**Preparation and execution of the training service consisting in conducting classes in English for the students of the Faculty of Medicine with the Division of Dentistry and Division of Medical Education in English as well as for the students of the Faculty of Pharmacy with the Division of Laboratory Medicine as part of the project: “The Integrated Education Quality Development Program at the Medical University of Bialystok”, co-financed by the European Social Fund as part of the Operational Programme Knowledge Education Development 2014-2020.**

**Case no.:**

AWM/NCBR/01/2022/TM

**Date of issue:**

24/01/2022

**Request for proposal:**

to select a Contractor pursuant to art. 2 section 1 point 1 of the Act of 11 September 2019 Public Procurement Law (Journal of Laws of 2021, item 1129 as amended).

1. **Subject matter of the procurement:**
2. **Type of procurement:**

Social services:

Name and code in accordance with the CPV:

80000000-4 - Education and training services

80300000-7 - Higher education services

80430000-7 - Adult-education services at university level

1. **Description of the subject matter of the procurement:**
2. The procurement concerns the project entitled “The Integrated Education Quality Development Program at the Medical University of Bialystok”,co-financed by the European Social Fund as part of the Operational Programme Knowledge Education Development 2014-2020. Priority axis III. Higher education for economy and development, Action 3.5 Comprehensive university programmes.
3. The subject matter of the procurement is the preparation and execution of the training service consisting in the execution of classes in English (lectures and seminars) in online mode for students studying at the Faculty of Medicine with the Division of Dentistry and Division of Medical Education In English at the Medical University of Bialystok as well as for the students of the Faculty of Pharmacy with the Division of Laboratory Medicine at the Medical University of Bialystok.
4. The training service shall be executed divided into the following parts (the bid may be submitted for one or several parts of the procurement in question):

**PART I:** Conducting classes entitled: *Nobel prize in medicine from the year 2012. How to re-program cells of an adult organism so that they become stem cells?*

Thematic scope of the classes:

Identification of a technology based on the mechanisms of genetic engineering of reprogramming mature cells of an adult organism into stem cells is one of the most breakthrough discoveries in cell biology. The discovery, however, raises a number of further questions: what is the efficiency and repeatability of this process? When is it likely to become a viable alternative to other forms of treatment? Is the genome of induced stem cells stable enough not to lead to uncontrolled cell proliferation?

**PART II:** Conducting classes entitled: *Can we still find stem cells similar to the embryonic stem cells in our organisms?*

Thematic scope of the classes:

The use of embryonic stem cells due to their high regenerative potential arises enthusiasm in some scientists but opposition of others, indicating a number of ethical controversies connected with the manner of obtaining them and consequences thereof. Is it possible that in adult organisms one can find stem cells with potential similar to the embryonic cells? How can they be identified and where they can be obtained from? Is the number of such cells in our organisms sufficient for use in therapy? In what clinical units can we expect them to be possibly used?

**PART III:** Conducting classes entitled: *Lifestyle diseases as an interdisciplinary problem.*

Thematic scope of the classes:

1. Lifestyle diseases, factors including the disease process, mechanisms of metabolic disorder in the cell;
2. Molecular diagnostics of lifestyle diseases and principles of prophylaxis;
3. Modern methods for assessing changes in biochemical activity of diseased cells.

**PART IV:** Conducting classes entitled: *Soft skills and professional/scientific success.*

Thematic scope of the classes:

1. Breakdown of skills, methods of their verification;
2. Ways to develop soft skills such as assertiveness, creativity, emotional intelligence.
3. Ways to use soft skills in self-development and job search.
4. Organizational information regarding the planned classes:

The class will be conducted online.

The manner of communication shall be established in working mode with due advance before the classes commence.

Classes under each part will be delivered in the 2021/2022 academic year.

Specific classes shall be executed in the course of one day or divided into two or more days. The exact date and time of the classes will be agreed upon in working mode between the Contracting Authority and the Contractor in advance, at least 30 days before the planned date of the execution of individual classes. The classes shall be conducted no earlier than from 8:00 am local time in Poland and no later than until 7:00 pm local time in Poland.

The planned number of hours of classes:

**Part I:** 4 didactic hours (lectures - 2 didactic hours, seminars - 2 didactic hours);

**Part II:** 4 didactic hours (lectures - 2 didactic hours, seminars - 2 didactic hours).

**PART III:** 40 didactic hours (lectures - 10 didactic hours, seminars - 30 didactic hours; execution in two editions:

1st edition lectures - 5 didactic hours, seminars - 15 didactic hours

2nd edition lectures - 5 didactic hours, seminars - 15 didactic hours).

**PART IV:** 20 didactic hours (seminars - 20 didactic hours; execution in two editions:

1st edition: 10 didactic hours

2nd edition 10 didactic hours).

The Contracting Authority allows for the possibility to submit partial bids, divided into 4 parts, while partial bid is to be understood as one or several parts, specified in the present description of the subject matter of the procurement, determined by the Contracting Authority. The Contracting Authority will be considering each partial offer separately. Bids for incomplete parts shall be rejected as incomplete. Each part indicated in the description of the subject matter of the procurement constitutes a separate part and will be subject to a separate procedure connected with the assessment and selection of the most favourable bid.

