

CALL FOR PROPOSALS NO. 5/BMSWK/2013

1. This procedure of awarding an order for service provision is conducted under the project “Library as a Meeting Place for Many Cultures”, co-financed from the funds of the European Economic Area (EEA) Financial Mechanism 2009-2014 as part of the programme “Promotion of Diversity in Culture and Arts within European Cultural Heritage” (PLO9).
2. The procedure is compliant with the Guidelines of the Minister of Regional Development on awarding orders under the EEA Financial Mechanism 2009-2014 and the Norwegian Financial Mechanism 2009-2014, to which the Polish act of 29 January 2004 – Public Procurement Law – does not apply.
3. **The procedure is conducted in Polish and English.**

<i>Client</i>	Information Society Development Foundation ul. Grójecka 1/3, 02-019 Warsaw, Poland tel. +48 22 579 15 09, www.frsi.org.pl
<i>Object of the order</i>	Hotel accommodation including breakfast in Oslo and Bergen
<i>Description of the object of the order</i>	<ol style="list-style-type: none"> 1. The object of this order is the service of hotel accommodation including breakfast <ol style="list-style-type: none"> a. on 5-7 November 2013 in Oslo – 3 twin rooms and 3 single rooms (in total 18 nights with breakfast); b. on 7-8 November 2013 in Bergen – 3 twin rooms and 4 single rooms (in total 10 nights with breakfast). 2. The accommodation price for each person must include: <ol style="list-style-type: none"> a. breakfast; b. wireless Internet access; c. private bathroom with shower or bathtub. 3. The hotels at which accommodation will be provided must be situated within: <ol style="list-style-type: none"> a. 600 meters from the Central Railway Station in Oslo; b. 600 meters from Torget in Bergen. 4. The bid must contain: <ol style="list-style-type: none"> a. total gross price of the service in NOK (Norwegian krone), b. full name, address, telephone number and e-mail of the Bidder, c. full names, addresses, telephone numbers and e-mails of the hotels at which accommodation will be provided, d. if the Bidder issues an invoice in PLN, a specification of the exchange rate. 5. Partial bids can be submitted, that is a separate bid for accommodation in Oslo and a separate bid for accommodation in Bergen.
<i>Form of payment</i>	Bank transfer within 7 days after the service provision and correct issuing of an invoice (in NOK or PLN) by the Contractor
<i>Bid evaluation criteria</i>	Price
<i>Bid submission deadline</i>	by 10.00 a.m. on 18.10.2013
<i>Form of bid submission</i>	Please send your bids as an email message or as contents of an attached file at email: bogna.wlodarczyk@frsi.org.pl

The persons authorised by the Client to contact the Bidders are:

Ms. Bogna Włodarczyk, job title: project manager, e-mail: bogna.wlodarczyk@frsi.org.pl;

Ms. Joanna Wcisło, job title: training coordinator, e-mail: joanna.wcislo@frsi.org.pl.