The purpose of this Request for Proposals (RFP) is to select a qualified vendor to plan, coordinate, and organise an promotional event in Dublin.

Overview

The prospective vendor replying to this RFP will be or represent a firm, company, agency or corporation possessing relevant experience and expertise. A proven experience in organising events is recommended.

Scope of Work

The Scope of Work will include but not be limited to the following:

* Chose the location and venue in Dublin
* Book and hire selected venue
* Provide catering for 30 ppl / 5-course sit down dinner, traditional polish dishes with modern twist/
* Managing operational and administrative functions to ensure everything is delivered efficiently

Project Cost

Provide detailed costs for the services to be performed by the vendor based on the Scope of Work.

Submission Requirements

Proposal should be emailed to dorota.wojciechowska@pot.gov.pl Vendors awarded the work will be notified by mail or email.

Deadline

All proposals must be complete by 25 December 2018 by 4:00 PM LT