

Lublin, 15.01.2024

POLITECHNIKA LUBELSKA (Lublin University of Technology)
ul. Nadbystrzycka 38D
20-618 Lublin
NIP: 7120104651

Call for tenders

The Lublin University of Technology calls for tenders for the provision of the service within the scope of rendering services involving the recruitment of candidates not being Polish citizens who express the will to undertake studies in English at Lublin University of Technology, as specified below.

The procedure is not subject to the Law of 11 September 2019 Law on Public Procurement (hereinafter referred to as PPL Law) on the basis of:*

- art. 2 par. 1(1) – less than PLN130 000 value
- art. 11 par. 1(3) PPL Law
- art. 11 par. 5(1) PPL Law
- art. 11 par. 5(2) PPL Law

The subject of the contract is to render services involving the recruitment of candidates from the following regions: Egypt, Uzbekistan, Kazakhstan, Morocco, Algeria, Tunisia, Ethiopia, Nigeria, Ghana, Kenya, Zimbabwe, Rwanda, Zambia, Gambia, Tanzania, India, Pakistan, Nepal, Bangladesh, Sri Lanka, Bhutan, Turkey, China, Vietnam, Jordan, Great Britain, Brazil, Mexico, Mauritius, Colombia, who are not Polish citizens and who express the will to undertake studies with English as the language of instruction at the Lublin University of Technology in accordance with the following specification:

1. Recruitment of candidates not being Polish citizens for second-cycle studies in fields of study with English as the language of instruction, at the Lublin University of Technology;
2. Provision of the Lublin University of Technology with the recruitment documents listed in Schedule No. 2 to the Call for tenders.
3. Provision of the Lublin University of Technology with original copies of the documents specified in the Rector's decision to admit a candidate. The list of documents is included in Schedule No. 2 to the Call for tenders.
4. Provision of the Lublin University of Technology with proof of payment of the admission fee and the fee for the first semester of studies. The specific payment deadlines are provided in Schedule No. 1 to the Call for tenders.
5. Provision of a Candidate with information on the fields of study offered by the Lublin University of Technology.
6. Provision of a Candidate with any assistance in obtaining a visa to make it possible for him or her to undertake studies.
7. The Agreement, which is Schedule No. 1 to the Call for tenders, will be executed with the entity which will submit the most favourable tender.
8. The obligations of the contractor are set forth in Schedule No. 1 to the Call for tenders.
9. The recruitment requirements of the Lublin University of Technology for the Candidates are set forth in Schedule No. 2 of the Call for tenders.

10. The contractor will submit information on the costs related to the rendering of the service of recruiting candidates not being Polish citizens who express the will to undertake studies with English as the language of instruction at the Lublin University of Technology.

Entity responsible for the order:

Office of International Education: Stanisława Filip, MA

The tender should specify:

- price (gross value),
- number of candidates,
- geographical area,
- the order delivery date,
- the form of payment (transfer would be preferred).

Tender evaluation criterion/criteria:

Price, number of candidates and areas of their origin

**delete as appropriate*

***if applicable*

The tenders which will not correspond to the full description of the order will not be considered.

The Lublin University of Technology reserves the right to amend the terms of the call for tenders and notify potential Contractors about the fact, as well as to terminate this procedure without selecting any tender and without providing a reason.

By submitting a tender in this procedure, economic operators:

- declare that they have familiarised themselves with the contents for submitting a tender and consider themselves bound by the rules of procedure specified therein;
- declare that they have adequate experience or (research) facilities to perform the service in accordance with the scope specified in the invitation to tender.

The tenders should be submitted to the following e-mail address: **s.filip@pollub.pl** by **26 January 2024 at 14.00 o'clock**

or in person to:

**Office of International Education
Nadbystrzycka 42A, 20-501 Lublin**

The person authorised to provide further information: Stanisława Filip **e-mail: s.filip@pollub.pl**

Attachments to the present call for tenders:

- 1) GDPR
- 2) Contract template
- 3) Detailed description of the subject of the contract
- 4) Offer form