



POLISH
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Announcement of tender:

Filming service for the event “Christmas gingerbread workshop” and editing of promotional videos from the event

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

Polish National Tourist 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: 12.12.2020 from 9:30am until 10:00 pm

The budget along with the Contractor's remuneration: 30.000,00 CNY gross

The Contracting authority allocates a budget of no more than **CNY 30,000.00 gross** for the campaign and any offer beyond the budget allocated will be rejected.

The subject of tender is filming service for the event “Christmas gingerbread workshop” and editing of promotional videos from the event. The scope of service should include:

- Two professional cameramen onsite to record video materials from the event. The event will include three separate workshops in time frames: 9:30-12:00; 2:00-4:30pm; 7:00-10:00pm.
- Creating and editing promotional videos from the event:
 - 1.5 minute long promotional video from each of the three workshops, featuring Chinese subtitles
 - 15-30 second promotional spot from each of the three workshops
 - 1.5 minute and 15-30 second promotional video, which is a joint summary from all three workshops.
- Providing raw video material recorded during the event.
- Providing the Contracting Authority with complete property rights to all of the materials recorded during the event

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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 11th, 2020** by 12:00
- 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 after completion of the service.

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'

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remuneration a contractual penalty in proportion to the total Remuneration, equal to 5% of the Remuneration for each full 7 calendar days of delay.

- 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.
- 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 2019, item 1843) 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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