**Procedure number*: ZS.261.MH.10.2020***

**CALL FOR PROPOSALS**

regarding

**translation of the promotional texts, used in websites** [**www.polen.travel**](http://www.polen.travel) **in Swedish, Danish and Norwegian versions and** [**www.puola.travel**](http://www.puola.travel) **as well as in newsletters, social media content as well as for any other promotional activities on Swedish, Danish, Norwegian and Finnish markets.**

1. **Name (Company) and the address of the Ordering Party**

Polish Tourist Organisation Office in Stockholm - Polska Statens Turistbyrå

1. address: Karlavägen 47 b, bw 11449 Stockholm
2. telephone: 0046-8-205-605

b) Fax: 0046-8-21-04-65

c) [www.pot.gov.pl](http://www.pot.gov.pl)

d) E-mail: [mh@polen.travel](mailto:mh@polen.travel)

1. **Subject of the call.**

Translation of the promotional texts, used in websites [www.polen.travel](http://www.polen.travel) in Swedish, Danish and Norwegian versions and [www.puola.travel](http://www.puola.travel) as well as in newsletters, social media content as well as for any other promotional activities on Swedish, Danish, Norwegian and Finnish markets.

The service will be ordered in parts, separately for each final translation language. The Contractor may submit the offer for one or more parts.

The requirement details are included in the Attachment No. 1.

**Contract validity dates**: from the day the contract is signed until 31 December 2020.

**Participation criteria:**

Following contractors may take part in the tender:

1. are entitled for this sort of commercial activity;
2. possess sufficient knowledge, experience and technical potential to perform the service;
3. are in the proper finance and economical situation in order to perform the service properly and in the good timing;
4. will deliver the offer within the deadline.

1. **The information about communication between the Ordering Party and the Contractors.**

The person entitled to communicate with the Contractors is Joanna Kulawik, available on weekdays between 08:30 and 16:30 at the email: [jk@polen.travel](mailto:jk@polen.travel) phone: 08 21 60 75.

1. **The offer**
2. The Ordering party will accept the only one offer from each Contractor and it can cover one or several languages.
3. The Contractor is bound with the offer for 30 days.
4. Offer should cover following items; the price offer for one page A4 of the translation according to the chosen language, including VAT (example of the offer in Attachment No.2) and the attached text (Attachment No. 3), translated to the chosen languages.
5. **The place and deadline to submit the offer.**
6. The offer should be sent to [mh@polen.travel](mailto:mh@polen.travel) or delivered to: Polska Statens Turistbyrå, Karlavägen 47B, 114 49 Stockholm.
7. The deadline to submit the offer expires on **19.02.2020 at 12:00 o’clock.**
8. **Criteria for the offers evaluation.**

The Ordering Party, when choosing the offer will use following criteria: **best price** offer - 60% and **best quality** - 40%

The points for **best price** will be calculated according to the following formula:

The offer price = lowest price offer / analyzed offer x 60

The maximum number of point in this part is 60.

The Contractor will quote the price in the local currency. The offers based on different currencies will be compared in SEK, using the selling exchange rate of National Polish Bank dated 19.02.2020. The price must be quoted including the VAT tax, where applicable.

Points in the best quality will be appointed by the evaluation of the delivered translation, with 40 as maximum number of points. The Ordering Party will evaluate the proper translation and edition of the text as well as the orthography and syntax.

1. **Additional information.**
2. This request is not carried out under the Polish Public Procurement Law dd. 29 January 2004 (published in The Law Journal in 2013, position no. 907 with the changes).
3. The confirmation of receiving the offer is not equal to its acceptance. The Ordering party has a right to:

a) cancel the procedure, annul it in total or part

b) close the procedure without choosing the offer

c) change the terms of this request for offer

d) request additional information at every level of the procedure.

4. In case any of above takes place, there is no right of compensation for the procedure participants.

**Attachments:**

Attachment No. 1: Subject of the call description.

Attachment No. 2: The Offer Form

Attachment No. 3: Text to be translated

**Attachment No. 1**

**SUBJECT OF THE CALL DESCRIPTION**

The service required according to the application is translation of the promotional texts, used in websites [www.polen.travel](http://www.polen.travel) in Swedish, Danish and Norwegian versions and [www.puola.travel](http://www.puola.travel) as well as in newsletters, social media content as well as for any other promotional activities on Swedish, Danish, Norwegian and Finnish markets.

The service must be performed as follows:

* translation from English or Polish to Swedish; max number of A4 pages (**including 1800 signs including spaces per page**): 20
* translation from English or Polish to Danish; max number of A4 pages (**including 1800 signs including spaces per page**): 20
* translation from English or Polish to Norwegian; max number of A4 pages (**including 1800 signs including spaces per page**): 20
* translation from English or Polish to Finnish; max number of A4 pages (**including 1800 signs including spaces per page**): 20

The Ordering Party will accept partial offers as well, i.e. regarding one language translation. Each language translation will go under separate tender procedure.

The contract validity: from the day of signing the contract until 31 December 2020, or until the number of pages is translated.

The translated texts must be ready to publish, after the final check-up.

The Contractor will deliver the texts upon each order, in the time agreed every time, depending on the size of the text. Detailed deadlines will be settled with each Contractor separately.

