

*Reference number: ZS.261.MH.6.2022*

## **CALL FOR PROPOSALS**

**for**

**the purchase of air tickets in order to execute promotional activities of Polish Tourist Organisation Office in Stockholm, i.e. to organize fam and press trips as well as promotional trips of the employees.**

### **1. The name and address of the Ordering Party:**

Polish Tourism Organisation Office in Stockholm - Polska Statens Turistbyrå

a) Address: Karlavägen 47 b, bw 11449 Stockholm

b) VAT number: PL5252150196

c) [www.polen.travel](http://www.polen.travel)

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

### **2. The subject of the call:**

The subject is the purchase of air tickets in order to execute promotional activities of Polish Tourism Organisation Office in Stockholm, i.e. to organize fam and press trips as well as promotional trips of the employees.

The Contractor should execute following actions:

- a) To choose two most effective - in terms of time and costs - flight connections and delivers the proposals to the Ordering Party.
- b) In the agreed term - latest at the deadline to purchase the ticket - the Contractor issues the ticket and passes it over to the Ordering Party. If no other requirement is set by the airline, the ticket is sent via email as e-ticket.
- c) The Contractor is obliged to inform about the airlines' special promotions.
- d) The Contractor pays for the ticket with own funds.
- e) The Contractor charges the Ordering Party with the invoice immediately after the ticket is issued. The invoice covers also the Contractor's fee and has 21 days deadline for making the payment.
- f) In case of the ticket cancellation, the Contractor gives the ticket back to the airline and charges the Ordering Party only with this amount, that airline will charge him, as per rules of selling the ticket.
- g) The Contractor is obliged to offer the tickets in the best available price at the moment of placing the order.

The detailed description of the subject of call is available in the Attachment No. 1 to this Call.

### **3. The order structure:**

- a) The flights in the economical class.

- b) The estimated budget for the order is 250.000 SEK (two hundred fifty thousands SEK), and the Ordering Party is not bound to any financial obligations in case the value of actually purchased tickets is lower than stated amount.
- c) Estimated structure of flights: Europe, with majority flying on route Poland - Nordic countries or within Nordics.

The order structure stated as above is strictly estimation, in order to enable assessment of the order for the Contractor. The Ordering Party may change the estimated order structure in every of the above points, if necessary and that change will not effect the Contractor's fee. The final remuneration will be a result of actual ticket purchase.

#### **4. The contract validity.**

The subject of the call will be executed from the date of signing the contract until 31 December 2022 or until the maximum value of the contract is used.

#### **5. Criteria of participation in the call:**

The companies invited to the call must:

- a) be entitled to perform this commercial activity
- b) have necessary knowledge and experience, as well as technical means
- c) are in the proper economical and financial situation in order to execute the order properly and in good timing
- d) will deliver the valid offer within the deadline.

#### **6. Information on the communication with the Contractors**

The person entitled to communicate with the Contractors is Malgorzata Hudyma, available on working weekdays between 08:30 - 16:30 at the phone: 0046 70 738 1121 or email: [mh@polen.travel](mailto:mh@polen.travel)

#### **7. The place and deadline to submit the offer:**

- a) The offer should be submitted by email to the email address: [mh@polen.travel](mailto:mh@polen.travel) or delivered to the address: Polska Statens Turistbyrå, Karlavägen 47b, bw, 114 49 Stockholm
- b) The deadline to submit the offer expires on **06 April 2022, at 10:00 o'clock.**
- c) The Contractor is bound with the offer for 30 days.

#### **8. The criteria of the offer choice.**

The Ordering Party will assess the offers according to the following rule:

The Contractor's fee excluding VAT tax for one ticket = 100%

The points for each offer will be counted as per following formula:

The points = the least expensive offer / the assessed offer x 100 points

The maximum points for one offer is 100.

The Contractors will quote the offer in SEK, excluding VAT

#### **9. The additional information:**

- 1) This request is not carried out under the Polish Public Procurement Law dd. 11 September 2019.

- 2) 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: The subject of the call

Attachment No. 2: The Offer Form

Attachment No. 3: Essential Contract Conditions

**THE SUBJECT OF THE CALL**  
**for**  
**the purchase of air tickets in order to execute promotional activities of Polish Tourism Organisation Office in Stockholm, i.e. to organize fam and press trips as well as promotional trips of the employees.**

The procedure of the ticket purchase and delivery:

1. Only the appointed Employee and the Director may represent the Ordering Party.
2. The Ordering Party send the inquiry regarding the flight connection on the given route and in the given dates. The Contractor chooses two most effective - both in time and costs - flight offers and sends the quotations.
3. If one of the proposals is acceptable - the Ordering Party orders the ticket by phone, fax or email.
4. In the agreed term - latest at the deadline to purchase the ticket - the Contractor issues the ticket and passes it over to the Ordering Party. If no other requirement is set by the airline, the ticket is sent via email as e-ticket.
5. The Contractor is obliged to inform about the airlines' special promotions.
6. In case there are any changes in the reservation done directly by the Ordering Party, he is obliged to inform the Contractor.
7. The Contractor pays for the ticket with own funds.
8. The Contractor charges the Ordering Party with the invoice immediately after the ticket is issued. The invoice covers also the Contractor's fee and has 21 days deadline for making the payment.
9. In case of the ticket cancellation, the Contractor gives the ticket back to the airline and charges the Ordering Party only with this amount, that airline will charge him, as per rules of selling the ticket.
10. The Contractor is obliged to offer the tickets in the best available price at the moment of placing the order.
11. The validity of the contract is from the date of contract signing till 31 December 2022 or until the maximum value of the contract is used.
12. The estimated value of tickets purchased during the contract validity is max. 250.000 SEK (two hundred ninety five thousands SEK). The Ordering Party is not bound to any financial obligations in case the value of actually purchased tickets is lower than stated amount.
13. The estimated structure of flights: Europe, with majority of routes between Poland and Nordic countries as well as within Nordics.
14. The criteria of the the choice of the Contractor - the lowest Contractor's fee offered.

### The Offer Form

THE COMPANY / COMPANIES (in case of more than one companies submitting shared offer, the representative should be listed)

.....

.....

Phone No. ....

e-mail .....

In the response to the Call for Proposals for **the purchase of air tickets in order to execute promotional activities of Polish Tourism Organisation Office in Stockholm, i.e. to organize fam and press trips as well as promotional trips of the employees**, we offer the subject of the call for the standardized price of:

**The Contractor's fee for issuing one air ticket, excluding VAT tax: ..... SEK**

1. We declare, that we have read and understood the conditions described by the Ordering Party in the Call for Proposals and we do not make any claims, we have received all the necessary information in order to prepare this offer and to execute the order as well as we accept the essential contract conditions, together with contract validity terms.
2. In case our offer has won, we declare to sign the contract in the time and place given by the Ordering Party.

.....  
The signature of the person  
entitled to represent the Contractor

**THE ESSENTIAL CONTRACT CONDITIONS  
for  
the purchase of air tickets in order to execute promotional activities of Polish Tourism Organisation Office in Stockholm, i.e. to organize fam and press trips as well as promotional trips of the employees.**

The contract will cover the subject of the call as per Attachment no. 1.