1. Requirements for Contractors:

**PART I**

* holding at least a doctoral degree and being employed in the last 10 years (at least 5 years of employment) as associate professor at a foreign research centre (university or research institute);
* having at least 5 years of experience in education, in particular in conducting lectures and practical classes in English in the scope of re-programming cells of an adult organism into stem cells;
* having at least 5 publications in international journals within the last 5 years in the scope of re-programming the cells of an adult organism into stem cells;
* participating in the presentation activity in international bodies over the last 5 years, e.g. at conferences;
* holding a scientific degree in medical sciences or related disciplines.

**PART II**

* holding at least a doctoral degree and being employed in the last 10 years (at least 5 years of employment) as associate professor at a foreign research centre (university or research institute);
* having at least 5 years of experience in education, in particular in conducting lectures and practical classes in English in the scope of stem cells, their similarity to embryonic stem cells;
* having at least 5 publications in international journals within the last 5 years in the scope of stem cells, their similarity to embryonic stem cells;
* participating in the presentation activity in international bodies over the last 5 years, e.g. at conferences;
* holding a scientific degree in medical sciences or related disciplines.

**PART III**

* lecturer who has at least a doctoral degree and has worked for at least 3 years within the last 10 years at a foreign research centre (university or research institute);
* lecturer who has at least 5 years of experience in education, in particular: delivering lectures and teaching practical classes in English in the field of research into the mechanisms of development of lifestyle diseases;
* lecturer who has at least 5 publications in international journals within 5 years in the scope of applying the latest separation methods in studying the mechanisms of development of lifestyle diseases;
* person who within 5 years has played an active role in presentation activities in international bodies, e.g. at conferences.

**PART IV**

* lecturer who has at least a doctoral degree and has worked for at least 3 years within the last 10 years at a foreign research centre (university or research institute);
* lecturer who has at least 5 years of experience in education, in particular: delivering lectures and teaching practical classes in English in the field of development and use of soft skills in self-actualization in professional work related to science;
* lecturer who has at least 5 publications in international journals within 5 years in the field of development and use of soft skills in self-actualization in professional work related to science;
* person who within 5 years has played an active role in presentation activities in international bodies, e.g. at conferences.
1. Target group:

The participants of the classes are students of a Medicine Programme, Medical Analytics Programme and Cosmetology Programme at the Medical University of Bialystok. All the participants of the classes know English very well.

Part I – II- Classes intended primarily for the 1st to 6th year students of the Medicine Programme. The classes will be conducted in the form of additional classes exceeding the standard study programme.

PART III - Classes are intended for students of 2nd to 5th year of Medical Analytics Programme. The classes will be conducted in the form of additional classes exceeding the standard study programme.

PART IV - Classes are designed for students of the 2nd year of the master's degree studies in Cosmetology. The classes will be conducted in the form of additional classes exceeding the standard study programme.

1. The planned deadline and place for the execution of the service:

The class will be taught in academic year 2021/2022. The classes will be executed online, from the place of residence of the Contractor, without the necessity of the Contractor being present at the Contracting Authority’s seat.

1. Format of classes:

- all the classes will be executed in the closed formula - with the participation of the Contracting Authority’s students only;

- The Contractors must execute the subject matter of the procurement personally;

- all the classes will be conducted in the form of a lecture and/or seminars;

- classes will be conducted for one group of participants (parts I and II) or for two groups of participants (parts III and IV);;

- The Contractor will conduct the classes in a format activating the participants;

- participants will have the possibility to ask questions;

- discussions within a group, the Contractor shall moderate the discussion;

- a possibility for a consultation, providing feedback.

1. Organizational issues connected with the execution of the subject matter of the procurement:

- all the classes shall be conducted in English;

- the Contracting Authority shall indicate a person responsible for organizational issues connected with the execution of the subject matter of the procurement;

- the preparation and collection of the necessary documents from the classes: original attendance lists, class register and a confirmation of the collection of certificates on bilingual templates handed over by the Contracting Authority is on the part of the Contracting Authority.

- The Contractor shall sign certificates confirming participation in the classes, including logos and the name of the project, which will be prepared by the person indicated by the Contracting Authority. The original certificates will be sent by post;

- the final report will be prepared by a person designated by the Contracting Authority, in agreement with the Contractor.

The Contractor will inform the participants during the first hour of classes about the co-financing of classes from the European Social Fund as part of the project entitled: “The Integrated Education Quality Development Program at the Medical University of Bialystok”.

The Contracting Authority shall ensure proper availability of the service being the subject matter of the procurement for all the participants of the classes in accordance with the standards constituting an appendix to the Guidelines in the scope of the execution of the principle of equal opportunities and non-discrimination, including accessibility for people with disabilities and the principle of equal opportunities for women and men as part of EU funds for the years 2014-2020 and compliance with the policy of equal opportunities during the implementation of classes, in particular the use of equality language.

The Contractor shall be obliged to observe the equal opportunities policy during the execution of the classes in particular to use equality language.