**The Contractor accepts the special condition regarding the translations shorter than 1/2 page. In this case the Ordering Party will pay per sings, not per page.**

**Attachment** **No. 2**

**The Offer Form**

THE CONTRACTOR’S DETAILS (in case of the offer presented by more than one company, please choose one representative)

....................................................................................................................................

....................................................................................................................................

Phone: ........................................................................................................

e-mail: .........................................................................................................................

In the respond to the Call for Proposals for translation of the promotional texts, used in websites

[www.polen.travel](http://www.polen.travel) in Swedish, Danish and Norwegian versions and [www.puola.travel](http://www.puola.travel), as well as

in newsletters, social media content as well as for any other promotional activities on Swedish,

Danish, Norwegian and Finnish markets we offer delivery of PART ………..of the order in the

amount of:

PART I

|  |  |  |  |
| --- | --- | --- | --- |
| Final translation language | Estimated number of pages | Price per A4 page in …….. currency incl. VAT | The total contract value |
| a. | b. | c. | d. |
| Translation from English or Polish to Swedish | 20 |  |  |

PART II

|  |  |  |  |
| --- | --- | --- | --- |
| Final translation language | Estimated number of pages | Price per A4 page in …….. currency incl. VAT | The total contract value |
| a. | b. | c. | d. |
| Translation from English or Polish to Danish | 20 |  |  |

PART III

|  |  |  |  |
| --- | --- | --- | --- |
| Final translation language | Estimated number of pages | Price per A4 page in …….. currency incl. VAT | The total contract value |
| a. | b. | c. | d. |
| Translation from English or Polish to Norwegian | 20 |  |  |

PART IV

|  |  |  |  |
| --- | --- | --- | --- |
| Final translation language | Estimated number of pages | Price per A4 page in …….. currency incl. VAT | The total contract value |
| a. | b. | c. | d. |
| Translation from English or Polish to Finnish | 20 |  |  |

……………………………………

The signature of the person

entitled to represent the company

**Attachment No. 3**

**TEXT TO TRANSLATE TO THE CHOSEN LANGUAGE**

**ENG:**

**Emigration Museum in Gdynia - History of millions of Poles**

The history of departures from the Polish lands is hundreds of years old. People traveled to different parts of the world for sustenance, in search of freedom, or for a different life. The journey was tackled on foot, by rail, aboard ships or – later – airplanes.

Today, there are more than 20 million people of Polish descent in the outside world. What do we know about one of the most important phenomena in Polish history?

Gdynia is witnessing the birth of the first museum in the country dedicated to the history of Polish emigration. The mission of the Emigration Museum is to recount the fates of millions of both anonymous and famous people – whose names emerge in the context of great achievements in science, sports, business, and the arts.

The narrative begins with the Great Emigration, through the Industrial Revolution, mass emigration to the United States, life in the Brazilian jungle, society in Chicago, the dramatic fate of people during and after World War Two, the difficult years of the Polish People's Republic, and ends in modern times with Poland joining the European Union. The exhibition allows the visitors to feel and understand what it meant to emigrate, it shows the reality of a sea crossing for 3rd class passengers - from the moment of embarkation, through the voyage itself, both on and below deck, all the way to the immigration procedures on the famous Ellis Island in the United States.

Read more about the Museum at: <http://www.polska1.pl/en/>

**PL:**

**Muzeum Emigracji w Gdynii - Historia milionów Polaków**

Historia wyjazdów z ziem polskich toczyła się na przestrzeni setek lat. W najróżniejsze części świata wyruszano zarówno za chlebem, jak w poszukiwaniu wolności i innego życia. W wędrówkę ruszano pieszo, pociągami, na pokładach statków, a później i samolotów.

Na całym świecie żyje ponad 20 milionów ludzi polskiego pochodzenia. Co wiemy dziś o jednym z najważniejszych zjawisk w polskiej historii?

W Gdyni powstało pierwsze w kraju muzeum poświęcone historii polskiej emigracji. Misją Muzeum Emigracji w Gdyni jest opowiadanie o losach milionów zarówno anonimowych ludzi, jak i tych sławnych, których nazwiska pojawiają się w kontekście wielkich osiągnięć naukowych, sportowych, biznesowych i artystycznych.

Narracja wystawy prowadzi zwiedzających od Wielkiej Emigracji, przez rewolucję przemysłową, masowe wyjazdy do Ameryki, życie w brazylijskiej dżungli, społeczność Chicago, dramatyczne ludzkie losy w czasie i po II wojnie światowej, trudne lata PRL-u, aż po najnowszą historię – po wstąpieniu przez Polskę do Unii Europejskiej. Ekspozycja pozwala poczuć i zrozumieć z czym wiązał się wyjazd, pokazuje jak wyglądała morska podróż pasażerów III klasy od zaokrętowania, przez oceaniczny rejs – zarówno na, jak i pod pokładem, po procedurę imigracyjną na słynnej Wyspie Ellis w USA. Wśród wielu atrakcji goście Muzeum znajdą kilkumetrową, multimedialną instalację globu, poświęconą polskiej obecności na świecie, czy projekt Batory w budowie – w ramach którego powstaje największa na świecie makieta statku pasażerskiego.

Więcej o muzeum przeczytasz tutaj: <http://www.polska1.pl/pl/>