

Warsaw: Organisation of roadshow for National Tourist Organisation of Visegrad Group – cycle of 5 workshops in 5 Indian cities: New Delhi, Pune, Chennai, Bangalore and Mumbai, on 29th November -4th of December 2013

Notice for an order - services

Placement of Notice: mandatory

Notice refers to: public tender

SECTION 1: ORDERING PARTY

NAME AND ADDRESS: Polish Tourist Organization, ul. Chalubinskiego 8, 00-613 Warszawa, tel. 0-22 5367070, 5367011, fax 022 5367004.

Ordering Party's website address: www.pot.gov.pl

Classification of Ordering Party: Other: State Legal Person

SECTION II: SUBJECT MATTER OF THE ORDER

DESCRIPTION OF THE SUBJECT MATTER OF THE ORDER:

II.1.1) Name given to the Order by the Ordering Party:: Organisation of roadshow for National Tourist Organisation of Visegrad Group – cycle of 5 workshops in 5 Indian cities: New Delhi, Pune, Chennai, Bangalore and Mumbai, on 29th November -4th of December 2013

II.1.2) Type of order : services.

II.1.4) Description of the subject matter or scope of the order:: organisation of cycle of 5 workshops for Indian tour operators (including the representatives of the meetings industry) and Indian journalists with the participation of tour operators from Visegrad Group countries (hereinafter as V4). Each meeting shall include a series of presentations of the National Tourist Organisation of V4, time for bilateral workshop talks, a meal and a briefing for journalists (or a press conference).

Detailed description of the subject matter described in Annexe 2 to ToR.

II.1.6) Code CPV: 79.95.00.00-8, 79.34.22.00-5.

II.1.7) Shall submissions for supplementary orders be accepted: no

II.1.8) Shall submissions for partial tenders be accepted: no

II.2) DURATION OR TERM FOR THE EXECUTION OF THE ORDER: deadline: 05.12.2013.

SECTION III: INFORMATION OF LEGAL, ECONOMIC, FINANCIAL OR TECHNICAL NATURE:

III.1) Security deposit

Information regarding Security Deposit: the Contracting Party does not require payment of security deposit.

III.3) CONDITIONS FOR PARTICIPATION IN TENDER PROCEEDINGS AND METHODS OF EVALUATING COMPLIANCE

III.3.1) Qualifications for performing specific activities or actions, if required by law

Description of the method of evaluating compliance

Compliance shall be evaluated on the basis of a statement submitted by the Contractor and marked as 'compliant'/'noncompliant'

III.3.2) Knowledge and experience

Description of the method of evaluating compliance

Employer confirms that the Contractor shall be considered eligible for applying for this contract according to Article 22 (1) PPL if they meet the requirements concerning sufficient knowledge and experience.

In order to confirm the knowledge and experience, the Contractor should demonstrate that within the previous three years before the deadline for tenders submission, or if the duration of the activity is shorter – within this period, the Contractor had properly provided at least three services under two of three separate contracts performed in the territory of India for the entity from any European administrative region, European region, or European country, each consisting, at least, in the implementation of actions comprising: 1. counselling on tourist marketing, 2. promotion of tourist attractions, e.g. sites, cities, tourist products or events during bilateral tourist workshops or travel fairs, 3. organisation of press conferences or briefings for Indian travel journalists,

III.3.3) Technical capacity

Description of the method of evaluating compliance

Compliance shall be evaluated on the basis of a statement submitted by the Contractor and marked as 'compliant'/'noncompliant'

III.3.4)

Personnel capable of executing the Order

Description of the method of evaluating compliance

The Employer confirms that the Contractor fulfilled the condition concerning personnel capable of performing the contract according to Article 22 (1) PPL if they present if they submit a list of persons who will perform the contract fulfilling at least the following conditions: a) in the field of tourist promotion: The Marketing Consultant of tourist destinations with at least 5 years of professional experience in the tourist industry on the Indian market, having knowledge and experience facilitating performance of the contract. Such person has to have higher education and be fluent in at least two languages in writing and speaking: Hindi and English. b) in the field of PR: The PR Specialist with at least 3 years of professional experience in media on the Indian market in the following area: organisation of press conferences, briefings, updating websites, running Facebook fan page, issuing a newsletter, running profiles at audio-visual portals. Such person has to be fluent in at least two languages in writing and speaking: Hindi and English.

