation of the service: employment of a visiting professor from abroad, who will prepare and conduct classes for second-cycle study programme of Economics in English.

I. Initial provisions

I. Postanowienia wstępne

1. The proceedings are based on the Guidelines on the eligibility of expenditure under the European Regional Development Fund, the European Social Fund and the Cohesion Fund for the years 2014-2020 of the Ministry of Development.
2. The organizer of the proceedings is the University of Economics and Innovation in Lublin with headquarters at Projektowa 4 Street, 20-209 Lublin.
3. The proceedings are carried out as part of the project entitled "The international education program in English, taking into account global economic trends for the second-cycle Economics at the University of Economics and Innovation in Lublin" within the framework of Axis III. Higher education for economy and development; Measure 3.3 Internationalization of Polish higher education under the contract with the National Center for Research and Development no. POWER.03.03.00-00-M039 / 16-00 from 23/02/2017
4. The announcement of the proceedings with attachments is available on the following websites:

<https://bazakonkurencyjnosci.funduszeuropejskie.gov.pl/> i <http://www.wsei.lublin.pl/>

II. A detailed description of the subject of the contract

1. Common procurement vocabulary (CPV): 80,000,000-4. Education and training services
2. The subject of the proceedings: **preparation of materials and implementation of 120 hours of classes in English by a visiting professor from abroad** as part of the project entitled "The international education program in English, taking into account global economic trends for the second-cycle Economics at the University of Economics and Innovation in Lublin" in the field of:

1. **Business Models:** 30 hours: lecture, 30hours: exercises in three groups, total 120 hours semester III in academic year 2018/2019





Course A: Theoretical fundamentals of business models

- A.1. Development of business models
- A.2. Business model and its components
- A.3. Business models frameworks
- A.4. Types of business models

Course B: Business model design

- B.1. Offering
- B.2. Monetization
- B.3. Sustainability
- B.4. Business model innovation

Course C: Business Model Canvas

- C.1. Designing a Business Model Canvas

3. Classes will be conducted for 2nd year students of the second degree Economics, full-time studies. Working language: English. Classes will be implemented in the academic year 2018/2019.

4. Classes will be held at the headquarters of the University of Economics and Innovation in Lublin at Projektowa street 4, 20-209 Lublin.

5. Classes will take place in accordance with the established schedule of classes.

6. A detailed schedule of classes will be agreed upon after selecting the offer.

7. The candidate for a visiting professor is obliged to conduct 120 hours of didactic classes in direct contact with students.

8. A candidate for a visiting professor, should propose the programme of the visit in accordance with developed syllabus, within the offer. The program may contain modifications of the syllabus with latest achievements, research, etc. The program proposal should be attached to the offer form.

9. The University does not provide food and accommodation to lecturers, it does not refund travel costs for classes or any other costs related to the implementation of classes.

10. The candidate for visiting professor must meet the requirements set out in the Law on Higher Education art. 110, art. 114 or art. 115 and fluent knowledge of English to the extent that classes can be conducted.

11. A candidate for a visiting professor may conduct classes only within one module

12. Form of employment: **contract for specific work**. The visiting professor will be obliged to develop authorial materials for classes in English that will become the property of the University.

13. The contractor's duties include:

- a) conducting classes in the form of lectures and exercises,
- b) conducting classes, taking into account the latest software, materials and presentations, tests assessing the knowledge before and after the classes, which will be used during the course - in accordance with the obtained syllabus and the scenario of classes. A syllabus can be available at the stage of proceedings after the submission of a written statement of confidentiality by the tenderer.
- c) conducting, during classes, the necessary documentation prepared by the Employer, including: a class register, reports on the implementation of classes, other documents necessary for monitoring and evaluation of the project,
- d) fulfill obligations with due diligence, within a given time,





- e) employment of the guidelines of the Project Manager and the Dean of the Faculty,
- f) timely reach the place of service provision.

III. The Contractor at each stage of the contract is obliged to take into account the comments of the Organizer of the proceedings.

1. Payments:

Payments can be made monthly, quarterly or after completing the entire order and signing the delivery and acceptance protocol without any remarks. The decision will be made after selecting the candidate.

2. Date and place of submission of the offer

A written offer should be submitted to the Secretariat of the University of Economics and Innovation in Lublin, **20-209 Lublin, Projektowa Street 4, room 100 from the day: 13/06/2018 to 29/06/2018 to 15.30.** The date of receipt to the secretariat of the WSEI in Lublin decides.

