



UNIwersytet  
Przyrodniczy  
we Wrocławiu

PUBLIC PROCUREMENT AND PURCHASING CENTRE – PROCUREMENT AND CONTRACTS  
SECTION

**Request for quotation**

**no IOZZ000.272.15.2022**

**Request for quotation for the services of successful recruitment of students for  
a 5.5-year veterinary medicine studies conducted in English in Nordic countries**

July 2022

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**Rector**

**prof. dr hab. inż. Jarosław Bosy**



HR EXCELLENCE IN RESEARCH

WROCLAW UNIVERSITY OF ENVIRONMENTAL AND LIFE SCIENCES PUBLIC PROCUREMENT AND PURCHASING CENTRE –  
PROCUREMENT AND CONTRACTS SECTION  
ul. Norwida 25, 50-375 Wrocław  
[www.upwr.edu.pl](http://www.upwr.edu.pl)



## SECTION 1: THE ORDERING PARTY

### I.1) NAME AND ADDRESS:

Uniwersytet Przyrodniczy we Wrocławiu,  
ul. Norwida 25, 50-375 Wrocław  
NIP: 896-000-53-54, REGON: 000001867

### I.2) TYPE OF THE ORDERING PARTY: public university

### I.3) BASIC RULES APPLICABLE TO PROCEEDINGS

1. The provisions of the Public Procurement Law of 11 September 2019 (consolidated text of Journal of Laws of 2021, item 1129 as amended) on the basis of the exclusion contained in Article 2 item 1 point 1 of the Public Procurement Law of 11 September 2019 (consolidated text of Journal of Laws of 2021, item 1129 as amended) shall not apply to the proceedings.
2. In matters not regulated by this Request for Quotation and to activities undertaken by the Ordering Party and Contractors, the provisions of the Civil Code shall apply.
3. The proceedings follow the procedure of a Request for Quotation (also referred to as "Request").
4. The Ordering Party **does not allow submission of partial offers.**
5. The Ordering Party **does allow submission of joint offers.**
6. The Ordering Party **does not require a deposit.**
7. **Variant offers are not allowed.**
8. **The Ordering Party shall not award supplementary contracts.**
9. **Electronic auction shall not be used.**
10. The Contractors are not entitled to the reimbursement of costs of participation in the procedure, especially the cost of preparing the bid.

## SECTION II: THE SUBJECT OF THE CONTRACT

### II.1) DESCRIPTION OF THE SUBJECT OF THE CONTRACT

#### II.1.1) The subject of the contract is the effective recruitment of students for a 5.5-year study programme in veterinary medicine in English for the Wrocław University of Environmental and Life Sciences in Nordic countries.

1. The term "effective recruitment of a student" should be understood to refer to an applicant for studies, who: was qualified by the Recruitment Committee of the Wrocław University of Environmental and Life Sciences, underwent the recruitment procedures, was placed on the ranking list qualifying him/her for admission, paid the fee for 1 term of studies and the recruitment fee, was put on the list of students, undertook studies in a given field of study and remained on the list of students at least until the end of October in the year in which he/she was admitted to studies.
2. The subject of this contract is effective recruitment of students from Nordic countries, in which the Ordering Party includes Norway, Sweden, Finland, Denmark, and Iceland.
3. The Ordering party requires that the Contractor undertakes in particular to:
  - a) conduct information activities about the characteristics of the studies being the subject of the contract and the related fees, as well as about the costs of living in Poland, including by: presenting the applicants with the information provided by the Ordering Party on the criteria of admission to studies, the applicable recruitment documents (forms, applications, legalisation of certificates, required recognition of certificates, etc.) and how to complete them, study programmes and the applicable textbooks, as well as information on accommodation in Wrocław,
  - b) designate at least one adult person (fluent in English or Polish at least) to perform the contract,
  - c) verify the applicants' full certified documentation in English or Polish in a competent way, in accordance with the recruitment requirements set by the Wrocław University of Environmental and Life Sciences,
  - d) provide the Ordering Party, in paper or electronic form, with the following:



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- currently applicable rules in the education system of a given country, grading scale, templates of applicable certificates, as confirmed by the Board of Education or Ministry of Education of a given country covered by the scope of recruitment,
  - regularly provide up-to-date information on changes in the education system in the countries covered by the recruitment process.
- e) provide the Ordering Party, when recommending each applicant for studies, with a complete set of documents (including: legalised secondary school graduation certificate with a list of grades and other documents required by the UPWR) not later than on 20 September each year before the beginning of the academic year which the recruitment concerns,
- f) provide assistance to applicants and foreign students in contacting the Ordering Party and registering their applications in the UPWR recruitment system - [apply.upwr.edu.pl](http://apply.upwr.edu.pl),
- g) familiarise applicants and foreign students with basic duties resulting from the regulations in force at the UPWR;
- h) provide any recruited student with assistance in organising his/her travel to Poland in order to undertake the studies, in particular with assistance in: obtaining a visa and completing residence formalities, organising social and living matters, accommodation, etc.,
- i) take due care that all students of the Ordering Party, recruited by the Contractor in accordance with the conditions specified in this request for bid, arriving in Poland, have adequate health insurance or a European Health Insurance Card, covering the period of their studies in Poland being the subject of the contract.

