



Warsaw, 26 November 2018

Procedure No. 34/2018/BP  
BA.261.BP..2018.2

## **The Contractors applying for procurement award**

Refers to: the procedure of public procurement award, conducted as an open tender, for the Comprehensive preparation and performance of the "V4 Australia" promotional action.

### **ANSWERS TO QUESTIONS**

Subject to the article 38, paragraph 2 of the Public Procurement Law Act of January 29, 2004 (Journal of Laws from 2018, item 1986, as amended), the Contracting authority provides answers to the questions received from contractors.

#### **Question 5**

Could you provide the details on the method of calculating the indicator "Key Performance Indicator Achievement"? On the basis of which criteria will the points be awarded? I would be grateful for providing all criteria.

#### **Answer 5**

Key Performance Indicator Achievement is the amount of advertisement views in a specific ratio. Detailed information regarding the criteria for selection and evaluation of offers and for the calculation of points in specific criteria is included in the Terms of reference (TOR).

#### **Question 6**

Could you explain the form of providing a Bidding form „...presented in paper and electronic forms" - what is meant by the electronic form? Is it obligatory to attach either a CD or a flash drive with the documents in the electronic form to the envelope with the documents in the paper form? Are there any requirements regarding the way of sealing this attachment?

#### **Answer 6**

The concept (presentation) of performing a campaign shall be attached to the tender offer in both the paper and electronic forms, i.e. with the attachment of either a CD or a flash drive. The Contracting authority does not set any specific requirements regarding the way of sealing this attachment.

Additionally, the Contracting authority shall notify that the deadline for the submission of tender offers is extended to **29 November 2018** and modifies the provision of the TOR as follows:

**X. DESCRIPTION OF PREPARING TENDER OFFERS.**

25. „Tender offer's packaging shall be labelled as follows:

**A comprehensive preparation and performance of the  
„V4 Australia" promotional action.**

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**Do not open before 29 November 2018, 11:30 AM**

addressee: Polish Tourism Organisation, Chalubinskiego 8, 00 - 613 Warsaw

sender: name, Contractor's full address and phone numbers (the stamp is permitted).

**XI. PLACE AND TIME FOR THE SUBMISSION AND OPENING OF TENDER OFFERS.**

1. Tender offers shall be submitted to the Contracting authority's headquarters:  
**Polish Tourism Organisation  
Chalubinskiego 8  
00-613 Warsaw  
19th floor - secretary's office**
2. The deadline for the submission of tender offers expires on **29 November 2018 at 11:00 AM.**
3. The opening of tender offers will take place at the Contracting authority's headquarters **on 29 November 2018 at 11:30** in a Conference room: 19th floor PTO. „

Other provisions of the TOR remain unchanged.

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