

Lublin, date: 23.08.2019.

**POLITECHNIKA LUBELSKA**

**ul. Nadbystrzycka 38D**

**20-618 Lublin**

**NIP: 7120104651**

### **Call for tenders**

The Lublin University of Technology, pursuant to Article 4(8) of the Act of 29 January 2004 of the Public Procurement Law (consolidated text Dz.U.2018.1986), calls for tenders for the provision of the service specified below.

The subject of the contract is to render services involving the recruitment of candidates from the region Azerbaijan 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.

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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.

Tender evaluation criterion/criteria: price **100%**

The tender should specify:

- the terms of delivery,
- the order delivery date,
- the form of payment (transfer would be preferred)
- the terms of guarantee\*\*.

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

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The tenders should be submitted to the following e-mail address: ***lut.international@pollub.pl***  
by (date) **09 September 2019** at (time) **12.00 o'clock** or in person to:

***Office of International Education***

***Nadbystrzycka 38 D, 20-618 Lublin***

The person authorised to provide further information:

**e-mail: *lut.international@pollub.pl***

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.

\* *delete as appropriate*

\*\* *if applicable*

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