The Contractor is expected to prepare a strategy and tactics for recruitment of applicants for studies in veterinary medicine in English, coming from the region of the selected package from among those specified in 2.1., provide comprehensive services for the benefit of potential applicants until they commence studies at the UPWR and provide the Ordering Party with all information and necessary documentation concerning the recruited applicants.

The timetable of recruitment to study veterinary medicine in English for the following academic years shall be determined by separate regulations of the Rector of the UPWR.

The Contractor shall be entitled to a commission for all effectively recruited students, up to the maximum total amount of PLN 129 150,00 gross that the Ordering Party intends to allocate to finance the whole contract.

CPV code – 79.60.00.00-0 – recruitment services

5. **The goal of the contract** – The goal of cooperation with a recruitment agency is to increase the number of international students of veterinary medicine in English and to reach markets that have previously not been observed to provide a significant number of applicants.

An indirect goal is also to promote the Wrocław University of Environmental and Life Sciences as a leading university of environmental and life sciences in Poland and to promote the Faculty of Veterinary Medicine, awarded with the highest grade during the parametric evaluation by the Ministry of Education and Science.

6. Detailed provisions regarding the fulfilment of the obligations related to this contract are included in the draft provisions of the agreement, which constitutes **Appendix 5** to the Request for Quotation.

## II.2) THE DEADLINE FOR COMPLETION OF THE CONTRACT

Contract due date: from the day of the conclusion of the contract until the end of summer recruitment for the winter term in the academic year 2024/2025. The agreement shall be concluded for the period until 31 October 2024 and applies to student recruitment for the academic years 2022/2023 and 2023/2024.



### SECTION III: INFORMATION OF LEGAL, ECONOMICAL, FINANCIAL, AND TECHNICAL NATURE

#### III.1. EXCLUSION

##### III.1.1) The Ordering Party will exclude a Contractor:

- 1) who has capital or personal links to the Ordering Party. Capital or personal links are understood as mutual relations between the Contractor and the Ordering Party, persons authorised to incur liabilities on behalf of the Ordering Party or persons acting on behalf of the Ordering Party in terms of preparation and implementation of the Contractor selection procedure, consisting in particular in:
  - a) participation in a civil law or other partnership;
  - b) owning at least 10% of shares or stocks, unless a lower threshold is required by law,
  - c) acting as a member of the supervisory or management body or an authorised representative
  - d) being related by marriage, direct kinship or affinity, kinship of the second degree or collateral affinity, or by adoption, custody or guardianship.
- 2) who is an entity in such an actual or legal relationship with the Ordering Party that may raise reasonable doubts as to the impartiality in choosing the supplier of the goods or service,
- 3) who was directly involved in the preparation of the tender procedure or used the assistance of other persons participating in the tender procedure in order to prepare the tender, unless the participation of these contractors in the procedure does not violate the principles of fair competition;
- 4) who has opened the process of liquidation, or a composition agreement confirmed by the court commands satisfaction of their creditors by liquidation of the assets, or the court has ordered liquidation of their assets according to the provisions of art. 332 paragraph 1 of The Restructuring Law of 15 May 2015 (consolidated text of Journal of Laws, item 978 as amended) or whose bankruptcy has been declared, except for contractors who after declaring their bankruptcy have made a composition agreement confirmed by a final court order if said agreement does not command satisfaction of their creditors by liquidation of assets, unless the court has ordered liquidation of their assets according to the provisions of article 366 paragraph 1 of The Bankruptcy Law of 28 February 2003 (consolidated text of Journal of Laws 2019, item 498);
- 5) in cases described in article 7 section 1 of the Act on Specific Solutions in Counteracting the Promotion of Aggression Against Ukraine and Serving to Protect National Security (Journal of Laws item 835);
- 6) who has not agreed to extend the offer validity period;
- 7) who has submitted false information that affects or may affect the outcome of the proceedings;
- 8) who has failed to prove compliance with the participation requirements.

If Contractors are bidding jointly, none of them can be subject to exclusion from the procedure.

#### III.2) CONDITIONS FOR PARTICIPATION IN THE PROCEDURE

##### III.2.1.) A description of conditions for participation in the procedure and the method of assessing compliance with those conditions:

1. Contractors may take part in the procedure if they meet the condition of participation in the scope of:
  - 1) **technical or professional capacities:**



The Contractor shall fulfil the condition if they prove that, in the last 3 years before the deadline for submitting bids (and, where their period of activity is shorter, in this period), they have duly performed at least 3 services involving the recruitment of students to foreign universities with a minimum value of PLN 10,000 each.

Appropriate evidence is needed to prove the above, where such evidence shall include references or other documents prepared by the entity for the benefit of which the services were performed, and if the Contractor, for reasons beyond the Contractor's control, is unable to obtain such documents – a declaration of the Contractor.

