



DETAILED DESCRIPTION OF THE SUBJECT MATTER OF 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.

1. Expected connection structure: China-Poland (mainly: Beijing, Shanghai, Guangdong) and connecting airports in Europe, provided that it is part of a trip to or from Poland, as well as local China flight connections between major airports. The order structure outlined above is a projected structure designed to make it easier for the Contractor to estimate its offer. The Contracting authority reserves the possibility to change the envisaged structure of the Contract in each of the points listed above in the event of such necessity without changing the remuneration of the Contractor resulting from the complex offer.
2. The estimated amount to be paid for the purchase of tickets, together with any additional fees related to the ticketing service, is **227 000.00 RMB gross**, whereby the Contracting authority reserves the possibility to not use this limit fully without any financial consequences.
3. PNT in Beijing requests for an offer of a connection on a specific route. The Contractor selects a minimum two most favorable connections and draws up a price quotation.
4. 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).
5. Within the time limit agreed with the Contracting authority the Contractor issues the ticket or booking confirmation and delivers it to PNT in Beijing in an agreed form.
6. The Contractor shall be obliged to inform the Contracting authority regarding any promotions of the airline.
7. 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 PNT in Beijing whether the reservation has changed or whether the trip has not been cancelled.
8. The Contractor is obliged to inform PNT 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.
9. The Contractor is obliged to issue an invoice to PNT 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.
10. 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 such reimbursement is granted to the Contracting authority in the relevant case. The Contracting authority pays other operating costs, but they cannot exceed the cost of the ticket.

Move Your Imagination



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