

GEOCENTRUM DOSKONAŁOŚCI - own program to adapt the students of the Geographical and Geological Faculty of UAM to the contemporary requirements of the labor market
No. POWR.03.01.00-00-K187/15

INQUIRY NO 1/2017/GCD/w of 15.03.2017

1. EMPLOYER

Adam Mickiewicz University in Poznań,

1 Wieniawskiego str., 61-712 Poznań; Tax ID: 777-00-06-350

2. MODE OF CONTRACT AWARD

Proceedings are conducted pursuant to art. 4. item 8 of the Public Procurement Law, ie. the mode applicable to contracts below 30 000 euros.

3. ORDER DESCRIPTION

3.1. Subject of the order

Conducting training: Specialised English (geography/geology/spatial management/geoinformation field) developing competence in the framework of the project "Geocentrum Doskonałości - own program to adapt the students of the Faculty of Geography and Geology of UAM to the contemporary requirements of the labour market" for students of the Faculty of Geography and Geology at the Adam Mickiewicz University in Poznań, according to the description of the subject of the contract (item 3.5).

3.2. Bidder:

Teacher (native speaker) with appropriate professional experience as an academic teacher (scientist in geography/geology/spatial management/geoinformation field) enabling the realization of the subject of the contract under par. 3.5.

3.3. CPV code of the contract: 80.00.00.00-4

3.4. Site: Faculty of Geography and Geology at the Adam Mickiewicz University in Poznań, 10 Krygowskiego str., Poznań

3.5. Subject of the contract:

CS3 – COURSE OF SPECIALISED ENGLISH

3.5.1. Requirements relating to the contract:



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- ✓ consolidating skills of reading scientific texts (geography/geology/ spatial management/geoinformation field) with understanding,
 - ✓ prepare and discuss scientific text (articles from the geography/geology/ spatial management/geoinformation field),
 - ✓ prepare and discuss popular science materials, coming from blogs, internet forums, etc.,
 - ✓ develop skills to analyse written documents for the purpose of collecting geodata,
 - ✓ prepare, in consultation with the management team, a knowledge test and conduct it before and after the course,
 - ✓ prepare educational materials for students in agreement with the Employer.

3.5.2. Requirements for methods:

- ✓ familiarize participants with the methods of effective reading and analysis of scientific articles (geography/geology/spatial management/geoinformation field),
- ✓ practice speaking skills using scientific terminology (geographical/geological/ spatial management/geoinformation), emphasis on communication skills in speaking and writing (group work),
- ✓ practice writing a summary of a scientific problem (geography/geology/ spatial management/geoinformation field),
- ✓ practice grammatical structures through exercises,
- ✓ use a brainstorming method,
- ✓ use vocabulary and other types of games, activating participants to use scientific terminology from geography/geology/ spatial management/geoinformation field (group work),
- ✓ discussion and revision of the presentations prepared by the participants (group work).

Academic teachers prepare classes, taking into account the above requirements with a special emphasis on:

(1) deepening the knowledge of vocabulary and methods related to the issues of: geography (socio-economic) and spatial management.



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(2) deepening the knowledge of vocabulary and methods related to the issues of: geography (physical), geology and geoinformation.

For each of the above thematic scope, one academic teacher will be recruited.

3.5.3. Total number of hours:

- ✓ 60 h for the geography (socio-economic) and spatial management specialist,
- ✓ 40 h for the geography (physical), geology and geoinformation specialist.

3.5.4. The term of the contract: 18. - 27.04.2017 for the geography (physical), geology and geoinformation specialist; 04.05 - 12.05.2017 for the geography (socio-economic) and spatial management specialist.

4. CONDITIONS OF PARTICIPATION IN THE PROCEEDINGS

For the award of the contract may apply Bidders who meet the minimum conditions for participation in proceedings, regarding:

4.1. Having experience in the thematic subject of the contract.

Verification of meeting the criterion will be based on the statement in the tender form, from which should result:

- Ph.D. in Geography or Geology with an emphasis in GIS required.
- Experience in teaching specialised English at introductory university-level in the field of geography/geology.
- Research or teaching background in geography or geology and a working knowledge of geographic information systems (GIS).
- Evidence of potential for successful teaching and laboratory experience at the college level.
- Interest and expertise must be in teaching at the college level.
- Interest in utilizing technology as an educational tool.
- Excellent written and spoken scientific communication skills

The contracting authority considers that the condition is met if the tenderer proves the fulfilment of at least 3 of 4 items described in item 5.3.



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4.2. In the case of a joint offer, all the members of the team must satisfy the condition 4.1

4.3. Program and subject matter of the contract set out in the offer by the Bidder is consistent with the subject of the contract described in Section 3.5

Failure to comply will result in exclusion of the Bidder from the procedure.