If the list of performed services lists their value in a currency other than PLN, the Contractor shall apply the average exchange rate of the National Bank of Poland (NBP) as of the date of publishing the contract notice in the Public Procurement Bulletin (Biuletyn Zamówień Publicznych);

2. The Ordering Party shall examine whether the Contractor does or does not meet the requirements for participation based on provided documents or the Contractor's statements.
3. Failure to meet the conditions of participation in the procedure will result in the Contractor's exclusion from the procedure. An offer of an excluded contractor offer shall be deemed rejected.
4. Contractors who are bidding jointly may meet the conditions of participation jointly.

### III.3) INFORMATION ON STATEMENTS AND DOCUMENTS

#### III.3.1) Information on statements and documents which contractors need to submit in order to confirm no grounds for exclusion:

In order to confirm no grounds for exclusion, the Contractor is obliged to attach the following documents to the bid:

- Declaration of the contractor **on no grounds for exclusion – Appendix 3 to the Request**
- **An excerpt from a relevant register, or central registration and information on business, if other regulations require entry to such register or registration**, in order to confirm no grounds for exclusion, according to section III 1.1. point 4) of this Request.

If Contractors are bidding jointly, each of them submits their own declaration and excerpt separately.

#### III.3.2) Information on statements and documents which contractors need to submit in order to confirm the fulfilment of conditions for participation in the procedure:

In order to confirm the fulfilment of conditions for participation in the procedure, the Contractor is obliged to attach the following documents to the bid:

- **Declaration of the contractor on the fulfilment of the conditions** for participation in the procedure – **Appendix 2** to the Request
- **List of services** which have been performed or, in the case of periodic or continuous services, which are being performed, in the last 3 years before the deadline for submitting bids (and, where their period of activity is shorter, in this period), together with their value, nature, dates, and the entity for which the service was performed, together with accompanying evidence confirming that said services were performed or have been being performed duly. Such evidence shall include references or other documents prepared by the entity for the benefit of which the services were performed, and if the Contractor, for reasons beyond the Contractor's control, is unable to obtain such documents – the Contractor's statement. For periodic or continuous services which are being performed at the moment, references or other documents confirming their appropriate performance should be issued no earlier than 3 months before the deadline for the submission of offers – **Appendix no 3 to the Request**.

## SECTION IV: THE PROCEDURE

### IV.1) CRITERIA FOR THE EVALUATION OF BIDS



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1. Bids which were not rejected and which were submitted by Contractors not subject to exclusion (at a given stage of bid examination and evaluation) shall be examined and evaluated.
2. When selecting bids, the Ordering Party shall be guided by the following bid evaluation criteria:  
**Price: - 60% (P)**  
**Experience of the persons commissioned to perform the contract – 40% (E)**
3. The method of calculating scores for particular criteria:

**1) For the criterion of Price, bids shall be evaluated using the following formula:**

$$P = \frac{P_l}{P_e} \times 60\%$$

where:

P – score within the criterion of "Price",

P<sub>l</sub> - the lowest price from among the evaluated bids, i.e. those not rejected and submitted by the Contractors who were not excluded at a given stage of bid examination and evaluation

P<sub>e</sub> - price of the evaluated bid

The evaluation within the criterion of "Price" shall be based on the total gross price for the performance of the entire contract, specified in the bid form. The maximum score for this criterion shall be 60 points.

**2) Experience of the persons commissioned to perform the contract - 40%**

This criterion shall be evaluated on the basis of the Bid Form in which the Contractor indicates specific persons to the extent necessary to evaluate the bid on the basis of the defined bid evaluation criteria. The Ordering Party shall evaluate the following professional experience of the persons commissioned by the Contractor to perform the contract. Points shall be awarded for experience according to the following rules:

- for demonstrating that the Contractor has at their disposal people fluent in English and an official language of a country belonging to the recruitment area (part) being the subject of the contract, with at least 2 years of experience in marketing and recruitment activities (i.e. conducting marketing activities including informing applicants about recruitment conditions and providing recruited students with assistance in formal and legal aspects and organising their travel) and experience in cooperation with universities from the region of Europe/Poland in the last 2 years - 10 point for each person.

The maximum score to be awarded in the evaluation for a given criterion is 40 points.

4. The Ordering Party shall calculate the score with accuracy to two decimal places, rounding up/down according to mathematical principles.
5. The Ordering Party shall select the bid which obtains the highest score as the winning one.
6. If the winning bid cannot be selected because two or more bids have the same balance between the price and the other bid evaluation criteria, the ordering party shall select, from among those bids, the one with the highest score for the criterion with the highest weight. If the bids received the same score for the criterion with the highest weight, the ordering party shall choose the bid with the lowest price. If the winning bid cannot be selected in the manner described in this point, the ordering party shall invite the contractors which submitted the bids to submit additional bids with a new price or cost within the time limit specified by the Ordering Party.



