



POLISH
TOURISM
ORGANISATION

ANNOUNCEMENT OF TENDER

招标公告

Description of the subject matter of the order:

Purchase of air tickets for the realization of promotional activities of Polish National Tourist Office (PNT) in Beijing, ie. for the purposes of organizing study and press tours as well as business trips of the Office's staff for the purpose of carrying out statutory activities during the period from the date of signing of the agreement to 31.12.2021 or until reaching estimated budget.

订单标的说明:

在协议签署之日起至 2021 年 12 月 31 日期间，或达到预算金额，购买机票以实施波兰旅游局北京办事处 (PNT) 的推广活动，如组织同业和媒体考察，以及办公室员工出差开展公务活动等。

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

Polish National Tourism Organisation (PNT), office in Beijing

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

Website: www.bolan.travel

E-mail: bejing@bolan.travel

1. 签约机构的名称(公司)和地址

波兰旅游局北京办事处

中国北京建国门外大街 26 号长富公办公楼 8014, 100022

网站: www.bolan.travel

电子邮件: bejing@bolan.travel

2. The subject of tender:

Purchase of air tickets for the realization of promotional activities of Polish National Tourist Office (PNT) in Beijing. In order to fulfill the Contract, the Contracting authority requires the following operations:

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- a) PNT0 in Beijing requests for an offer of a connection on a specific route and date. The Contractor selects a minimum two most favorable connections and draws up a price quotation.
- b) If the proposed connection and the price option are accepted by the Contracting authority, he shall make a pre-booking by e-mail or instant messaging app (WeChat).
- c) Within the time limit agreed with the Contracting authority the Contractor issues the ticket or booking confirmation and delivers it to PNT0 in Beijing in an agreed form.
- d) The Contractor shall be obliged to inform the Contracting authority regarding any promotions of the airline.
- e) It is the responsibility of the Contracting authority to inform the Contractor of any changes or cancellation before issuing the ticket. The Contractor may, but is not obliged to, ask the PNT0 in Beijing whether the reservation has changed or whether the trip has not been cancelled.
- f) The Contractor is obliged to inform PNT0 about any flight delays and changes in flight reservation, as soon as reasonably possible from the moment the changes occur, and help arrange subsequent flight if necessary.
- g) The Contractor is obliged to issue an invoice to PNT0 in Beijing. The Contracting authority makes a payment in a form agreed between the parties on the basis of the invoice received. The minimum payment term is 14 days.
- h) In the case of reimbursement of the ticket due to cancellation by the Contracting authority, the Contractor shall return the tickets to the carrier. The Contracting authority shall bear the costs minus the return on the carrier if airline grants such reimbursements. The Contracting authority pays other operating costs, but they cannot exceed the cost of the ticket.

2. 招标主体:

购买机票, 以实现波兰旅游局北京办事处的推广活动。为履行合同, 订约机构要求采取下列操作:

- a) 按波兰旅游局北京办事处要求提供特定线路和日期的航班。供应商至少选择两个最佳航线, 并提供报价。
- b) 如果拟议的航线和价格选项被订约机构接受, 供应商应通过电子邮件或即时消息应用程序(微信)进行预订。
- c) 在与订约机构商定的时限内, 供应商出票或预订确认书, 并以商定的形式交付给波兰旅游局北京办事处。
- d) 供应商有义务将航空公司的任何促销活动通知订约机构。
- e) 订约机构有责任在出票前将任何预定变更或取消通知供应商。供应商可以, 但没有义务, 询问波兰旅游局北京办事处的预订是否更改或行程是否取消。
- f) 供应商有义务在航班延误或变更情况下, 尽快通知订约机构相关信息, 并在必要时协助安排后续航班。

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- d) 预期航线结构: 中国-波兰 (主要: 北京、上海、广东)和欧洲机场, 前提是它是往返波兰行程的一部分, 以及中国国内主要机场之间的航班连接。上面概述的订单结构是一个预计结构, 旨在使供应商更容易估计其报价。在有必要的情况下, 订约机构保留在上述每个要点中改变合同设想结构的可能性, 而不改变承包商因复杂的报价而产生的报酬。

4. Date of implementation:

The subject of the contract shall be executed from the date of signing the agreement until 31 December 2021 until the amount of the gross remuneration referred to in point 3 a) is exhausted, depending on what will occur earlier.

