

ANNEX II - Specifications and Offer

	Description	Characteristics	unit price	Unit of measure	Quantity	Total Value PLN	Remarks
1	Providing a training "Internal Communication"	<p>Training details:</p> <p>Date: September 9-10, 2023, 12 clock hours (September 9, 2023 8 hours, lunch break during the training), September 10, 2023 4 hours</p> <p>Place of training: Center Zagłębcze, Lejno, 21-230 Sosnowica, (The ordering party provides hot meals for the trainers, it is also possible to provide accommodation in the above-mentioned center); average number of people participating training: ~20 people</p> <p>- organization of training in the field of Internal Communication</p> <p>(an example of the scope and purpose of the training: -</p> <ol style="list-style-type: none"> 1. how to introduce new activities in an innovative way 2. improving the flow of information 3. building and providing feedback 4. the ability to build precise messages 5. creating positive relationships 6. change - how not to be afraid of it, how to communicate and introduce change) <p>- providing qualified trainer(s) with the necessary qualifications and experience</p> <p>- providing training materials/scripts for each training participant</p> <p>- issuing certificates confirming the completion of the training</p>		service	1	- zł	

1. Prices must be inclusive of all costs for taxes. Please fill up the below mentioned required information and sign and stamp this sheet.

2. If specification in the offer different with the PRC required, please specify in quotation

	Supplier Name :	Yes	No	Remarks
A)	Conformity to the PRC required specifications			
B)	Maximum number of people in the group (please specify in the 'Remarks' column)			
C)	Training program/used training methods (document attached to the offer)			
D)	NIP - tax number (please specify in the 'Remarks' column)			
E)	Validity of the offer min. 30 days (if different - please specify in the 'Remarks' column)			
F)	Payment terms min. 30 days (if different - please specify in the 'Remarks' column)			

Name

Designation

Sign & Stamp

Company details

Date

Contact number/e-mail