I0CZZ000.272.15.2022  **Appendix 1 to the Request for Quotation**

**BID FORM**

**For the service of effective recruitment of students for a 5.5-year study programme in veterinary medicine in English for the Wrocław University of Environmental and Life Sciences in Nordic countries**

**Contractor:**

Name: ...................................................................................................................................................................................

Address: ...................................................................................................................................................................................

Phone number: .......................................................... , e-mail ..............................................

NIP[Tax identification Number]: ........................REGON[National Business Registry Number]: ............................................

1**. I SUBMIT A BID** for the performance of the Contract in accordance with the Request for Quotation and I OFFER to perform the Contract **for the price of:**

**Net bid price = 17 500 PLN x ….% (Contractor’s commission) x 10 (students per year) x 2 (years covered by the agreement) = .................. PLN**

Calculated using **…… % commission** on the fee for one term paid by a recruited person

+ VAT rate of …. % value of VAT of PLN.............................

**Gross bid price: PLN ................................**

3. **I declare that the following persons ordered to perform the contract have the following experience**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | **First and last name** | **Knowledge of foreign languages**  **and level of knowledge**  **(English + ………… )** | **experience in marketing and recruitment activities,**  **date from ….. to ………**  **Names of universities in Europe/Poland with which the person cooperates and the period of cooperation from ... to .......** | **Contact details of persons from these universities who can confirm this cooperation (e-mail, tel.)** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |

**3. The Contractor declares that:**

1. the bid price takes into account all costs of performing the contract, including marketing and recruitment activities, and that the gross bid price covers all my risk and liability for the correct estimation of the total cost of performing the service,
2. the bid price includes all costs of performing the contract,
3. I have read the Request for Quotation and the draft provisions of the agreement, I do not raise any objections to them and I accept conditions contained therein;
4. I consider myself bound by my bid for the period of **30 days** from the day of opening the bids (including that day);
5. I shall conclude an agreement at a place and date specified by the Ordering Party,
6. I am familiar with the Request for Quotation and its possible modifications, including the description of the subject of the contract and the draft provisions of the agreement, and I/we do not raise objections and I/we accept conditions presented therein, and I have obtained all information necessary to prepare my offer,
7. The bid price includes all costs connected to performing the service,
8. I/we accept the terms of payment specified in the draft provisions of the agreement,
9. After the choice of my offer becomes final, I/we undertake to conclude an agreement consistent with this bid under the conditions specified in the Request for Quotation, at a place and date specified by the Ordering Party,
10. I/we declare that choosing our offer:

will not generate a tax obligation on the part of the Ordering Party,

will generate a tax obligation on the part of the Ordering Party, i. e. with regards to the following goods/services: ...................................................................................................................................... – tax value .....................................................

**(ATTENTION! Check the right box).**

1. I have fulfilled the information obligations provided for in Article 13 or Article 14 of the GDPR towards natural persons from whom I have directly or indirectly obtained personal data in order to bid for the public contract in this procedure and in the course of performance of this contract[[1]](#footnote-1)
2. I declare that the following information included in our bid constitutes a business secret: ............................................................................................................................................................................................
3. I declare that all information contained in declarations submitted with the offer is accurate and up to date and it has been presented with full awareness of the consequences of misleading the Ordering Party with provided information.

Oferta została złożona na ..................... stronach.

The offer contains ….. pages.

The following documents constitute an integral part of the offer:

1/ ....................................................

2/ ....................................................

………………………………………………………………….

.................................., date. ......................

*(place) (signature(s) of the person(s) authorized to represent the Contractor(s)***I0CZZ000.272.15.2022 Appendix 2 to the Request for Quotation**

…………………………………………………

Name and address of the Contractor

**DECLARATION OF THE CONTRACTOR**

**ON THE FULFILMENT OF THE CONDITIONS FOR PARTICIPATION IN THE PROCEDURE**

**For the purposes of participation in the public contract award procedure under the name Effective recruitment of students for a 5.5-year study programme in veterinary medicine in English for the Wrocław University of Environmental and Life Sciences in Nordic countries**

The Contractor declares that they fulfil the conditions for participation in the procedure in:

1) have the competence or permits to conduct a given professional activity or task, if required by law;

2) have the necessary knowledge and experience;

3) have the technical capacity and human resources required for execution of the contract;

4) the economic and financial standing of the company sufficient to ensure the execution of the contract.

