**Annex no. 2 to the TOR**

**Contracting Authority:**

**Polish National Tourist Office**

**8014 Chang Fu Gong Office Building;
26, Jian Guo Men Wai Avenue,**

**Beijing, China, 100022**

**BIDDING FORM**

The name and the address of the entity submitting a tender offer:

VAT Identification Number (NIP) Business Registration Number

(REGON)

The correspondence address, in case the Contracting authority has to send any packages:

The person authorised to contact the Contracting authority:

Phone number: (\*\*) Fax: (\*\*)

email

Responding to the tender regarding: a comprehensive**a comprehensive design and performance of promotional campaign „Ambassadors of Poland” as well as other services associated with the campaign as defined by Contracting authority.**

**PRICE: …………………………………. gross CNY,**

i.e. in words ……………………………………………………………………………… gross CNY.

**Key Performance Indicators: declared value**

Declared number of applications for competition for Ambassadors of Poland (no less than 30) ……………………………………………

Declared number of impression (no less than 10 000 000) ………………………………………

1. I/We hereby declare that:
	1. the subject matter of the Contract will be performed by the date specified in the TOR;
2. we acquainted ourselves with the requirements specified by the Contracting authority in the TOR, especially with the description of the subject matter of the Contract, we accept these requirements and have no objections regarding them;
3. we acquired every necessary information required to prepare and perform the Contract;
4. we accept the provisions of the Contract and agree to enter into the Contract on the basis of these provisions without any objections;
5. we consider ourselves bound by the tender maintaining period for a period of 30 days after the deadline for the submission of tender offers.

The part of the Contract which we are planning delegate to subcontractor/s includes (if applicable):

........................................................................................................................................................................................................................................................................

1. The tender offer was submitted on ……………………... pages.
2. Integral parts of the offer attached to it:
3. ……………………………………………………………….,
4. .………………………………………………………………,
5. ……………………………………………………………….,
6. ……………………………………………………………….,

..............................................................

(date, name and surname as well as a signature

of the authorised Contractor's representative)

**Annex No. 3 to the TOR**

Contractor's Stamp

**Polish National Tourist Office**

**8014 Chang Fu Gong Office Building;**

**26, Jian Guo Men Wai Avenue,**

**Beijing, China, 100022**

**D E C L A R A T I O N**

Taking part in the procedure of public procurement award, conducted as an open tender, for a **comprehensive design and performance of promotional campaign „Ambassadors of Poland” as well as other services associated with the campaign as defined by Contracting authority.**

, case No.: …...................., on behalf of the Contractor I/We submit as follows:

**Part I: CONTRACTOR'S INFORMATION**

**A: Information about the Contractor**

|  |  |
| --- | --- |
| ***Identification:*** | ***Reply:*** |
| Name: | [ ….] |
| Postal address: | [……] |
| Person or persons authorised to contact[[1]](#footnote-1):Phone:Email address: | [……][……][……] |
| Is the Contractor a[[2]](#footnote-2): - a microenterprise?- a small enterprise?- a medium-sized enterprise? | [] Yes [] No**[[3]](#footnote-3)**[] Yes [] No[] Yes [] No**[[4]](#footnote-4)** |
| ***The form of participation:*** | ***Reply:*** |
| Is the Contractor taking part in the procedure of public procurement award together with other Contractors (consortium)?[[5]](#footnote-5) | [] Yes [] No |
| If yes:a) indicate the function of the Contractor in the group(leader, responsible for set tasks, etc.):b) indicate other Contractors who take part in the procedure of public procurement award: | a): [……]a): [……] |

**B: Information regarding Contractor's representatives[[6]](#footnote-6)**

|  |  |
| --- | --- |
| Persons authorised to represent: | Reply: |
| Name and surname, | [……], [……] |
| Position/performing as: | [……] |
| Postal address: | [……] |
| Phone: | [……] |
| Email address: | [……] |
| If deemed necessary, please provide detailed information regarding the representation (its form, extent, objective, etc.): |  |

**C: Information regarding reliance on resources of other entities**

|  |  |
| --- | --- |
| ***Indicating conditions with referral to the resources of other entities:***  | ***Reply:*** |
| Is the Contractor relying on resources of other entities in order to comply with the conditions of participation in the procedure? | [] Yes [] No |
| If yes,[[7]](#footnote-7) provide:1. The name of the entity whose resources the Contractor relies upon
2. the conditions which the Contractor complies with relying on the resources of another entity.
3. postal address:
 | 1. [ ….]
2. [ ….]
3. [ ….]
 |
| **The Contractor is obliged to fulfil the form in part II ("The basis for exclusion") separately for each and every entity whose resources the Contractor relies upon.** |

**D: Information regarding subcontractors whose resources the Contractor does not depend on**

|  |  |
| --- | --- |
| ***Subcontracting:*** | ***Reply:*** |
| Is the Contractor intending to delegate any part of the Contract to third parties? | [] Yes [] No |
| If yes, specify the part of the Contract which the Contractor intends to delegate to subcontractor/s. | […]  |
| If possible, provide a list of suggested subcontractors: | [……………] |

**Part II: The basis for exclusion**

**A: Information about the absence of circumstances specified in the article 24, paragraph 1 of the PPLA.**

1. I declare that there are no **circumstances that apply to me** which were specified
 in the article 24, paragraph 1, subclauses 13-22 of the PPLA, which would result in exclusion from the procedure.[[8]](#footnote-8)
2. Regarding the declaration specified in the Part 1, section C, made by this entity/ies:

……………………………………………………………...,

………………………………………………………………,

I hereby indicate, relying on this entity/ies resources in order comply with the conditions of participation in this procedure, that there are no applicable circumstances specified in the article 24, paragraph 1, subclauses 12 - 23 of the PPLA.[[9]](#footnote-9)

