



## Request for proposals

The project "Integrated Development Program of University of Wrocław 2018-2022" implemented by the University of Wrocław under the Operational Program Knowledge Education Development, Priority III, Measure 3.5 - Comprehensive programs of higher education institutions, co-financed by the European Union under the European Social Fund.

The procedure is not subject to the Act of 29 January 2004 Public Procurement Law (Journal of Laws of 2017, item 1579) - the value of the contract does not exceed the net amount of 30,000 euro denominated in zlotys (Article 4 point 8 of the Act).

### 1. The Requesting Party

University of Wrocław Faculty of Law, Administration and Economics, ul.  
Uniwersytecka 22/26, 50-145 Wrocław

The person appointed for contacts: Ms Malgorzata Skiba, e-mail:  
malgorzata.skiba@uwr.edu.pl (hereinafter: the Contact person)

### 2. Description of the subject of the contract

The subject of the contract to be concluded as an outcome of this procedure is the *Doctoral Research Seminar 1* and the *Doctoral Research Seminar 2* (hereinafter: the Seminar) to be held by two separate Tutors, as specified in Section 3 of this Request. Its code based on the Common Procurement Vocabulary (CPV) is: 80000000-4.

### 3. Detailed description of the subject of the contract

The *Doctoral Research Seminar 1* and the *Doctoral Research Seminar 2* (hereinafter: the Seminar) will be held as a part of the specialisation "European and International Business Law&Policy" of the PhD studies offered by the Faculty of Law, Administration and Economics (hereinafter: the Specialisation). The Seminar is addressed to two consecutive editions of the Specialisation (up to 7 students each edition), one starting in 2018 and the other in 2019. The total number of teaching hours covered by this request is 60, divided into 15 teaching hours per year per each of the two editions of the Specialisation.

Within the *Doctoral Research Seminar* the Tutor is expected to:

- inform the Contact person of the exact teaching schedule for the coming academic year, at least two months before the first Seminar,
- prepare the activities to be performed during the Seminar and submit their schedule in advance to the Contact person for the Requesting Party's acceptance,

- conduct the Seminar according to the agreed schedule and curriculum,
- have the attendance lists of each Seminar signed by the participants and provide the list to the Contact person each year before the end of June.

#### 4. Requirements regarding the Tutor

The Tutor should:

- be an expert in the field of European business law, confirmed by at least half a year of employment as a postdoc at a faculty of law classified in the current Shanghai ranking of law schools (<http://www.shanghairanking.com/Shanghairanking-Subject-Rankings/law.html>) - the expertise confirmed by the application form,
- have obtained a PhD degree from one of the leading EU-15 scientific centres,
- present [an offer form](#) demonstrating the experience meeting the above requirements,

#### 5. Description of the price calculation method

The bidder should state the net proposed remuneration (in the case of VAT taxpayer) and the gross remuneration per a teaching hour. The remuneration will not change during the contract.

#### 6. The method of choosing the offer by the Requesting Party

The Requesting Party will select the bid which meets all the requirements set by this Request for bids and offers the lowest gross remuneration.

#### 7. Payment terms

The payment will be made by a bank transfer to the account indicated by the Tutor after completing each of 15 hrs of the Seminar in accordance with Section 3 of this Request. Detailed payment terms will be specified in the contract between the Requesting Party and the Tutor.

#### 8. Place, manner and deadline for submitting offers

The deadline for submitting offers is 25 September 2018.

The bids should be submitted on the form attached as Appendix 1 to the request for a proposal via e-mail to the Contact person.

The request for a proposal does not constitute an offer within the meaning of Art. 66 § 1 Polish Civil Code.

The Requesting Party reserves for itself the right to change the conditions set out in this Request, in which case it will inform the bidders about the changes by e-mail. If such changes are introduced, the Requesting Party may set a different deadline for submitting bids.

The Requesting Party reserves for itself the right to terminate the bidding procedure without choosing any of the submitted bids without giving reasons for such a termination.



The Requesting Party will exclude the bidders who do not meet the conditions for participation in the proceedings. The bids excluded from the proceedings shall be considered rejected.