IV. The deadline for completion and binding of the offer:

- 1. The tenderer is bound with the tender offer for a period of 120 days from its submission.
- 2. The deadline for completion of the Service in accordance with the attachment to the Announcement of the proceedings

V. Method of communication between the Organizer and the Tenderers

- 1. Persons authorized by the Organizer to contact with Tenderers are:

- a) On substantive matters PhD Monika Wawrzeńczyk – Kulik, Vice-Dean of the Faculty: monikaw@wsei.lublin.pl
- b) On formal matters, Marta Drygała, e-mail: marta.drygala@wsei.lublin.pl

VI. The method of preparing the tender

- 1. The tender should be prepared legibly in **Polish or in English** and delivered in a sealed envelope with the annotation:

- a) Name of the tenderer, address details
- b) **"Apply to: visiting professor from abroad - ECONOMY II"**





2. The tender should be prepared legibly in Polish or in English and should contain:

- a) a detailed professional CV including all necessary information to evaluate the offer, including confirmation of the experience in conducting the classes. The resume should contain a clause about the consent of personal data processing for the purpose of the proceedings.
- b) copies of documents confirming the required education at least the PhD degree (copy of the diploma or other document confirming the degree),
- c) copies of certificates and other documents confirming competences related to the subject of modules and / or possession of academic degrees.
- d) description of scientific achievements
- e) proposal for the the visit program

3. The above documents and statements have to be submitted in the form of copies certified „true to the original” by the person submitting the tender.

VII. Evaluation of tenders

1. The evaluation of tenders is two-stage: 1st stage - formal assessment and 2nd stage - substantive evaluation.

2. Formal assessment takes place immediately after the opening of tenders. The main aim of this stage to check if tender meets the formal requirements listed in the announcement. Formal assessment is followed by the principle of "meets / does not meet".

3. The Organizer rejects tender if:

- a) the tender was submitted after the appointed period and / or in the wrong place,
- b) the tender does not include all the required documents listed in the announcement and attachments / it was not prepared in accordance with the announcement about the proceedings,
- c) the tender was not submitted on the tender form attached to the announcement about the proceedings,
- d) the tenderer does not have the required education and / or experience,

4. Tenders that meet the criteria of formal evaluation will be submitted for substantive evaluation.

5. Substantive criteria for the offers' evaluation:

a) gross price for 1 hour of classes (in total - maximum 70 points can be obtained)

Number of points = $\frac{\text{the offered gross price of the cheapest offer}}{\text{the gross price of the offer submitted by the Tenderer}} \times 70$





b) education - a maximum of 15 points can be obtained.

• Scientific degrees:

- PhD - 5 points
- dr hab. - 10 points
- prof. - 15 points

c) Scientific achievements in the field - maximum 15 points can be obtained.

Articles, monographs, research and development projects, innovative solutions, patents, etc. are awarded with max 15 points.

6. The most beneficial tender will be the one presenting the best balance of points, granted on the basis of the established criteria for the tender evaluation (price + quality assessment).

7. The selection of the most beneficial tenders is performed during the meeting of the committee composed of employees of the Organizer of the proceedings.

8. The Organizer of the proceedings may conduct price negotiations with the Tenderer whose tender has been selected.

9. The Organizer of the proceeding immediately after selecting the tender or closing the proceedings without selection of the best offer will post appropriate information on the following websites:

<https://bazakonkurencyjnosci.funduszeuropejskie.gov.pl/> and <http://www.wsei.lublin.pl/>

10. After selecting the best tender, the Organizer of the proceedings will call immediately the Tenderer who submitted the most beneficial tender to sign the contract.

If the Tenderer will not sign the contract within 5 calendar days, the Organizer may sign the contract with the Tenderer, whose tender was next, under condition that the tender binding date has not expired.

VIII. Final Provisions:

1. The Organizer reserves the rights to:

- i. cancelling of the proceedings, annulment of the whole or parts at any time without giving any reason,
- ii. closing the proceedings without selecting the tender,
- iii. changing to the dates set in the announcement,
- iv. requesting detailed information and explanations from Tenderers at every stage of the proceedings,
- v. exclusive interpretation of the entries of the notice.

2. From the moment the Organizer provides conditions to Tenders and Tenderers from the moment of submission of the tender according to the announcement, are obliged to follow the provisions of the announcement.

3. The Organizer can not grant the contract to entities associated personally or financially.





Capital or personal connections mean the interrelationship between the Organizer of the proceedings or persons authorized to incur liabilities on behalf of the Organizer of the proceedings or persons acting on behalf of the Organizer proceedings related to the selection of the contractor and the contractor, consisting in particular of:

- a) participating in the company as a partner in a civil law partnership (spółka cywilna) or partnership (spółka osobowa),
- b) owning at least 10% of shares, unless the lower threshold is not regulated by the law or was not specified by the IZ in the program guidelines,
- c) performing the function of a member of the supervisory or management body, proxy, representative,
- d) remaining in a direct relationship, marriage, relatives or affinity in the straight line relationship, second degree affinity or second degree affinity in the lateral line or in relation to adoption, custody or guardianship.

Annexes:

1. The tender form

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(date and signature)