7. While examining and evaluation the bids, the Ordering Party may demand explanations from the Contractors concerning the content of the submitted bids and objective evidence or other documents or declaration submitted.
8. The Ordering Party shall select the winning bid within the bid validity period specified in this Request.
9. If the bid validity period expires before the winning bid is selected, the Ordering Party shall invite the Contractor whose bid has the highest score to give, within the time limit determined by the Ordering Party, its written consent to the selection of their bid.
10. If the above-mentioned consent is not given, the bid shall be rejected and the Ordering Party shall request such consent from the next Contractor whose bid has the highest score, unless there are grounds for invalidating the procedure.
11. If the winning bid cannot be selected because two or more bids have the same balance between the price or cost and the other bid evaluation criteria, the Ordering Party shall select, from among those bids, the one with the lowest price or cost, and if bids with the same price or cost were submitted, the Ordering Party shall request the Contractors which submitted those bids to submit additional bids within the time limit specified by the Ordering Party.

#### IV.2) REJECTION OF A BID

##### IV.2.1) The Ordering party shall reject a bid if:

- 1) Its content does not correspond to the content of this Request;
- 2) its submission constitutes an act of unfair competition within the meaning of the provisions on unfair competition,,
- 3) the Contractor has not submitted explanations regarding the content of the submitted offer on the Ordering Party's request,
- 4) it is invalid on the basis of separate provisions,
- 5) more than 1 offer has been submitted by one Contractor.

IV.2.2) A bid from a Contractor who is subject to exclusion shall be deemed rejected..

#### IV.3) SELECTION OF THE WINNING BID

IV.3.1) The Ordering Party will immediately inform Contractors who have submitted their offers about selection of the winning bid via electronic means of communication (email), and will publish this information on its website <https://bip.upwr.edu.pl/zamowienia-publiczne/zamowienia-do-130000-zl>,

IV.3.2) Information about the selection of the winning bid shall include: indicating the business name or first name and last name, registered office or place of residence, if it is the place of business of the Contractor whose bid was selected, and the business name or first and last names, registered offices or places of residence, if they are the places of business of the Contractors who submitted the bids, the scores awarded to the bids, information about Contractors who were excluded, information about Contractors whose offers were rejected.

IV.3.3) The Ordering Party shall enter an agreement with the Contractor whose offer was selected as the winning offer, according to the draft provisions of the agreement in Appendix 5 to the Request.

IV. 3.4) The ordering Party shall indicate the time and place of signing the agreement to the Contractor who has submitted the winning bid. If the Contractor whose bid was selected as the winning one refrains from concluding the public procurement agreement, the Ordering Party will enter an agreement with another Contractor, whose bid was awarded the second highest score.

IV.3.5) Before concluding a public procurement agreement, the Contractor whose bid was selected as the winning one shall be obliged to fulfil the following formalities:

- 1) if a bid submitted by Contractors bidding jointly (consortium, civil law partnership) is selected, the Ordering Party requires that an agreement governing the cooperation of these Contractors be concluded before concluding the public procurement agreement,
- 2) if the Contractor is represented by an attorney in the conclusion of the agreement, the original or a copy(copies) certified by a notary public of appropriate power(s) of attorney shall be submitted.



**IV.3.6.)** The agreement between the Ordering Party and the Contractor can be signed in written form or in electronic form (with a qualified electronic signature).

#### **IV.4) CANCELLATION OF THE PROCEDURE**

##### **IV.4.1) The Ordering Party shall cancel this proceeding if:**

- a) no offer has been submitted which cannot be rejected;
- b) the price of the most advantageous offer or offer with the lowest price exceeds the amount the Ordering Party intends to allocate to finance the contract,
- c) a material change of circumstances has occurred, resulting in the procedure or the performance of the agreement not being in the public interest, which could not have been foreseen earlier,
- d) in other justified circumstances connected with the impossibility of attaining the economic goal,
- e) the procedure is encumbered with irreparable defect which prevents the conclusion of a valid public procurement contract.

##### **IV.4.2) The Ordering Party shall simultaneously notify all the Contractors of the cancellation of proceedings who:**

- a) applied for the award of the contract - in the event of cancellation of proceedings before the expiry of the time limit for the submission of offers,
- b) submitted offers - in the event of annulment of the proceedings after the deadline for the submission of offers.

#### **V. PREPARATION OF OFFERS**

##### **V.1) A list of declarations or documents to be submitted with the bid:**

- 1) **A completed and signed bid form, specifying the price including VAT tax and expressed in PLN – the form template is [Appendix No. 1](#) to the Request.**
- 2) **A valid excerpt from the relevant register or from the central record of business information, issued not earlier than 6 months before the deadline for submission of offers,**
- 3) **Completed and signed Declaration on the fulfilment of the** of the conditions for participation in the procedure – [appendix 2](#) to this Request,
- 4) **Completed and signed List of Services** together with evidence confirming that said services have been or are being performed duly – [Appendix 3](#) to the Request;
- 5) **Completed and filled out Declaration on the lack of grounds for exclusion – [Appendix 4](#) to the Request;**
- 6) **Possible power of attorney** if the documents are signed by a person representing the Contractor other than indicated in the entrepreneur's registration document, the offer should be accompanied by a power of attorney to: represent the Contractor in the contract award procedure / or / represent in the procedure and conclude the contract The power of attorney must be presented in the original. It is also allowed to submit in the offer a notarized copy of the power of attorney confirmed to be a true copy of the original.

