



Description of the subject matter of the order:

Content creation for Polish National Tourist Office in Beijing website and official accounts on travel portals, for the period of 6 months.

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

Polish National Tourism Organisation (PNTTO), 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 Contract: six months from the date of signing the contract

Content creation (of Contractor's own authorship) for Polish National Tourist Office in Beijing:

- Website bolan.travel in amount of at least 1 article weekly in the theme of Polish tourist attractions and Polish culture. Each article should be for no less than 1500 Chinese characters.
- Official accounts on PNTTO on travel portals like Mafengwo, Tuniu, Fliggy, in amount of at least 1 travel itinerary in Poland monthly. The travel itineraries prepared by Contractor should be for at least 3 days long stay in Poland. Each itinerary should include following information:
 - Tips on how to prepare for travel;
 - Transportation between travel stops;
 - Description of tourist attractions;
 - Contact details to tourist attractions (website, ticket prices, opening hours etc.)
 - Propositions of places to stay and local restaurants.

The topics of articles should be determined in cooperation with PNTTO by the end of the preceding month (i.e. by the end of July for articles that should be submitted in August).

The submitted texts should be prepared in Chinese language version.

The Contractor will be responsible only for creation of the text – appropriate photos will be supplied by PNTTO and Contracting Authority will be responsible for publishing content online.

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

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Polish National Tourist Office in Beijing

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

phone +86 10 6525 5600, fax +86 10 6525 5608

e-mail: beijing@pot.gov.pl, www.bolan.travel/zh



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;
- The deadline for submitting offers is **July 17th, 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.

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. Important provisions of the Contract:

- a) The Contractor undertakes to provide services at the highest professional level, in line with the applicable law and in line with the Contracting authority's interests as well as in cooperation with the abovementioned.
- b) The Contractor is obliged to perform the Contract according to the submitted offer, description of the subject matter of the end the Contract entered into.
- c) For the conduct of the subject matter of the Contract, the Contractor shall be granted remuneration paid to bank account of the Contractor on a monthly basis after each month of services provided.

The basis for payment will be the VAT invoices issued by the Contractor and approved by the Contracting authority. Payments will be made within 7 days of approval of the invoices.

- d) Contractual penalties:
 - i. For any delay in the performance of any part of the subject matter of the Contract or failure to provide any services included in the offer submitted by the Contractor, the Contracting authority shall deduct from Contractors' remuneration a contractual penalty in proportion to the total Remuneration.
 - ii. For the withdrawal from the Contract by either Party, for reasons attributable to the Contractor, the Contractor shall be fined by the Contracting authority a contractual penalty of 10% of the full amount of Remuneration stipulated by the Contract.

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- iii. The right of withdrawal does not limit the right of the Contracting authority to fine the Contractor with contractual penalties.
- iv. The deduction of contractual penalties by the Contracting authority from Remuneration, shall not relieve the Contractor from the obligation to perform the subject of the Contract.
- v. If the value of damage suffered exceeds the value of the contractual penalty, the Contracting authority may claim compensation under the general rules.
- vi. The Contractor hereby consents to any deductions from the Remuneration made by the Contracting authority if any contractual penalties arise.
- vii. Contractual penalties may be subject to summing.

6. 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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