**Attachement 1to the enquiry no GAPR-SMART\_watch/ /20/W**

**THE OFFER FORM**

1. Contracting Authority

Upper Silesian Agency for Entrepreneurship and Development Ltd.

Wincentego Pola 16, 44-100 Gliwice, Poland

Tax ID: 631-22-03-756

1. Offeror:

|  |  |
| --- | --- |
| **Full name of the Offeror** |  |
| Address |  |
| Telephone |  |
| TAX ID |  |
| **Contact data** |  |
| Email  |  |

1. Order valuation:

In reference to the offer inquiry for the service, financed within the Interreg Central Europe Program, I offer an expert consultancy service as per the following specification:

|  |  |
| --- | --- |
| **Stage** | **Task description** |
| **Seminar and Workshop preparation** | Online Seminar and Online Workshop preparation |
| * Preparing the online workshop and online seminar to be held on April 28, 2020
* Getting acquainted with the main assumptions, goals and expectations of the SMART\_watch project, and documents that have already been delivered within WPT4 (common set of indicators for RIS monitoring, recommendations for RIS
* Videoconferences, phone calls, mails exchanging between Expert, and Lead Partner (GAPR Ltd.) - consultation on the content of the workshop
* Preparing an agenda for the workshop and a brief teaser for communication purposes
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| **Stage** | **Task description** |
| **Seminar and Workshop – leading (2h-2,5hrs)** | - giving online presentation with a ppt (seminar)- leading a Q&A session- moderating and facilitating the online workshop according to the proposed an agreed content- gathering feedback from participants - providing a summary and recommendations after the workshop  |
| **Stage** | **Task description** |
| **Report and summary** | - elaboration of the main report and summary (min. 5 pages of text, TNR 12, standard formatting, not later than May 15, 2020) |
| **Total for the service** | **Total Number of Working Hours** **(preparatory phase, postprocessing and effective online delivery)** | **Price gross (rate x hours) [EUR]** |
|   |   |

I declare that I have familiarized myself with the inquiry.

I declare that the offered services meet the requirements specified in the specification.

I declare that I have the possibility of correct and effective execution of the order.

I undertake to provide the service within the time limit specified by the Contracting Authority in the request for quotation under pain of withdrawal from the contract and calculation of a contractual penalty.

I declare that all information contained in the offer are current and true.

I declare that I accept the conditions presented in the inquiry and at the same time undertake to pay a contractual penalty in the amount of 200.00 EUR in the event of failure to comply with from the offer I have made.

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Place, date Signature