**B: Information about the presence of applicable circumstances specified in the article 24, paragraph 1 of the PPLA.[[10]](#footnote-10)**

I hereby declare that there is a basis for the exclusion from the procedure towards me/ towards this entity:[[11]](#footnote-11)

……………………………………………….………….,

…………………………………………………………..,

on the grounds of the article 24, paragraph .....[[12]](#footnote-12) of the PPLA*.*

At the same time I declare that, on the grounds of the article 24, paragraph 8 of the PPLA, I have taken the following corrective measures, which, in my opinion, allow me to participate in the procedure:……………………………………………………………………………………………

…………………………………………………………………………………………..………

**PART III: CONDITIONS FOR PARTICIPATION IN THE PROCEDURE**

I hereby declare that I comply with the conditions for participation in the procedure specified by the Contracting authority in the chapter V of TOR.

**Part IV: FINAL PROVISIONS**

*The undersigned hereby declare that the information provided in the above Parts I-III are precise, correct and presented with a full awareness of the ramifications stemming from misleading the Contracting authority.*

*The undersigned hereby declare that they can, on demand and without any delay, present declarations and other documents, excluding cases where:*

*a) the contracting institution or the contracting entity has the ability to acquire necessary documents via a free, national database in any member state, which would directly confirm the documents, or*

*b) the contracting institution or the contracting entity already acquired necessary documentation.*

|  |  |
| --- | --- |
| .…………..…………….…, date ………………..... | ………………….………………..…………………………. |
| *(place, date)* | *(the signature of the Contractor or the authorised representative of the Contractor)* |

**Appendix No. 5 to the TOR**

Contractor's Stamp

**List of entities which are members of the same capital group /
information indicating that the Contractor is not a member of a capital group\*.**

\* CAUTION: fill out either point 1 or point 2.

Submitting a tender offer in the procedure of awarding public procurement for **comprehensive design and performance of promotional campaign „Ambassadors of Poland” as well as other services associated with the campaign as defined by Contracting authority,** in order to indicate the absence of a basis for exclusion from the procedure, according to the article 24, paragraph 1, subclause 23 of the PPLA:

* 1. I indicate that we are not members of the same capital group, within the meaning of the Act on Competition and Consumer Protection of 16 February 2007 (Journal of Laws from 2017, item 229, as amended).
	2. I submit the list of entities which are in the same capital group as me, within the meaning of the Act on Competition and Consumer Protection of 16 February 2007 (Journal of Laws from 2017, item 229, as amended).

The name of the entity forming the capital group / address of the entity / Business Registration Number (REGON)

………………………………………………………………………………………………..

………………………………………………………………………………………………….

In connection with me being a member of a capital group, and due to the Contractors, being members of the same capital group within the meaning of the Act on Competition and Consumer Protection of 16 February 2007 (Journal of Laws from 2015, items 184, 1618 and 1634, as amended), submitted separate tender offers, I indicate that the relationship between us will not lead to distortion of competition in the procedure of awarding procurement:

…………………………………………………………………………………………………………………………………………

In the case of Contractors participating in the procurement procedure together, the aforementioned information shall be submitted by each and every Contractor.

I hereby confirm the authenticity of provided data with my own hand signature, aware of criminal liability according to the article 297 of the Criminal Code.

|  |
| --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2019 |
| ………………………......................................................................... |
|  *(The signature of the person/persons authorised* *to represent the Contractor in the registered pledges*  *or in the appropriate full authorisation)* |

1. Information about the persons authorised to contact has to be repeated as many times as necessary. [↑](#footnote-ref-1)
2. Cf. Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises (Journal of Laws 20.5.2003 L 124, p. 36). This information is only used for statistical purposes.

Microenterprise: an enterprise employing less than 10 people and having a turnover or a balance sheet less than 2 mln EUR.

Small enterprise: an enterprise employing less than 50 people and having a turnover or a balance sheet less than 2 mln EUR.

Medium-sized enterprise: an enterprise which is not a microenterprise, nor a small enterprise, employing less than 250 people and having a turnover less than 50 mln EURO or a balance sheet less than 43 mln EUR. [↑](#footnote-ref-2)
3. Choose appropriately. [↑](#footnote-ref-3)
4. Choose appropriately. [↑](#footnote-ref-4)
5. If YES has been chosen, each of the Contractors applying for the procurement award submits the declaration separately. [↑](#footnote-ref-5)
6. The information about the persons authorised to represent the Contractor has to be provided, as means necessary for the procedure on the basis of full authorisation. If there is no authorised person, the names listed in specific registries (e.g. KRS) are authorised to represent the Contractor in this procedure. [↑](#footnote-ref-6)
7. Provide appropriate information as many times as necessary, depending on the amount of other entities referred to. [↑](#footnote-ref-7)
8. The Contractor can cross out this point if there is a basis for excluding him, and if he submits an appropriate declaration regarding this matter in the further part. [↑](#footnote-ref-8)
9. The Contractor can cross out this point if he himself indicates complying with the conditions of participation
in the procedure, or, if there is a basis for exclusion for another entity, and he submits an appropriate declaration regarding this matter in the further part. [↑](#footnote-ref-9)
10. The Contractor fills out this section only in the event of presence of the circumstances specified in the article 24, paragraph 1 towards, respectively, a contractor/ a third party. [↑](#footnote-ref-10)
11. Cross out where inapplicable. [↑](#footnote-ref-11)
12. The Contractor shall indicate the applicable basis for exclusion from the procedure. [↑](#footnote-ref-12)