**Attachment no. 2**

Date:

Case no.:

**DESCRIPTION OF THE SUBJECT OF THE CONTRACT**

1. **Name:**

**“Selection of Contractors who, as supervisors, will prepare and perform, in the area of the city of Pamplona and its vicinity (Navarre region, Spain), two study visits in institutions specialized in geriatric care, for 24 students of Medical University of Białystok”**.

The service is financed from the project entitled “We have POWER – investing in the competences of the region” (Task 2. Development of student competences, *Workshops implemented in an interdisciplinary team*), co-financed by the European Union within the framework of the European Social Fund under the Operational Program Knowledge Education Development 2014-2020.

1. **Description of the subject of the contract:**

The subject of the contract is to select a maximum of four Contractors who, as supervisors, will prepare and perform, in the city of Pamplona and its vicinity (Navarre region, Spain), 2 study visits in institutions specialized in geriatric care, for 24 students (divided into two groups of approx. 12 students) of the courses in medicine, pharmacy, physiotherapy, and nursing at Medical University of Białystok, in order to make them acquainted with the overall operation in (at least three) institutions specializing in geriatric care (including, e.g., at the Geriatric Ward of Complejo Hospitalario de Navarra, the Casa de Misericordia Nursing Home, the Geriatric Psychiatry Ward of the Padre Menni Psychiatric Hospital, or the Spanish Red Cross branch).

**Description of the subject matter of the study visits, including the topics covered:** the aim of the study visits is to make the students acquainted with the operational functioning of therapeutic teams focused on work with geriatric patients in specialized facilities, as well as focusing on the improvement of qualifications necessary to ensure the appropriate quality of care of geriatric patients through the acquisition of professional competences. The aim of the study visits of MUB students in institutions specialized in geriatric care is:

* Observation of the functioning of interdisciplinary therapeutic teams in institutions providing care to geriatric patients, including:
* presentation of the institution,
* the specific character of working with elderly patients in healthcare institutions and older persons in a nursing home,
* the range of responsibilities of members of a therapeutic team,
* observation of work of a therapeutic team,
* learning the organization of long-term care of elderly persons and work aimed at activation of the elderly,
* active student-patient contact,
* meetings dedicated to a summary of students’ visit in the institution.

The effects of the study visit will also include shaping in the beneficiaries the attitude of openness and willingness to learn new therapeutic methods.

1. **Planned dates and places of performance of the service:**

Each visit covers 3 consecutive working days (plus two days for students’ travel – **the cost of travel and accommodation of the participants in Spain is covered by the Orderer).**

* **I visit**: 3 consecutive working days, April 2023
* **II visit:** 3 consecutive working days, April 2023

The exact dates of the visits abroad will be determined and communicated to the Contractors two weeks before the start of the study visit. Determination of the exact date depends on the convenience of the available flights.

Place of performance:The study visits will be performed in the area of the city of Pamplona and its vicinity (Navarre region, Spain)

1. **Duration of the study visit:**

Each study visit covers 3 consecutive working days (plus 2 days for students’ travel – the cost of travel and accommodation of project participants in Spain is covered by the Orderer).

* **One study visit:** 3 days x 8 didactic hours = 24 didactic hours (1 didactic hour = 45 min.)
* **Two study visits:** 6 days x 8 didactic hours = 48 didactic hours (1 didactic hour = 45 min.)

1. **Planned number of participants:**

* **Two study visits** – **24 students** divided into two groups of approx. 12 persons
* The number of persons in each group may vary by +/-4 persons, which will be communicated to the Contractor two weeks before the start of the study visit

1. **Description of the group of Contractors:** The Orderer plans to employ a maximum of 4 persons equipped with a full knowledge and a minimum of 2 years’ experience in the area of the functioning and organization of the institution specializing in geriatric care that they represent.
2. **Planned number of hours per one Contractor:**

The study visits will be performed with the participation of one up to a maximum of 4 persons in each of the two visits. The Orderer estimates that each person can work 6 to 48 hours (48 hours provided that there will one Contractor). The load of a single Contractor, i.e. the number of hours performed in accordance with the visit programmes, will be established by the task Coordinator, with the total number of working hours for the 4 Contractors during a single visit not exceeding 24 hours.