##### **V.2) Bids from Contractors bidding jointly:**

###### **V.2.1) For Contractors bidding jointly (consortium):**

- 1) The Bid Form shall indicate the companies (names) of all Contractors bidding jointly for the contract;
- 2) The bid needs to be signed in a way that is legally binding for all Contractors bidding jointly for the contract. The person signing the bid must have the legal power to represent the Contractors. The power to represent needs to be apparent in the power of attorney attached to the bid – the power of attorney should specify its scope in detail;
- 3) Each Contractor bidding jointly shall submit documents described herein in point V.1 1) and 5);
- 4) All Contractors bidding jointly shall be jointly and severally liable with others for the execution of the contract;
- 5) Contractors bidding jointly shall appoint among themselves the Head Contractor (Leader) who will be authorized to assume obligations and receive orders and instructions for and in the name of each and all Contractors;





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- 6) According to the principle of joint and several liability of the Contractors, The Ordering Party can demand the execution of the contract in full from the Leader, or from any or all of the Contractors bidding jointly for the contract.

V.2.2) The bid with the appendices shall be submitted in electronic form (PDF) by email to the address [patrycja.miskow@upwr.edu.pl](mailto:patrycja.miskow@upwr.edu.pl). It is recommended that the bid and all documents are submitted as one file.

V.2.3) If the Contractor intends to entrust a subcontractor with the performance of part of the contract, the Contractor is obliged to indicate the part for the contract that will be entrusted to the subcontractors.

V.2.4) The bid shall be drawn up in Polish or English.

V.2.5) The bid together with the appendices shall be signed by a person(s) authorised to represent the Contractor, i.e. a person who is authorised to make a declaration of will on behalf of the Contractor. The authorisation of other persons to sign the bid needs to be attached to the bid together with other documents. The power of attorney needs to be presented as an original document or as a notarised copy certified as true to the original by a notary public.

V.2.6) If copies of required documents are attached, they need to be certified as true to the original by the Contractor.

V.2.7) In all correspondence concerning this procedure, the ordering party and the Contractors shall use the case number assigned by the Ordering Party **IOZZ000.272.15.2022**.

V.2.8) The Ordering Party does not provide for a method of communicating with the Contractors other than by electronic means of communication.

V.2.9) The date of receipt is assumed to be the date of delivery of the message to the Contractor's email inbox.

V.2.10) In order to make changes or corrections, before the deadline for submitting offers, the Contractor may withdraw the previously submitted offer and submit it again after subsequent modification.

**V.4.) Price calculation**

1. The net bid price shall be calculated according to the following method:  
17 500,- PLN (current tuition fee for one term) x Contractor's commission (expressed in %) x 10 (estimated number of recruited students per year) x 2 (application years) = net price  
TUTION (PLN): the amount of the tuition fee for the first term of studies in veterinary medicine in English at the Wrocław University of Environmental and Life Sciences – currently PLN 17 500  
Contractor's commission (%): percentage amount of commission for one recruited student indicated by the Contractor in the bid form.  
NET PRICE: the price of recruiting the estimated number of students during the duration of the agreement, which is the product of multiplying the tuition fee for the first term, the commission for one student, the estimated number of students and the number of application years.
2. The Contractor is obliged to include all predicted costs of performing the contract, including the VAT tax and all other costs without which the contact cannot be performed.
3. The bid price should be indicated as a net price, to which the VAT tax needs to be added in the amount appropriate on the day of submitting the bid. After adding the VAT, indicate the gross price.
4. The Ordering Party shall evaluate the bid based on the gross price indicated in the bid form.
5. The bid price shall be expressed in PLN.
6. If the Contractor submits an offer the selection of which would lead to the Ordering Party's tax obligation in accordance with the provisions of the VAT regulations, the Ordering Party, in order to evaluate such an offer, shall add the VAT which it would be obliged to pay in accordance with the applicable regulations to the price presented in the offer. The Contractor, when submitting the offer, shall inform the Ordering Party if the selection of their offer will lead to tax liability for the Ordering Party, indicating the name (kind) of product or service whose delivery will result in tax liability, and their value before tax. Such a declaration shall be made on the bid form.



7. The offer price must be quoted to two decimal places (according to mathematical principles of rounding up/down) including the VAT tax in the appropriate amount.
8. The VAT tax needs to be included in the amount appropriate on the day of submitting the offer.
9. The Ordering Party shall correct any obvious typographical error, errors in price calculation and other errors which make the bid incompliant with the Request. When correcting calculation errors, the ordering party shall take into account the calculation consequences of the corrections made.

## VI. ADMINISTRATIVE INFORMATION

**VI.1.1) Bid submission deadline: 18.07.2022 r. at 10.00.**

**VI.1.4) Bids submitted after the deadline:** The Ordering Party shall inform the Contractor immediately that their offer has been submitted past the deadline.

