



Description of the subject matter of the order:

Design and production of desk calendar for 2021 and print of tourism brochure

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

Polish National Tourism 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 service: until 28.12.2020

The budget along with the Contractor's remuneration: 226 272.90 RMB gross

Description of subject of tender: design and production of desk calendars of PNTO for 2021 and print of tourism brochure prepared by PNTO, as follows:

1. Calendar:

- a. Reel desktop calendar for the year 2021, prepared in accordance of calendar designs from previous years, containing the photographs and descriptions provided by the Contracting Authority, as well as marked Polish holidays in the calendar.

Calendar Dimensions: 400 * 310 * 120mm

Number of pages: 26

- b. Cardboard box for the calendar with logo print (design prepared by the Contracting authority)

Print of around 2000 sets of calendars. The volume of ordered calendars might change to best meet the budget limitation and prices offered by Contractors.

2. Brochure

Print of around 15 000 pieces of brochure (depending on final price) in accordance with design prepared by the Contracting authority, on paper with a thickness of 80-105g and a 250g cover.

Brochure dimensions: 210 * 210mm

Number of pages: 52 (+/-4) and a cover

Delivery of printed brochures to the address of the PNTO's magazine.

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

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



The volume of ordered brochures might change to best meet the budget limitation and prices offered by Contractors.

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 17th, 2020** 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 in two tranches:
 - a. tranche I - 50% of remuneration no later than three days after signing of the Contract;
 - b. tranche II - 50% of remuneration after successful completion of the subject of Contract.

The basis for payment will be the VAT invoices issued by the Contractor and approved by the Contracting authority. Payments will be made within 14 days of approval of the invoices.

- d) Contractual penalties:

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- a. 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, equal to 5% of the Remuneration for each full 7 calendar days of delay.
- b. 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.
- c. The right of withdrawal does not limit the right of the Contracting authority to fine the Contractor with contractual penalties.
- d. 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.
- e. If the value of damage suffered exceeds the value of the contractual penalty, the Contractual authority may claim compensation under the general rules.
- f. The Contractor hereby consents to any deductions from the Remuneration made by the Contracting authority if any contractual penalties arise.
- g. 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:

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POLISH
TOURISM
ORGANISATION

Zuzanna Gutkowska
Acting Director

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