



Description of the subject matter of the order:

Design and printing of desk calendar for 2020 in accordance with design from previous years.

1. The name (company) and the address of the Contracting authority

Polish National Tourism Organisation (PNTO), office in Beijing

8014 Chang Fu Gong Office Building; 26, Jian Guo Men Wai Avenue, Beijing, China, 100022

Website: www.bolan.travel

E-mail: beijing@bolan.travel

2. The subject of tender:

Time frame for the realization of the campaign: until 20.12.2019

The budget along with the Contractor's remuneration: 109.967,00 CNY gross

Description:

1. Reel desktop calendar for the year 2020, prepared in accordance of calendar designs from previous years, containing the photographs and descriptions provided by the Contracting Authority.
Calendar Dimensions: 400 * 310 * 120mm
Number of pages: 26
2. Cardboard box with logo print (design prepared by the Contracting authority)

3. Information on the method of communication between the Contracting authority and Contractors.

The person authorized to contact the Contractors:

Zuzanna Gutkowska - e-mail: zuzanna.gutkowska@pot.gov.pl

Daiqi Xing - e-mail: mediakitpl@qq.com.

Place and date of submission of the offer:

- The offer should be sent via email to: zuzanna.gutkowska@pot.gov.pl or mediakitpl@qq.com;
- The deadline for submitting offers is **December 1st, 2019** by the end of the day;
- The Contractor will remain bound by the offer for a period of 30 days.

4. Evaluation criteria

Contracting authority will evaluate submitted offers on the price basis.

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The Contractor will provide the offer price as gross value in RMB. The gross price must include any applicable taxes and charges.

The Contracting authority reserves the right to conduct negotiations with selected Contractors on the provisions of the future agreement and the exact scope of the submitted offer.

5. Additional information:

- a. the Act of 29 January 2004 on Public Procurement Law (Journal of Laws of 2018, item 1986 as amended) does not apply to the proceedings in question;
- b. notification of the offer selection does not constitute acceptance of the offer;
- c. The Contracting authority reserves the right to:
 - cancel the procedure, annul it in whole or in part at any time,
 - close the procedure without selecting the offer,
 - request more detailed information and explanations from the contractors.
- d. if the Contracting authority uses any of the rights referred to in point c), the contractors are not entitled to any claims for participation in the proceedings.

APPROVED:

Zuzanna Gutkowska
Acting Director

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