**VI.1.5) Contact:** The person authorised to communicate with the Contractors in formal matters is Patrycja Miśków ul. Norwida 25, 50-375 Wrocław, room 32, e-mail: [patrycja.miskow@upwr.edu.pl](mailto:patrycja.miskow@upwr.edu.pl) (email accessible round the clock). Contact is possible in writing, in the Polish language.

**VI.1.6) Bid validity period:** the Contractor is bound by their bid for 30 days. Running of the bid validity period starts at the end of the time for the submission of bids. The Contractor, of their own accord or by request from the Ordering Party, can prolong the bid validity period by no longer than 30 days.

**VI.1.7) Clarifications regarding the Request for Quotation:** The Contractor can ask the ordering Party to clarify the content of the Request for Quotation by email at [patrycja.miskow@upwr.edu.pl](mailto:patrycja.miskow@upwr.edu.pl). The Ordering Party can provide explanation without delay, no later than 2 days before the deadline for the submission of offers, provided that the request was submitted until the end of the day on which half of the bid submission period falls. If the request for clarification was submitted after the designated time to submit it, or if it pertains to previously given clarification, the Ordering party can provide clarification or leave the request unanswered. An extension of the bid submission period does not have effect on the period when requests for explanation may be submitted.

The content of requests for clarification, without revealing their source, shall be published by the Ordering Party on their website <https://bip.upwr.edu.pl/zamowienia-publiczne/zamowienia-do-130000-zl/uslugi> Contractors are obliged to follow said website.

**VI 1.8) Changes to the Request for Quotation:** In justified cases, the Ordering Party can change the content of the Request for Quotation before the end of the bid submission period. Information about such a change, including changes to dates and deadlines, will be published on the website of the Ordering Party <https://bip.upwr.edu.pl/zamowienia-publiczne/zamowienia-do-130000-zl/uslugi>. All modifications, additions, arrangements, and changes, including changes to dates and deadlines, as well as all request from Contractors and provided clarifications become integral parts of the Request for Quotation and are binding at the time of submission of bids. All rights and obligations of the Contractors regarding previously assigned dates will be subject to the new date. The ordering Party shall prolong the bid submission period by the time necessary to introduce changes to the bids, if it is necessary due to the extent of changes to the Request.

**VI.1.9) Terms of amending, changing or withdrawing bids:** The Contractor can, before the deadline for submitting offers, amend, change or withdraw their bid, which has to happen in the same form as the submission of said bid, i.e. in written form or in electronic form and with their own signature. The Contractor can amend or change the bid by sending a separate parcel (annotated with the case number and information „change of bid”) with documents to the address designated by the Ordering Party, which will constitute an integral part of the submitted bid. The Contractor can withdraw their bid by submitting a written request to the Ordering Party. The request to withdraw a bid shall be submitted in the same way as a request for amendment of the bid, with an annotation „bid withdrawal”.

### VI.2) Examination of bids

While examining and evaluating the bids, the Ordering Party may demand explanations from the Contractors concerning the content of the submitted bids.

### VI.5) Information obligation under the GDPR

- Pursuant to Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons in relation to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ



L 119, 04.05.2016, p. 1), hereinafter referred to as the GDPR, the Ordering Party, i.e. the Wrocław University of Environmental and Life Sciences, informs you that:

- the controller of your personal data is the Wrocław University of Environmental and Life Sciences, ul. C.K. Norwida 25, 50-375, Wrocław. It is represented by the Rector; as the controller, it determines as the data controller the purposes and methods of processing of personal data provided in connection with the implementation of public contract award procedures of the Wrocław University of Environmental and Life Sciences.
- The controller has appointed a person to act as the Personal Data Inspector, who can be contacted via e-mail address: [iod@upwr.edu.pl](mailto:iod@upwr.edu.pl).
- Your personal data shall be processed pursuant to Article 6(1)(c) of the GDPR in order to select a contractor in the public contract award procedure in question, carried out in accordance with the PPL Act;
- the recipients of your personal data shall be persons or entities to whom documentation of proceedings pursuant to the Public Information Act (Journal of Laws 2016, item 1764 as amended) shall be made available
- Your personal data can be transferred to supervisory authorities, entities realising evaluation, specialised controlling and audit companies, entities authorised to receive data based on the provisions of separate regulations and agreements,
- The data shall be processed for a period of time allowing for proper execution of the contract, until all contractual obligations expire, or until all rights and duties provided for in separate regulations expire. Data shall be stored for a period of time specified in the Act of 14 July 1983 on the National Archival Resources and Archives, the Regulation of the Minister of Culture and National Heritage dated 20 October 2015 on the classification and qualification of documents, passing on archived documents to national archives, and disposal of non-archival documentation, the Regulations of the Minister of the Interior and Administration dated 30 October 2006 on the specific procedure for handling electronic documentation, the Law on Higher education and Science dated 20 July 2018 – for a period of five years after the day the contract has been awarded. The length of the period when data is stored can be prolonged each time for the duration of the time of limitation of claims if storing the data is necessary for vindication of claims or defense against such claims by the data controller. After this period, data will be archived.
- no decision shall be made in an automated manner with regard to your personal data, pursuant to Article 22 of the GDPR;
- you have:
  - pursuant to Article 15 of the GDPR, the right of access to your personal data;
  - pursuant to Article 16 of the GDPR, the right to rectify your personal data<sup>1</sup>
  - pursuant to Article 18 of the GDPR, the right to demand from the controller the restriction of personal data processing, subject to the cases referred to in Article 18(2) of the GDPR<sup>2</sup>;
  - The right to lodge a complaint with the President of the Office for Personal Data Protection if you consider that the processing of your personal data violates the provisions of the GDPR;;
- You do not have:
  - in connection with Article 17(3)(b), (d) or (e) of the GDPR the right to erasure of personal data;
  - the right to personal data portability as referred to in Article 20 of the GDPR;
  - pursuant to Article 21 of the GDPR, the right to object to the processing of your personal data, as the legal basis for the processing of your personal data is Article 6(1)(c) of the GDPR.

