



Reg. No.
XXXXXXX

Tender for contract education

Instructions for the template: delete the box when the quotation is complete!

- **Text marked in yellow** within square brackets [] in the template should be adapted to the current quotation.
- *Text in italics* within round brackets () should be deleted once the instructions have been followed.

Lund University hereby offers the following terms and conditions for delivery of contract education for Course/Programme:

[Course/Programme]

The parties

Principal:

Name: [name]

Org. no: [org. no]

Address: [postal address]

Contact person: [name]

Tel: [phone number]

Email: [email address]

Provider:

Lund University, (org. no 202100-3211)

Box 117, 221 00 Lund

Contact person: [name]

Tel: [phone number]

Email: [email address]

Assignment

The Provider undertakes to deliver the course/programme [name of the course/programme] in accordance with the established [course description/course syllabus and/or programme syllabus] (see Appendix 1). The number of participants is [number] and is designated by the Principal.

The course/programme is (*Choose option 1, 2 or 3 below and cross out the rest:*)

[1. Education for the Principal's employees (for non-public sector clients, the assignment must be likely to have an impact on the participants' work for the Principal)]

2. Labour market education

3. National/municipal/regional assistance education].

The programme coordinator is [name] and (*specify if applicable, otherwise delete:*) the examiner is [name] at [department/faculty] at Lund University.

Teaching comprises a total of [number] hours and (*indicate if applicable, otherwise delete:*) [number] credits corresponding to [number] weeks of full-time study. The teaching time is divided into [number] hours over a total of [number] days. (*Indicate if applicable, otherwise delete:*) Assessment is in the form of [mode of assessment].

The course starts on [date] and ends on [date].

Teaching takes place [digitally (*specify tools*)/on site (*specify location*)/on site combined with digital teaching].

Lists of participants

The Principal undertakes to ensure in good time, but no later than four (4) weeks before the start of the course/programme, that lists of participants with their names, personal identification numbers and email addresses are provided to the Provider.

Fee

(If this information is already included in the course description, it does not need to be repeated here.)

The fee for the delivery of the assignment amounts to SEK [amount], excluding VAT.

(Indicate if applicable, otherwise delete:) [The fee includes one examination session and one re-examination session.] Costs for participants' travel and subsistence and course literature are not included in the fee but are paid by the Principal.

Payment of invoice is to be made within thirty (30) days of the invoice date. In the event of late payment, interest on arrears is payable in accordance with the law. Invoicing takes place at the start of the course/programme.

Invoicing details are as follows:

Name: [name]

Org. no: [org. no]

Invoicing address: [postal address]

Email: [email address]

Reference: [number/name]

PEPPOL ID/GLN number (for public sector) [number]

Agreement terms and conditions

The assignment is subject to the conditions set out herein, together with the Provider's general conditions for contract education, see Appendix 2. *Read the terms and conditions before signing.* The general terms and conditions include, among other things, conditions on liability for cancellation and conditions on the processing of personal data.

Period of validity

This tender is valid until [date]. If the tender has not been signed and received by the Provider by the above date, the tender is cancelled.

Acceptance

By signing this tender, the Principal accepts the terms and conditions offered (i.e. this offer and the general terms and conditions for contract education). The contract enters into force when both parties sign the tender and ends when the parties fulfil their obligations under the contract.

For [Principal]

Location:

Date:

.....

[Name], authorised signatory

For the Provider

Location:

Date:

.....

[Name], authorised signatory

Appendices:

Appendix 1 Course description

Appendix 2 General terms and conditions for contract education