1. **Requirements for the Contractors:**
2. The Contractor, in agreement with the Orderer, is obliged to prepare and present for acceptance to the Orderer programmes of study visits in the institution specializing in geriatric care, in accordance with item 2, located in Pamplona and/or in its vicinity (Navarre region, Spain), no later than 10 days before the planned start of the visits.
3. The Contractor will provide the participants with access to the institution specializing in geriatric care in accordance with the submitted offer constituting Appendix No. 1.
4. The participants of the study visit will be made acquainted with aspects of the functioning of the institution according to the presented programme.
5. The contractor, in agreement with the Orderer, will present the participants of the visit with certificates confirming their completion of the study visit, with copies delivered to the Orderer.
6. The Contractor will deliver to the Orderer originals of the lists of attendance and the lists of receipt of certificates of completion of the study visit on the template prepared by the Orderer.
7. Information and promotion activities: the Contractor, in agreement with the Orderer, will put the applicable logotypes (European Union, Operational Programme Knowledge Education Development) on programmes and certificates, and other documents and compilations indicated by the Orderer, while the rooms where the study visits will take place shall be marked with the names of the visit and the project; the logotypes shall be transferred to the Contractor via email.
8. The Contractor shall:

* make the facilities that are the subject of the contract available to all participants of the study visit, in accordance with the standards set out in the appendix to the Guidelines of the application of the principle of equal opportunities and non-discrimination, including persons with disabilities, and the principle of gender equality within the framework of European funds for the years 2014-2020,
* abide by the equal opportunities policy during the performance of the visits, particularly with regards to the use of equality-sensitive language.

1. **Additional requirements for the Contractor:**
2. full knowledge and at least 2 years’ experience in the area of the functioning and organization of the institution specializing in geriatric care where the visit will take place,
3. availability in the period when the two planned visits will take place,
4. knowledge of the English language at a level that would enable smooth communication, including in matters concerning the functioning and organization of the institution where the visits will take place,
5. 2 years’ experience in the area of organizing study visits in institutions specializing in geriatric care for students of medicine and related courses.

The Contractor shall confirm that they meet the requirements specified above by signing the declarations in the bid proposal form.

The contractor undertakes the obligation to submit to the Orderer, at their each request, documents confirming that they have the experience specified above.

1. **Evaluation criteria of offers:**

The Orderer shall evaluate the valid offers on the basis of the following criterion:

* **gross price in EURO per 1 hour – 100%,**

In the bid proposal form, the Contractor specifies the gross price in EURO per 1 working hour taken to two decimal places. The price covers the total reimbursement for the service described in the request for proposals, including all mandatory charges, e.g. VAT or insurance premiums.

The Orderer shall pay for the hours actually worked by the Contractor during the study visits.

The Orderer shall conclude agreements concerning the service in question with 4 Contractors, who will offer the most favourable prices.

1. **Submission deadline (date and time):**

07.02.2023 r. – 12.00

1. **Place for submitting the offers: Offers should be sent by post in a sealed envelope to the following address:** Medical University of Białystok, ul. Jana Kilińskiego 1, 15-089 Białystok, The envelope should also be labelled: AZP.25.2.2.2023 Offer for “Selection of Contractors who, as supervisors, will prepare and perform, in the city of Pamplona and its vicinity (Navarre region, Spain), two study visits in institutions specialized in geriatric care, for 24 students of Medical University of Białystok”. DO NOT OPEN BEFORE 07.02.2023 r., 12.00. The offers will be registered with the date as on the receipt to the Medical University of Bialystok. Offers submitted after the deadline shall not be considered.
2. **The Medical University of Białystok reserves the right to:**

* freely choose the offer,
* run additional negotiation,
* cancel or amend the terms of the tender, including limiting the scope of the tender, without providing any reasons.