



POLISH  
TOURISM  
ORGANISATION

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## REQUEST FOR PROPOSALS (RFP)

**Polish National Tourist Office (PNTTO), London, UK**

**Date of Issue: 26 February 2025**

**Deadline for Submission: 5 March 2025**

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### 1. INTRODUCTION

The Polish National Tourist Office (PNTTO) in London is seeking proposals from experienced event management companies to organise a roadshow in the UK for three Polish regions. The objective of the roadshow is to facilitate face-to-face meetings between representatives of Polish regions and UK-based tour operators to enhance tourism promotion and collaboration. The duration of the roadshow should not extend 4 days.

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### 2. PARTICIPATING REGIONS & FOCUS AREAS

The roadshow will feature representatives from the following Polish regions:

- **Małopolska** – Promoting UNESCO sites and active holidays.
- **Lubelskie** – Showcasing Lublin, culinary heritage, nature breaks, and UNESCO sites.
- **Lower Silesia** – Highlighting castles and cycle routes.

Each region must have a minimum of four (5) individual, face-to-face meetings with UK-based tour operators. Group meetings are not permitted.

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### 3. SCOPE OF WORK (SOW)

The selected company will be responsible for:

- Identifying and securing meetings with UK-based tour operators.
- Arranging a minimum of four (5) individual meetings per region.
- Providing an estimated number of participating tour operators.
- Delivering all services within the allocated budget of £6,000 (inclusive of VAT).



Budget: The total available budget for this project is £6,000 (inclusive of VAT). Proposals must demonstrate how the services will be effectively delivered within this budget.

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#### 4. RFP TIMELINE

Event	Date
RFP Issue Date	26 February 2025
Enquiries Deadline	3 March 2025
RFP Submission Deadline	5 March 2025
Notification to Selected Company	Only the awarded company will be notified

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#### 5. SUBMISSION REQUIREMENTS

Proposals must be submitted via email to: [dorota.wojciechowska@pot.gov.pl](mailto:dorota.wojciechowska@pot.gov.pl)

Note: Only the successful bidder will be notified.

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#### 6. ENQUIRIES

Questions regarding the RFP and scope of work must be submitted via email only to [dorota.wojciechowska@pot.gov.pl](mailto:dorota.wojciechowska@pot.gov.pl) by 3 March 2025.

Late or verbal enquiries will not be accepted.