

REQUEST FOR PROPSALS

Contact: Polish National Tourist Office (PNT0), London, UK
Date of Issue: 13 April 2023
Deadline: 20 April 2023

The Polish National Tourist Office (PNT0) in London is requesting proposals for organising an Agent Training Event based on the below requirements:

- **Venue:** Good quality hotel venue in central Bristol or Glasgow
- **Date:** June (ideally the 1st or 2nd week)
- **Catering:** 2 course buffet dinner
- **Attendees:** 3-4 Polish operators invited by the PNT0 and approximately 30 high street, independent and home-based travel agents invited by the awarded company.
- **Format:** Speed networking (one-on-one brief meetings)
- **Marketing:** Full page advertisement in one of the travel trade magazines, social media campaign, banner campaign.
- **Event:** The awarded company is responsible for organizing and running the event.

Section1: 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: 13 April 2023
- RFP close date: 20 April 2023
- Notification of awarded company: 21 April 2023

Section 2: BUDGET & KPI

- Total budget: £ 9,000.00 + VAT
- KPI: to secure at least 30 high street, independent and home-based travel agents for the event; to organise and run the event.

Section 3: SCOPE OF WORK (SOW) FOR BID

You are asked to submit 1 proposal describing how are you going to organise the event and how many attendees you are going to deliver. The total cost of the event must be included as well.

Section 4: ENQUIRES:

- Questions regarding requirements and scope of work will be received up to 5 pm. on 19 April via email only at dorota.wojciechowska@pot.gov.pl.
- Questions submitted after 19 April 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
Only the awarded company will be notified by email.