

REQUEST FOR PROPSALS

Contact: Polish National Tourist Office (PNT0), London, UK

Date of Issue: 2 February 2024

Deadline: 15 February 2024

The Polish National Tourist Office (PNT0) in London is looking for an experienced company that will organise a roadshow for Polish tour operators in the UK. The aim of this project is to set up the meetings between Polish and British tour operators represented by key people like product managers. There will be up to 5 tour operators from Poland interested in meetings with companies offering the following services:

- Pilgrimages
- Cultural Tours,
- Choir Tours,
- Active Holidays (Trekking, Kayaking, Cycling)
- School Trips
- Music Tours
- City Breaks

Each of the Polish suppliers should have at least 4 individual meetings. Please note that there should be no group meetings.

Ideally, if the meetings could be organised in the tour operator's office.

Section 1: TARGET DATES FOR THIS RFP

The following schedule summarizes significant target events for the RFP process. The dates may be changed by PNT0 at its sole discretion.

- Event Date RFP issue date: 2 February 2024
- RFP close date: 15 February 2024
- Notification of awarded company: 16 February 2024

Section 2: SCOPE OF WORK (SOW) FOR BID

You are asked to submit the proposal that include the following information:

- Names of the cities you recommend organising the roadshow.
- Estimated numbers of UK-based tour operators with whom you are going to set up the meetings.
- Estimated number of individual meetings
- Estimated budget (inc. VAT)

Section 3: ENQUIRES:

- Questions regarding requirements and scope of work will be received up to 13 February 2024 email only at dorota.wojciechowska@pot.gov.pl.
- Questions submitted after the 13 February 2024 will not be responded to.
- No verbal enquiries or verbal requests for clarifications will be accepted.

Section 4: SUBMISSION REQUIREMENTS

Proposals should be emailed to dorota.wojciechowska@pot.gov.pl Only the awarded company will be notified by email.