4. 执行日期

本合同自签订之日起执行至 2021 年 12 月 31 日或达到预算金额止。

5. Criteria for participation in the proceeding:

The proceedings may involve entities which:

- a) are authorized to perform certain activities;
- b) possess the necessary knowledge and experience, as well as technical potential;
- c) are in a financial and economic situation that ensures correct and timely performance of the contract;
- d) make a valid offer within the time limit set for the submission of tenders.

5. 参与程序的标准:

程序可涉及下列实体:

- a) 被授权进行某些活动的实体;
- b) 具备必要的知识和经验以及技术潜力;
- c) 财务、经济状况良好, 保证合同正确、及时履行;
- d) 在规定的投标期限内提出有效投标。

6. 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.

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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 **February 3rd, 2020** by the end of the day;
- The Contractor will remain bound by the offer for a period of 30 days.

6. 订约机构与供应商联络方式的信息。

获授权联络供应商的人士:

- 苏珊娜·古特科斯卡 - e-mail: zuzanna.gutkowska@pot.gov.pl
- 邢玳琪 - e-mail: mediakitpl@qq.com.

提交投标的地点及日期:

- 投标书应通过电子邮件发送给: zuzanna.gutkowska@pot.gov.pl 或 mediakitpl@qq.com;
- 提交投标截止日期为 **2020年2月3日** 工作日结束;
- 供应商将在 30 天内继续受投标的约束。

7. Evaluation criteria

The purchaser shall assess the tenders submitted, in accordance with the following rules:

- maximum service fee (domestic flights) for issuing a gross airline ticket 27.5%
- maximum commission fee (international flights) for issuing a gross airline ticket 27.5%
- maximum fee for cancelling a gross airline ticket 27.5%
- office hours on weekends 17.5%

How to make an assessment:

- for points a), b) and c) the formula for the price is as follows:

lowest offer price / price of the evaluated offer x 27.5

Contracting authority in this criterion will grant maximum of 82.5 points.

- for point d)

if the Contractor's office is open on weekends, the offer will receive 17.5 points. If the Contractor's office is not open on weekends, the offer in this criterion will be 0 points.

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

If two or more Contractors will achieve the same maximum amount of points the Contracting authority reserves the right for further negotiations with involved Parties, to choose the one with most favorable offer.

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7. 评估标准

订约机构应当按照下列规则对提交的投标书进行评估:

- a) 出票总金额的最高服务费 (国内航班), 占 27.5%
- b) 出票总金额的最高佣金/航空公司政策 (国际航班), 占 27.5%
- c) 取消机票的最高费用, 占 27.5%
- d) 周末办公, 占 17.5%

如何进行评估:

- a) 对于点 a、b、c 三项 价格的公式如下:

最低报价/价格 x 27.5

此标准下, 订约机构将给予最高 82.5 分。

- b) 对于 d 项

如果供应商办公室在周末营业, 报价将获得 17.5 分。如果承包商的办公室在周末不营业,则此标准的报价将为 0 分。

供应商应提供以人民币总价值的报价。总价必须包括任何适用的税费。

如果两个或两个以上供应商获得相同的最高积分, 订约机构保留与所涉缔约方进一步谈判的权利,选择报价最优惠的一方。

8. 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,
 - change the dates specified in the announcement,
 - request detailed information and explanations from the contractors at every stage of the proceedings.
- 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.

8. 其他信息

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- a. 2004 年 1 月 29 日实施的《公共采购法》(2018 年法律期刊,经修正的 1986 条)不适用于该程序;
- b. 招标邀请不代表接受投标;
- c. 订约机构保留以下权利:
 - 取消程序,随时全部或部分取消程序,
 - 关闭程序,而不选择报价
 - 更改公告中指定的日期,
 - 要求供应商在程序的每个阶段提供详细资料和解释。
- d. 如果订约机构使用 c 点所述的任何权利,供应商无权要求参与程序。

Attachments:

Detailed description of the subject matter of the Contract and important provisions of the Contract.

附件:

合同标的的详细说明和合同的重要条款。

APPROVED:

批准:

Zuzanna Gutkowska
Acting Director

苏珊娜·古特科斯卡
代理首席代表

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