**INVITATION TO TENDER: WEBINAR**

Contact: Polish National Tourist Office (PNTO)

Date of Issue: 5 May 2020

Deadline: 14 May 2020

**The Polish National Tourist Office (PNTO) in London is requesting proposals for organising**

**60 - minute training webinar for UK travel agents to help them to learn more about Poland and its tourist attractions.**

Detailed requirements are described in the SOW section

**Section1: target dates for this ITT**

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

* Event Date ITT issue date 5 May 2020
* ITT close date 14 May 2020
* Notification of awarded company 19 May 2020
* Finalize contract with awarded company 22 May 2020
* Commencement of services: 3 Q 2020

**Section 2: Scope of Work (SOW)**

The awarded company will be responsible for running the following services:

* **Pre-webinar campaign**: The campaign should be run a minimum of 4 weeks before the event to attract quality attendees (UK based travel agents)
* **Webinar:** The online training should last up to 60-minute long and be divided into 3 parts: pre-recorded content supplied by PNTO and its Partners; a live 15 -minute Q&A session, and competition for attendees.
* **Post-event activities:** Deliver to PNTO full registration data; publish the webinar recording on the awarded company website; promote the webinar across all social media platforms of the awarded company; deliver an on-demand version of the webcast to PNTO for its use.
* Attendees: Secure no less than 100 quality attendees (UK based travel agents)

**Section 3: Cost**

* Cost: Please indicate the total cost of the requested services. The cost should include VAT.

**Section 4: Enquires**

* Questions regarding requirements and scope of work will be received up to 5 p.m. on

Monday, 13 May 2020 via email only at dorota.wojciechowska@pot.gov.pl. Questions submitted after 13 May 2020 will not be responded to.

* No verbal enquiries or verbal requests for clarifications will be accepted.

**Section 5: Submission Requirements**

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