



HORIZON



CSI-4/ /18

Katowice, 28.05.2018

REQUEST FOR PROPOSAL

concerning the conduction of a NORM training course within work plan WP7 of project: "CONCERT – European Joint Programme for the Integration of Radiation Protection Research," co-financed under the HORIZON 2020 programme.

I. General information:

1. Ordering Party: Central Mining Institute in Katowice
2. The request for proposal is conducted in compliance with the rules of competition within the Project and in compliance with applicable laws.

II. Order subject description:

1. The subject of the order concerning this request for proposal is conducting lectures and specialist classes in English as part of the NORM training course. Lecturer requirements and duties as well as a detailed schedule of course hours have been specified in Annex 1 to this request for proposal.
2. CPV code: 80300000-7 – higher education services.
3. Please provide the following information in your offer:
 - 1) Contractor CV;
 - 2) a declaration concerning the number of teaching hours worked as a lecturer taking part in educational practice, specified in Annex 1 to this request for proposal;
 - 3) a declaration concerning personal or financial relationships, according to the model specified in Annex 1.
 - 4) a document confirming Contractor qualifications.
 - 5) service net/gross price.

III. Offer evaluation criteria and best offer selection:

1. The offer that meets all the requirements specified in the order subject description and has the lowest price shall be deemed best and selected by the Ordering Party.
2. The price provided by the Contractor shall not be subject to changes during order completion.
3. In addition to the remuneration, the contractor is entitled to reimbursement of travel costs necessary to perform the subject of the contract, in the amount not exceeding 450 euros. Reimbursement of travel costs will be made on the basis of the statement of expenditure incurred by the contractor and attached copies of supporting documents and costs incurred.



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IV. Offer submission date and place:

1. Offers must be submitted by June 4th, 2018. Offers can be submitted by electronic means, fax or at the Ordering Party's headquarters:

Central Mining Institute, Education and Training Complex, Aleja Korfantego 79a, 40-166 Katowice, fax: 32 259 27 74; e-mail: bwojcik@gig.eu. Information is provided by: Beata Wójcik, M.Sc. Eng., tel. 32/259 26 04.

2. The Ordering Party declares that only those submissions shall be evaluated, which are submitted to the Ordering Party during the time following the announcement of this request for proposal until the day the offer submission date expires.
3. The Ordering Party reserves the right to cancel this request for proposal at any moment without stating a reason.
4. The Ordering Party allows submitting partial offers.
5. Offers shall be valid starting from their submission date until 30.06.2018.

WE AWAIT YOUR OFFERS