Appendices:

- Bid form – Appendix No 1

<sup>1</sup> **Explanation:** exercising the right to rectification shall not result in changing the outcome of the public contract award procedure or in changing the provisions of the agreement to the extent inconsistent with the PPL Act, and shall not violate the integrity of the report and appendices thereto

<sup>2</sup> **Explanation:** the right to restrict processing shall not apply with regard to storage, in order to ensure the exercise of legal remedies or to protect the rights of another natural or legal person, or for important grounds of public interest of the European Union or of a Member State



PUBLIC PROCUREMENT AND PURCHASING CENTRE – PROCUREMENT AND CONTRACTS  
SECTION

- Declaration of the Contractor on the fulfilment of the conditions for participation in the procedure - Appendix No 2
- List of services – Appendix No 3
- Declaration on no grounds for exclusion – Appendix No 4
- Draft provisions of the agreement – Appendix No 5



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Appendix 1 to the Request for Quotation

**BID FORM**

**For the service of effective recruitment of students for a 5.5-year study programme in veterinary medicine in English for the Wrocław University of Environmental and Life Sciences in Nordic countries**

**Contractor:**

Name: .....

Address: .....

Phone number: ....., e-mail .....

NIP[Tax identification Number]: .....REGON[National Business Registry Number]: .....

**1. I SUBMIT A BID** for the performance of the Contract in accordance with the Request for Quotation and I OFFER to perform the Contract **for the price of:**

**Net bid price = 17 500 PLN x ....% (Contractor’s commission) x 10 (students per year) x 2 (years covered by the agreement) = ..... PLN**

Calculated using ..... % **commission** on the fee for one term paid by a recruited person

+ VAT rate of .... % value of VAT of PLN.....

**Gross bid price: PLN .....**

**3. I declare that the following persons ordered to perform the contract have the following experience:**

No.	First and last name	Knowledge of foreign languages and level of knowledge (English + ..... )	experience in marketing and recruitment activities, date from .... to .....  Names of universities in Europe/Poland with which the person cooperates and the period of cooperation from ... to .....	Contact details of persons from these universities who can confirm this cooperation (e-mail, tel.)
1.				
2.				
3.				



4.				
----	--	--	--	--

**3. The Contractor declares that:**

- 1) the bid price takes into account all costs of performing the contract, including marketing and recruitment activities, and that the gross bid price covers all my risk and liability for the correct estimation of the total cost of performing the service,
- 2) the bid price includes all costs of performing the contract,
- 3) I have read the Request for Quotation and the draft provisions of the agreement, I do not raise any objections to them and I accept conditions contained therein;
- 4) I consider myself bound by my bid for the period of **30 days** from the day of opening the bids (including that day);
- 5) I shall conclude an agreement at a place and date specified by the Ordering Party,
- 6) I am familiar with the Request for Quotation and its possible modifications, including the description of the subject of the contract and the draft provisions of the agreement, and I/we do not raise objections and I/we accept conditions presented therein, and I have obtained all information necessary to prepare my offer,
- 7) The bid price includes all costs connected to performing the service,
- 8) I/we accept the terms of payment specified in the draft provisions of the agreement,
- 9) After the choice of my offer becomes final, I/we undertake to conclude an agreement consistent with this bid under the conditions specified in the Request for Quotation, at a place and date specified by the Ordering Party,
- 10) I/we declare that choosing our offer:

will not generate a tax obligation on the part of the Ordering Party,

will generate a tax obligation on the part of the Ordering Party, i. e. with regards to the following goods/services:  
..... – tax value  
.....

**(ATTENTION! Check the right box).**

- 11) I have fulfilled the information obligations provided for in Article 13 or Article 14 of the GDPR towards natural persons from whom I have directly or indirectly obtained personal data in order to bid for the public contract in this procedure and in the course of performance of this contract<sup>3</sup>
- 12) I declare that the following information included in our bid constitutes a business secret:  
.....
- 13) I declare that all information contained in declarations submitted with the offer is accurate and up to date and it has been presented with full awareness of the consequences of misleading the Ordering Party with provided information.