III.3.5)

Economic and financial standing

Description of the method of evaluating compliance

Compliance shall be evaluated on the basis of a statement submitted by the Contractor and marked as 'compliant'/'noncompliant'

III.4) INFORMATION ON STATEMENTS AND DOCUMENTS TO BE SUBMITTED BY THE CONTRACTOR TO CONFIRM MEETING THE CONDITIONS FOR PARTICIPATION IN THE PROCEEDINGS AND OF NO GROUNDS FOR THE EXCLUSION FROM PARTICIPATION SUBJECT TO ARTICLE 24 SECTION 1 OF THE ACT

III.4.1) To certify that the Contractor meets the requirements laid down in Article 22, section 1 of the Act, apart from a statement, it shall be also required to produce:

_List of services provided, and in the case of periodic and continuous services - are being provided at the moment, within the previous three years before the deadline for tenders submission, or if the duration of the activity is shorter – within this period, including the value, object, dates of performance and recipients of the services, and a document confirming that the services were performed or are being performed properly;

_List of persons who will participate in the contract performance, especially those who will be responsible for providing services together with information about their professional qualifications, experience and education necessary for the contract performance, and the list of their responsibilities including information about the basis for managing these persons;

III.4.2) For the purpose of confirmation that there are no grounds for exclusion subject to Article 24, section 1 of the Act:

_ Declaration on not being liable to exclusion from the procedure

_Current copy from a proper register or the Central Register and Information on Business Activity, if separate provisions require being incorporated to the register or the Central Register, in order to prove no reasons of exclusion on the basis of Article 24(1) point 2 of the Act, issued not earlier than 6 months before the deadline of tender submission

III.4.3) Documents for external subjects

If the Contractor's registered office or place of residence is outside the territory of the Republic of Poland the Contractor shall submit:

III.4.3.1) a document or documents issued in the country of the Contractor's registered office or place of residence, confirming respectively that:

_ neither winding up procedure was commenced nor bankruptcy declared with respect to the Contractor
- issued not earlier than 6 months before the deadline for tenders submission.

III.4.4) Documents referring to belonging to a capital group

_The list of entities belonging to the capital group of the Contractor the Act of 16th February on Protection of competition and consumers or the information that he does not belong to a capital group;

SECTION IV: PROCEDURE

IV.1) TYPE OF TENDER PROCEEDINGS

IV.1.1) Type of tender: open tender

IV.2) CRITERIA FOR EVALUATING TENDERS

Criteria for evaluating tenders: lowest price

IV.4) ADMINISTRATIVE INFORMATION

IV.4.1) Website address on which the detailed description of the subject of the agreement is displayed: www.pot.gov.pl

The detailed description of the subject of the agreement can be ordered from: Polska Organizacja Turystyczna, ul. Chałubińskiego 8, 00 - 613 Warszawa XIX piętro, secretary

IV.4.4) Deadline for submitting requests for inclusion in the tender proceedings or making tender submissions:: 14/10/2013, 10:00 am, place: Polska Organizacja Turystyczna, ul. Chałubińskiego 8, 00 - 613 Warszawa, sekretariat..

IV.4.5) Period of validity of the Tender: in days: 30 (from the final date of tender submission.

IV.4.16) Additional information, including indication of European Union funds used for financing the project/programme:

The price shall be specified as gross value in PLN (i.e. including VAT) to two decimal places and it must include all costs connected to the Contract performance. The Employer enables submitting the tender in Euros, for the Contractors with its seat or permanent address outside Poland's territory. In case of submitting the tender in Euros, the Employer will calculate its value to the average exchange rate calculated and announced by National Bank of Poland on the opening tender date (Table A average exchange rates of NBP). The price specified in the tender is the price for performing tasks referred to in Annex 2 to the ToR - Detailed description of the object of the contract. This price included, in particular, the cost of organisation of cycle of workshops, as well as briefings and press conferences for journalists in the dates of 29th of November – 4th of December 2013. The Employer shall settle the Contractor's remuneration in PLN or in EURO. If the tender will be submitted in PLN the financial settlement will be in PLN, if the tender will be submitted in EURO the financial settlement will be in EURO.

IV.4.17) Shall the tender be cancelled in the event of unavailability of the European Union funds and the non-refundable aid allocations made by European Free Trade Association (EFTA) member states to finance the order in part or in whole: no