

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/u of 30.05.2017

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

Organising training: Geoinformation analysis of geohazards (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:

Full program organization related to the activities of course Cs10: Geoinformation analysis of geohazards 2017 in the Sesia-Val Grande UNESCO Geopark, 7 days, start on 23 June 2017, finish : 1 July 2017 enabling the realization of the subject of the contract under par. 3.5.

3.3. CPV code of the contract:

-
- 3.4. Site:
- Val Grande - Cicogna
 - Verbania
 - Varallo Sesia
 - Rassa
 - Rima
-



The project is co-financed by the European Union from the European Social Fund under the Operational Programme Knowledge Development Education.

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

- Gattinara
-

3.5. Subject of the contract:

CS10 - ORGANISING COURSE OF GEOINFORMATION ANALYSIS OF GEOHAZARDS

The organizer will have to quote full accommodation and meals, and mobility for a total of 19 persons from Adam Mickiewicz University in Poznan - Institute of Geoecology and Geoinformation and Università degli Studi di Torino:

3 teachers,
16 students.

Details of the Inquiry:

3.5.1. Locations

The organizer will have to offer full accommodation (single or double rooms with bathroom for faculty members; multiple occupancy rooms with bathroom for students) and meals (Breakfast, Packet lunch, Dinner) in the following locations of the Sesia Val Grande Unesco Geopark, Italy:

- Val Grande - Cicogna - Ostello del Parco
- Verbania - Ostello
- Varallo Sesia - Ostello d'Adda
- Rassa
- Rima
- Gattinara

3.5.2. Meals and Accommodation

The organizer will have to warrant the actual booking of meals and accommodation by means of confirmation letters from facilities of the above mentioned locations, according to the following program:

Meals and Accommodation, June 23 to July 1st

23 Packet lunch, Dinner and accommodation at Cicogna

24 Breakfast , Packet lunch, Dinner and accommodation at Cicogna



The project is co-financed by the European Union from the European Social Fund under the Operational Programme Knowledge Development Education.

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

25 Breakfast, Packet lunch at Cicogna, Dinner and accommodation at Ostello Verbania
26 Breakfast, Packet lunch, Dinner and accommodation at Ostello Verbania
27 Breakfast, Packet lunch, Dinner and accommodation at Ostello Verbania
28 Breakfast at Verbania, Lunch at Rassa; Dinner and accommodation at Varallo
29 Breakfast at Varallo, Lunch at Rima, Dinner and accommodation at Ostello Varallo
30 Breakfast, Packet lunch at Varallo; dinner at Gattinara, accommodation at Varallo
1 Breakfast, Packet lunch at Varallo.

3.5.3. Mobility

Starting June 23 to July 1st, the organizer will have to warrant the mobility of participants by vehicles with drivers (minivans or bus, according to the mountain roads limitations of each day program) in and within the above mentioned locations, and from/to the Malpensa Airport, according to the following program:

23.06 Arrival at Malpensa Airport, transfer to Cicogna
24 No mobility because of field activities along the track from Cicogna to Pogallo
25 Transfer to Verbania
26 No mobility because of indoor activities in Verbania, at Istituto Cobiانchi
27 Mobility from Verbania to Fondotoce and Montorfano
28 Trasfer to Varallo, then to Rassa and then back to Varallo.
29 Trasfer from Varallo to Rima and then back to Varallo.
30 Trip from Varallo to Prato Sesia, then to Gattinara and back to Varallo
1.07 Transfer from Varallo to Malpensa Airport

3.5.4. The term of the contract: 23.06.2017 - 01.07.2017

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:



The project is co-financed by the European Union from the European Social Fund under the Operational Programme Knowledge Development Education.

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

- Experience in organizing university-level field courses in the field of geography/geology/geoinformation/geohazards,
- Possibility to organizing field courses (including accommodation, food and transportation) in the UNESCO Geopark Val Sesia area,
- Possibility to organizing computer laboratory for 16 students and teachers,
- Evidence of successful field course organizations or at the college level,
- Written and spoken communication skills (English).

4.2. 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: 70%</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</p>	70 points



The project is co-financed by the European Union from the European Social Fund under the Operational Programme Knowledge Development Education.

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

	<p>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, regardless of which party is obliged to settle them.</p>	
5.2. Experience of the Bidder	<p>Criterion weight: 30%</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"> ▲ 0-10 pts professional experience resulting from work ▲ 0-10 points: organising classes and/or training for university students (2.5 points for each activity) ▲ 0-10 points: work with universities in the implementation of joint research and/or teaching projects (5 points for each work) 	30 points

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 until 07.06.2017 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



The project is co-financed by the European Union from the European Social Fund under the Operational Programme Knowledge Development Education.

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

<p>6.3. Exclusions</p>	<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 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:<ol 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.
------------------------	--



The project is co-financed by the European Union from the European Social Fund under the Operational Programme Knowledge Development Education.

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

	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.
--	--

7. INFORMING ABOUT THE RESULTS

7.1. Contractors will be notified by mail of the outcome of the proceedings within three 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.

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).



The project is co-financed by the European Union from the European Social Fund under the Operational Programme Knowledge Development Education.