In the case of classes lasting longer than two didactic hours, the Contracting Authority provides for 15-minute breaks, executed in cycles after every subsequent two didactic hours. Breaks are not included in the total duration of the classes constituting the subject matter of the present request for proposal.

The Contracting Authority shall be responsible for organizational issues related to the implementation of the classes (recruitment of participants, issuing certificates, possible organizational assistance, etc.).

1. **Evaluation criteria:**

The offers shall be evaluated by the Contracting Authority separately with reference to all the parts of the procurement based on the following criterion:

Offer price - maximum number of points - 100 points.

Regulations of the evaluation of the “Offer price” criterion.

- In the bid proposal form the Contractor will provide a gross price for the execution of the procurement in a given part. The evaluation within this criterion will be done with the use of the following formula:

- Number of points = the lowest price offered/price of the bid being evaluated x 100

- The most favourable offer shall receive 100 points within this criterion.

1. **The deadline or period of the execution of the procurement**

The procurement shall be executed in the academic year of 2021/2022.

The final deadline for the execution of the service, within the above-indicated time period shall be established in working mode between the Contracting Authority and the Contractor after signing the agreement, at least 30 days in advance before the planned deadline for the commencement of specific classes.

1. **Submission of bids**
2. Detailed information can be obtained from:

The Medical University of Bialystok,. J. Kilińskiego 1, 15-089 Białystok, International Cooperation Department, room 205, Right Wing of the Branicki Palace.

1. **Contact person for the Contractors.**

Tomasz Maliszewski, PhD

**Contact telephone number, e-mail:**

+ 48 85 686 52 21, tomasz.maliszewski@umb.edu.pl

1. **The following needs to be attached to the filled in bid proposal form (appendix to the request for offer):**
2. Statement of no personal or capital relations to the Contracting Authority
3. A copy of the documents confirming the professional experience (e.g. Professional curriculum vitae, a list of scientific publications, copies of diplomas and other documents etc.). The documents should include information necessary in order to confirm the required professional qualification, permissions, experience and education necessary to execute the procurement.
4. **Deadline for the submission of bids (date and time):**

15/02/2022, 3.00 pm

Place: The Medical University of Bialystok

The bid is to be sent in via e-mail in the form of sending scans of signed documents to the following e-mail address: tomasz.maliszewski@umb.edu.pl. Bids submitted or received after the abovementioned deadline will not be considered. The bids shall be submitted in English.

1. **The Medical University of Bialystok reserves the right:**

- to leave the bids submitted after the deadline without consideration;

- to annul the procedure without giving any reason;

- to change the scope of the procedure.

**Information clause regarding the processing of data**

According to Art. 13 sec. 1 and 2 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / EC (general regulation on data protection) OJ EU L 119 dated 04.05.2016, page 1), hereinafter „GDPR”, I inform that:

* the controller of personal data is the Medical University of Bialystok, ul. Jana Kilińskiego 1, 15-089 Białystok, NIP 542-021-17-17, REGON 000288604, represented by the Rector;
* Contact to the personal data protection inspector: *iod@umb.edu.pl*;
* the personal data will be processed on the basis of art. 6 sec. 1 lit. b of the GDPR for the purposes related to the conclusion of the contract based on the bid submitted and pursuant to art. 6 sec. 1 lit. a of the GDPR in order to evaluate the bid submitted and contact the bidder;
* recipients of personal data may be contractors, persons requesting public information, entities authorized under the law and entities on the basis of entrustment contracts concluded with the Contracting Authority,
* personal data will be kept for a period resulting from legal provisions, i.e. 5 years from the date of termination of the contract.
* providing personal data is voluntary, but failure to do so may prevent the Contracting Authority from evaluating the bid, which will result in rejection of the bid or exclusion from the procedure;
* with regard to personal data, decisions will not be made in an automated manner, in accordance with art. 22 of the GDPR;
* The Contractor has
* Under art. 15 of the GDPR the right to access personal data;
* Under art. 16 of the GDPR the right to rectify personal data 1;
* Under art. 18 of the GDPR, the right to request the controller to limit the processing of personal data, subject to the cases referred to in art. 18 sec. 2 of the GDPR 2;
* the right to lodge a complaint to the President of the Office for Personal Data Protection, when the Contractor considers that the processing of the Contractor's personal data violates the provisions of the GDPR;
* The Contractor does not have the following rights:
* in connection with Art. 17 sec. 3 lit. b, d or e of the GDPR the right to delete personal data;
* the right to transfer personal data referred to in art. 20 of the GDPR;
* Under art. 21 of the GDPR the right to object against the processing of the personal data because the legal basis for the processing of personal data is art. 6 sec. 1 lit. c of the GDPR.

*1* ***Clarification****: the exercise of the right to rectification may not result in a change of the competition result or a change in the provisions of the contract.*

*2* ***Clarification****: The right to restrict processing does not apply with regard to storage to protect the rights of another natural or legal person or for reasons of important public interest of the European Union or a Member State.*

**Appendices:**

1. Bid proposal form;
2. Statement of no personal or capital relations to the Contracting Authority;
3. Agreement template.