5. BID SELECTION CRITERIA

The Employer shall select the offer that will obtain as a result of the evaluation, the highest number of points.

Criterion	Evaluation method	The maximum score
5.1. Price	<p>Criterion weight: 40%</p> <p>Points for the criterion will be awarded according to the following formula:</p> $X=(A/B) \times 40 \text{ points}$ <p>where:</p> <p>X number of points for the criterion</p> <p>A- lowest gross price per hour resulting from the submitted bids</p> <p>B- gross price per hour of the evaluated bid</p> <p>Prices offered in the bid are total and final, taking into account all applicable premiums and other budget receivables, which may arise from the implementation of the agreement,</p>	40 points



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	regardless of which party is obliged to settle them.	
5.2. Programme and methods of the subject of the contract	<p>Criterion weight: 20%</p> <p>Points within the evaluation criterion of curriculum that meets the requirements regarding the subject of the contract in terms of the substantial content (item 3.5.1), will be awarded according to the rule:</p> <ul style="list-style-type: none"> ➤ 20 points for using a minimum of 4 methods by clause 3.5.2 ➤ 10 points for using a minimum of 2 methods by clause 3.5.2 ➤ 5 points for using at least one method according to clause 3.5.2 	20 points
5.3. Experience of the Bidder	<p>Criterion weight: 40%</p> <p>Points for the criterion of experience of the Bidder in terms of the subject of the contract (each rated experience must be related to the subject of the contract according to par. 3.5) will be awarded according to the rule:</p> <ul style="list-style-type: none"> ➤ 0-6 pts professional experience resulting from work ➤ 0-12 points: conducting specialised training and/or participation in conferences (2 points for every training and/or participation in a scientific conference) ➤ 0-12 points: conducting classes and/or training for university students (2 points for each class and/or 	40 points



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	<p>training)</p> <ul style="list-style-type: none"> ➤ 0-10 points: work with universities in the implementation of joint research and/or teaching projects (2 points for each work) 	
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6. PREPARATION AND SUBMISSION OF A BID

6.1. Date and manner of submission:	The offer must be submitted in person, by mail or courier to the Contracting Party, or sent by e-mail: alijas@amu.edu.pl , on the Draft Bid form, Appendix 1 and scientific CV until 24.03.2017 year, 8:00 pm. Bids submitted after the above-mentioned the deadline will not be considered.
6.2. Contact person:	Coordinator code geoinformation - Alicja Najwer, MSc, alijas@amu.edu.pl , 607471777
6.3. Exclusions	<ol style="list-style-type: none"> 1. The bids which are submitted after the deadline specified in the Invitation to tender will not be considered. 2. The bids which do not contain all of the content enclosed in the Draft Bid form specified by the Employer will not be considered. 3. The bids, which show that the bidder or the bid do not meet the conditions for participation in the proceedings will not be considered. 4. It is not allowed to replace a person directly implementing the workshop to any other than indicated in the bid. 5. Bids beyond the technical capabilities of the Employer in scope of ensuring the requirements for the implementation of the contract will not be considered. 6. In order to avoid conflicts of interest, it cannot be granted to entities associated with it personally or financially. Capital or



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	<p>personal ties are understood as the interactions between the beneficiary or persons authorized to enter into commitments on behalf of the beneficiary or persons performing on behalf of the beneficiary the activities related to the preparation and the procedure for selecting the contractor and the contractor, in particular by:</p> <ul style="list-style-type: none">a) participation in the company as a partner or partnership,b) possession of at least 10% of shares, performing the functions of any member of the supervisory or management body, proxy, representativec) remaining married, in consanguinity or affinity in a straight line, to the second degree of kinship or affinity of the second degree in the collateral line or by adoption, guardianship or custody. <p>7. For withdrawal from the agreement, in the cases referred to above, the Bidder shall have no claim against the Employer, in particular financial claims.</p>
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7. INFORMING ABOUT THE RESULTS

7.1. Contractors will be notified by mail of the outcome of the proceedings within five working days of the above-mentioned date of completion of the inquiry.

7.2. The Employer will sign a cooperation agreement with the Bidder who obtains the highest number of points based on the criteria listed in item 6.

8. CONDITIONS OF THE CONTRACT AWARD

8.1. In the event when the bids received will exceed the funds available to award the contract, the Employer reserves the right to negotiate with the Bidder. Negotiations will be documented by a note signed by both parties involved.



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8.2. The Employer reserves the right to cancel the proceedings without giving a reason. 8.3. The Employer reserves the right not to select any of the bids for financial reasons or merits.

8.4. Bidder agrees to the processing of personal data for the needs of the selection and announcement of the results and the implementation of the project (according to the Personal Data Protection Act of 29.08.1997, uniform text: Journal of Laws of 2002, No. 101, item 926 as amended).



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