Oferta została złożona na ..... stronach.

The offer contains ..... pages.

The following documents constitute an integral part of the offer:

- 1/ .....
- 2/ .....

....., date. ....  
(place)

.....  
(signature(s) of the person(s) authorized to represent the Contractor(s))

<sup>3</sup> if the contractor does not provide personal data other than those which concern the contractor directly or the information obligation is excluded pursuant to Article 13(4) or Article 14(5) of the GDPR, the contractor does not submit the declaration (remove the content of the declaration, e.g. by deleting it).



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Appendix 2 to the Request for Quotation

.....  
Name and address of the Contractor

### DECLARATION OF THE CONTRACTOR

#### ON THE FULFILMENT OF THE CONDITIONS FOR PARTICIPATION IN THE PROCEDURE

**For the purposes of participation in the public contract award procedure under the name Effective recruitment of students for a 5.5-year study programme in veterinary medicine in English for the Wrocław University of Environmental and Life Sciences in Nordic countries**

The Contractor declares that they fulfil the conditions for participation in the procedure in:

- 1) have the competence or permits to conduct a given professional activity or task, if required by law;
- 2) have the necessary knowledge and experience;
- 3) have the technical capacity and human resources required for execution of the contract;
- 4) the economic and financial standing of the company sufficient to ensure the execution of the contract.

.....  
*Place and date*

.....  
*(authorised representative(s) of the Contractor)*



**IOZZ000.272.15.2022**

**Appendix 3 to the Request for Quotation**

*Contractor*

.....

.....

*(full name/company, address)*

**LIST OF SERVICES**

Submitting my offer as a Contractor in the public contract award procedure, in order to confirm the fulfilment of the condition for participation in the procedure, I declare that, not earlier than within the last 3 years before the expiry of the time limit for submitting bids or, if the period of running a business activity is shorter, in this period, I performed at least three services involving the recruitment of students to foreign universities, each of at least PLN 10,000, and I specify their type and value, dates and places of performance, and present documents confirming that the services were performed in a proper way.

No	Type of contract Type of services provided, confirming the conditions specified by the Ordering Party	Entity for the benefit of which the service was provided	Start date of the service month/year	End date of the service month/year	Value of the contract (PLN gross)

**The list should be accompanied by evidence demonstrating that the services were performed or are being performed in a proper manner.**

.....  
Place and date

.....  
(authorised representative(s) of the Contractor)





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Appendix 4 to the Request for

Quotation

.....  
Name and address of the Contractor

**DECLARATION ON NO GROUNDS FOR EXCLUSION**

For the purposes of the public contract award procedure for the service of Effective recruitment of students for a 5.5-year study programme in veterinary medicine in English for the Wrocław University of Environmental and Life Sciences in Nordic countries, conducted by the Wrocław University of Environmental Life Sciences

I declare that:

- 1) The Contractor I represent **DOES NOT** have capital or personal links to the Ordering Party. Capital or personal links are understood as mutual relations between the Contractor and the Ordering Party, persons authorised to incur liabilities on behalf of the Ordering Party or persons acting on behalf of the Ordering Party in terms of preparation and implementation of the Contractor selection procedure, consisting in particular in:
  - a) participation in a civil law or other partnership
  - b) owning at least 10% of shares or stocks, unless a lower threshold is required by law,
  - c) acting as a member of the supervisory or management body or an authorised representative
  - d) being related by marriage, direct kinship or affinity, kinship of the second degree or collateral affinity, or by adoption, custody or guardianship;
- 2) The Contractor I represent **IS NOT** an entity in such an actual or legal relationship with the Ordering Party that may raise reasonable doubts as to the impartiality in choosing the supplier of the goods or service,;
- 3) The Contractor I represent **WAS NOT** directly involved in the preparation of the tender procedure/used the assistance of other persons participating in the tender procedure in order to prepare the tender,
- 4) the Contractor I represent **has not opened the process of liquidation**, or a composition agreement confirmed by the court commands satisfaction of their creditors by liquidation of the assets, or the court has ordered liquidation of their assets according to the provisions of art. 332 paragraph 1 of The Restructuring Law of 15 May 2015 (consolidated text of Journal of Laws, item 978 as amended); a **bankruptcy of the Contractor has not been declared**, except for contractors who after declaring their bankruptcy have made a composition agreement confirmed by a final court order if said agreement does not command satisfaction of their creditors by liquidation of assets, unless the court has ordered liquidation of their assets according to the provisions of article 366 paragraph 1 of The Bankruptcy Law of 28 February 2003 (consolidated text of Journal of Laws 2019, item 498);
- 5) the Contractor I represent is not subject to exclusion based on circumstances described in article 7 section 1 of the Act on Specific Solutions in Counteracting the Promotion of Aggression Against Ukraine and Serving to Protect National Security (Journal of Laws item 835);

....., date. ....  
(place)

.....  
Signature(s) of the person(s) authorized to represent the  
Contractor(s)