

CALL FOR PROPOSALS

The subject:

"Rental of the outdoor advertising space in Stockholm for minimum two weeks in August - September 2018, including the production and service of promotional visuals".

Stockholm, April 2018

1. The Ordering Party's Name and address

Polish Tourism Organisation Office in Stockholm
Address: Karlavägen 47 b, bv, 114 49 Stockholm
Telephone: 0046 8 205 605
Fax: 0046 8 210 465
E-mail: mh@polen.travel

1. The subject of the Call

The subject of the Call is the rental of the outdoor advertising space in Stockholm for minimum 2 weeks in August - September 2018, including the production and service of the promotional visuals. The detailed description of the Call's subject is to be found in the Attachment No. 1 to this Call.

2. Criteria to take part in the Call:

The conditions to take part in the Call:

1. The company is entitled to take part in such calls;
2. The company possesses required knowledge and experience, followed by technical abilities;
3. The company has financial and economical resources to conduct the order properly and in the good timing;
4. The offer is delivered within the deadline.

4. Information on the communication between the Ordering Party and the Contractors.

The Ordering Party appoints for direct contact with the Contractors following person: Malgorzata Hudyma

5. The way to prepare the offer.

- 1) The Contractor is entitled to present only one offer. In case there are more than one offer submitted by the Contractor, all the offers will be rejected.
- 2) The Contractor will be bound with the offer for 30 days.
- 3) The binding term starts with the deadline to submit the offers.

6. The place and deadline to submit the offer:

- 1) The offer should be sent with e-mail to the address: mh@polen.travel or submitted to the Office listed in the point 1 of this Call.
- 2) The deadline to submit the offer expires on **12 April 2018 at 12:00 o'clock.**
- 3) Offers submitted after the deadline will not enter the Call.

7. Criteria of choice:

- 1) The price listed in the offer covers all the costs in regards to the subject of the Call. The price should cover costs of all the elements necessary to perform the subject correctly.
- 2) The Contractor will list the price including VAT tax and all the taxes legible to the subject of the Call in SEK.
- 3) Choosing the offer the Ordering Party will apply the criteria of the lowest possible price per 1 thousand viewers. This criteria will be used in 100%.
- 4) The winning offer will have the lowest price per 1 thousand of viewers.

8. The modification of the Call:

In justified cases the Ordering Party may - before the offer submission deadline - modify the Call. In this case the modified document will be immediately delivered to those Contractors, who received the initial documents and at the same time will be published on the Ordering Party website. If the modification means there is a need for a longer time to prepare the new offer or modify the initial one, the Ordering Party will prolong the deadline for offer submission.

3. The additional information:

- 1) for this Call the Law of the Public Procurement, dd. 29.01.2004 (Law Journal dd. 2017, position 1579 with further changes) is not applicable.
- 2) The information about the offer choice is not the offer acceptance.
- 3) The Ordering Party has a right to:
 - a) cancel the Call, invalidate partially or completely at any stage;
 - b) close the Call without the offer choice;
 - c) change the deadlines listed in the Call;
 - d) request detailed information and explanations from the Contractors at any stage of the Call;
- 4) In case the Ordering Party uses any right listed in point no. 3, the Contractors are not entitled to any compensation.

Attachments:

Attachment No 1: Detailed description of subject of the Call

Attachment No 2: The example of the Offer Form

Detailed description of the subject of the Call

Polish Tourism Organisation Office in Stockholm is looking for the possibility of advertising using outdoor advertising space in the area of Stockholm. The Contractor will assure the space rental as well as the production of the promotional material in order to fill the rented promotional space. After the campaign the Contractor is bound to utilize all the promotional materials.

The subject of the advertising: Poland, celebrating 100 anniversary of independence, an attractive destination for Swedish tourists.

The dates of the campaign: minimum 2 weeks in August - September 2018, obligatory week 36 and 37 of 2018.

The goal: the biggest reach with the lowest cost; the criteria will be the lowest price per a thousand of viewers.

The estimated budget is 240.000 SEK plus 25% VAT.

In case the funds are enough the campaign may be prolonged.

After the offer is submitted the Ordering Party reserves the right to conduct negotiations with this Contractor, who submitted the most beneficial offer. The negotiations may concern placement of the advertising space, their size and number as well as the cost of the service. The Ordering Party will invite the Contractor for negotiations not later than 5 calendar days from the deadline to submit the offer.

THE OFFER FORM

The Ordering Party:

**Polish Tourism Organisation Office in
Stockholm**

THE CONTRACTOR:

.....

VAT number Org. Number

Correspondence Address:

.....

Person to contact for the Ordering Party:

.....

Phone number:

Fax number:

e-mail

Answering to the Call we present following offer for:

**Buying the outdoor space in Stockholm for minimum 2 weeks in August - September 2018,
including the production and service of the promotional visuals for the price of:**

..... **SEK including VAT**

(In words:)

The visuals will be located on (number) of promotional boards.

The total reach per week is thousand viewers.

I confirm, that I have read the Call conditions and I do not object any of them as well as that I have received all the information and explanations necessary to prepare the offer.

I confirm the offer binding time of 30 days, starting with the deadline of offer submission.

I confirm, that in case the offer is chosen, it will be performed in the given price and term.

I confirm also that:

1. The company is entitled to take part in such calls;
2. The company possesses required knowledge and experience, followed by technical abilities;
3. The company has financial and economical resources to conduct the order properly and in the good timing.

.....

The signature of the person
entitled to represent the Contractor