…………………………… .........................................................................................

*Place and date (authorised representative(s) of the Contractor)*

**I0CZZ000.272.15.2022 Appendix 3 to the Request for Quotation**

*Contractor*

*…………………………………….*

*…………………………………….*

*(full name/company, address)*

**LIST OF SERVICES**

Submitting my offer as a Contractor in the public contract award procedure, in order to confirm the fulfilment of the condition for participation in the procedure, I declare that, not earlier than within the last 3 years before the expiry of the time limit for submitting bids or, if the period of running a business activity is shorter, in this period, I performed at least three services involving the recruitment of students to foreign universities, each of at least PLN 10,000, and I specify their type and value, dates and places of performance, and present documents confirming that the services were performed in a proper way.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Type of contract  Type of services provided, confirming the conditions specified by the Ordering Party | Entity for the benefit of which  the service  was provided | Start date of the service  month/year | End date of the service  month/year | Value  of the contract  (PLN gross) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**The list should be accompanied by evidence demonstrating that the services were performed or are being performed in a proper manner.**

…………………………… .........................................................................................

Place and date (authorised representative(s) of the Contractor)

I0CZZ000.272.15.2022 **Appendix 4 to the Request for Quotation**

…………………………………………….

*Name and address of the Contractor*

**DECLARATION ON NO GROUNDS FOR EXCLUSION**

For the purposes of the public contract award procedure for the service of Effective recruitment of students for a 5.5-year study programme in veterinary medicine in English for the Wrocław University of Environmental and Life Sciences in Nordic countries, conducted by the Wrocław University of Environmental Life Sciences

**I declare that:**

1. The Contractor I represent **DOES NOT** have capital or personal links to the Ordering Party. Capital or personal links are understood as mutual relations between the Contractor and the Ordering Party, persons authorised to incur liabilities on behalf of the Ordering Party or persons acting on behalf of the Ordering Party in terms of preparation and implementation of the Contractor selection procedure, consisting in particular in:
2. participation in a civil law or other partnership
3. owning at least 10% of shares or stocks, unless a lower threshold is required by law,
4. acting as a member of the supervisory or management body or an authorised representative
5. being related by marriage, direct kinship or affinity, kinship of the second degree or collateral affinity, or by adoption, custody or guardianship;
6. The Contractor I represent **IS NOT** an entity in such an actual or legal relationship with the Ordering Party that may raise reasonable doubts as to the impartiality in choosing the supplier of the goods or service,;
7. The Contractor I represent **WAS NOT** directly involved in the preparation of the tender procedure/used the assistance of other persons participating in the tender procedure in order to prepare the tender,
8. the Contractor I represent **has not opened the process of liquidation**, or a composition agreement confirmed by the court commands satisfaction of their creditors by liquidation of the assets, or the court has ordered liquidation of their assets according to the provisions of art. 332 paragraph 1 of The Restructuring Law of 15 May 2015 (consolidated text of Journal of Laws, item 978 as amended); a **bankruptcy of the Contractor has not been declared**, except for contractors who after declaring their bankruptcy have made a composition agreement confirmed by a final court order if said agreement does not command satisfaction of their creditors by liquidation of assets, unless the court has ordered liquidation of their assets according to the provisions of article 366 paragraph 1 of The Bankruptcy Law of 28 February 2003 (consolidated text of Journal of Laws 2019, item 498);
9. the Contractor I represent is not subject to exclusion based on circumstances described in article 7 section 1 of the Act on Specific Solutions in Counteracting the Promotion of Aggression Against Ukraine and Serving to Protect National Security (Journal of Laws item 835);

............................., date. ...................... …………………………………………………………………… (place) Signature(s) of the person(s) authorized to represent the Contractor(s)

1. if the contractor does not provide personal data other than those which concern the contractor directly or the information obligation is excluded pursuant to Article 13(4) or Article 14(5) of the GDPR, the contractor does not submit the declaration (remove the content of the declaration, e.g. by deleting it). [↑](#footnote-ref-1)