

(Seal of awarding body)

### INVITATION TO TENDER

for a service concerning the development of an author's presentation for the module Awareness rising and social transition for sustainable future within the framework of the International Summer School CIRCULAR ECONOMY AND ENERGY TRANSITION LEADERS

1. Full name of ordering party (invoice data)

ŚLĄSKA POLITECHNIKA ŚLĄSKA

2A Akademicka Street, 44-100 Gliwice

NIP: 631 020 07 36

Data of the ordering unit

name: Department of Waste Management Technologies and Equipment

address (postal code, town, street, number): 44-100 Gliwice, Konarskiego 18

contact person: Katarzyna Piecha-Sobota

tel. 32 237 1843, e-mail: [Katarzyna.piecha@polsl.pl](mailto:Katarzyna.piecha@polsl.pl)

2. Description of the subject matter of the contract\*:

The subject of the contract is the development of the author's presentation and content material in English for the module Awareness rising and social transition for sustainable future as part of the International Summer School CIRCULAR ECONOMY AND ENERGY TRANSITION LEADERS, with a volume allowing for an eight-hour lecture for first and second year students, while maintaining high quality and full presentation of the topic. The presentation of the author's material will take place during the Summer School from 01.06-07.07.2023.

a) warranty period: ..... from the date of acceptance of the subject matter of the contract,

b) the commencement of removal of a defect or failure under the guarantee will take place within ..... days from the moment of notification, and its removal within the following ..... days,

c) terms of payment: by bank transfer within 30 days from the date of submission of the invoice,

d) term of performance calculated from the date of award of the contract:

45 days

e) other specific requirements of the contracting authority:

- All materials must be written in English;
- A person holding an academic degree or title may apply for the award of the contract;
- A person affiliated to a university or research institute outside Poland may apply for the contract;
- A candidate for the contract may be a person who has delivered at least 3 on-site and distance learning lectures (presentations) (online training, webinar, lecture), attended by at least 5 people each, based on their own (original) materials.

3. Method of preparation of the bid and place and deadline for submission of bids:

The bid should be submitted in one of the following forms (please select the proposed means of communication), by the deadline: 15.03.2023.

a) in person at: Department of Waste Management Technologies and Equipment, Konarskiego 18, 44-100 Gliwice

b) electronically at the following e-mail address: [katarzyna.piecha@polsl.pl](mailto:katarzyna.piecha@polsl.pl).

A contractor who submits an offer in electronic form shall be obliged to send a request for confirmation of receipt of electronic message by the contracting authority. Upon receipt of the request, the Contracting Authority will confirm receipt of the tender in electronic form. If a tender does not arrive at the indicated address of the Contracting Authority and in the absence of such confirmation, the tender shall be presumed not to have been submitted.

The total price offered must cover the comprehensive performance of the contract and include all price components, including all taxes, social and health insurance contributions, etc, i.e. the price offered by a legal entity must include VAT, and the price offered by an individual must be increased by any Social Security charges borne by the Silesian University of Technology.

4. Offers received after the deadline for submission of offers will not be considered.

5. The following documents must be attached to the offer (prepared e.g. on the enclosed "offer form"):

a) a statement of the required knowledge (Annex 1 to the tender),

b) a certificate or statement of knowledge of English of at least C1 level or equivalent (Annex 2 to the offer),

c) a declaration of possession of the required education and a supporting document (Annex 3 to the offer),

d) declaration of having the required experience in conducting lectures and a document certifying employment in a university or research institute. (Annex No. 4 and No. 5 to the offer).

6. Criteria for evaluation of tenders:

1) Knowledge of subjects related to the subject matter of the contract,

2) Active knowledge of English at C1 level or equivalent,

3) Possession of a degree or diploma,

5) Affiliation to a university or research institute outside Poland

6) Experience in delivering a lecture based on original materials.

7. The provisions of the PPL Act do not apply to this procedure and therefore the bidders participating in it are not entitled to the legal protection measures provided for in the aforementioned Act.

8. Submission of a tender does not oblige the contracting authority to award the contract.

#### RODO INFORMATION CLAUSE IN RELATION TO THE DISCLOSURE OF PERSONAL DATA

##### 1. personal data controller

The administrator of your personal data is the Silesian University of Technology. You may contact with the controller in the following ways:

1) by letter to the address: ul. Akademicka 2A, 44-100 Gliwice

2) by e-mail: [RR1@polsl.pl](mailto:RR1@polsl.pl)

##### 2. Data Protection Officer

You may contact the Data Protection Officer on all matters concerning the processing of your personal data and the exercise of your rights in relation to data processing, as follows:

1) by letter to: 2A Akademicka Street, 44-100 Gliwice

2) by e-mail: [iod@polsl.pl](mailto:iod@polsl.pl)

##### 3. purposes of processing and legal basis of processing

The Administrator shall process your personal data for the purposes of preparing and performing this order. The legal basis for the processing of your personal data is Article 6(1)(c) and (f) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation):

1) the award of a public contract,

2) the legitimate interest pursued by the controller to contact with you.

##### 4 Period of storage of personal data

The controller will keep your personal data for the period required by law.

##### 5 Data recipients

Your data may be provided by the controller to external entities and to public authorities or entities entitled to obtain the data on the basis of applicable laws. The obligation to provide personal data directly concerning you is a statutory requirement specified in provisions of the PPL Act, related to participation in the public procurement procedure; consequences of failing to provide certain data result from the PPL Act.

##### 6 Rights related to the processing of personal data

You have the following rights in relation to the processing of personal data:

- 1) the right of access to your personal data;
- 2) The right to request the rectification of your personal data which is inaccurate and the completion of incomplete personal data;
- 3) The right to request the restriction of the processing of your personal data;
- 4) The right to lodge a complaint to the supervisory authority in charge of personal data protection, i.e. the President of the Office for Personal Data Protection;

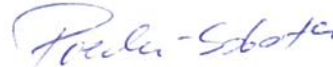
Your data will not be subject to automated decision-making, including profiling.

The invitation to tender was drafted by:

08.03.2023

.....

(date)



.....

(name and signature of the case-handler)

On the part of the contracting authority, it was approved by:

08.03.2023

.....

(date)

Kierownik  
Katedry Technologii i Urządzeń  
Zagospodarowania Odpadów

prof. dr hab. inż. Krzysztof Pikoń

.....

(signature and name stamp of the person at the contracting unit/department)