

Warsaw, 07.03.2011 r.

Inquiry

Polish Confederation of Private Employers Lewiatan (Polska Konfederacja Pracodawców Prywatnych Lewiatan) is sending herewith an inquiry within the framework of the project „Implementation of PKPP Lewiatan development strategy” providing services upon the agreement no UDA – POKL.05.05.02-00-042/09-00 cofunded by European Union within the frameworks of European Social Fund. The inquiry provides submission of proposal providing following issues:

- I. Description of Services**
- II. Proposal Details**
- III. Selection Criteria**
- IV. Deadline for Proposal Submission**
- V. Questions and Proposal Contact**
- VI. General Conditions**

ad. I Description of Services - organization of the meeting “Presentation of Business Priorities” within the EU Presidency.
Location – Brussels, Belgium. Time 22nd of June, 2011.

Draft agenda:

10.30 – 11.00 Registration and welcoming coffee

11.00 – 13.00 Conference

13.00 – 14.00 Lunch

Meeting organization embrace:

- conference room hiring for 75 participants (theater style) *
- conference facilities (laptop, projector, sound system etc)
- welcoming coffee for 75 participants
- lunch for 75 participants

* the number of participants may differ

ad. II Proposal Details – the submitted proposal should embrace net and gross rates for:

- hiring room
 - conference facilities
 - coffee break per participant + menu
 - lunch per participant + menu
 - booth for translators
 - deadline for fixing by Lewiatan the number of participants
- Rates (net and gross) per one participant is also required

ad. III Selection Criteria

Price	70 per cent
Quality of services (flexibility, time, equipment)	20 per cent
Localization	10 per cent



ad. IV Deadline for Proposal Submission - until 16th of March, 2011

ad. V Questions and Proposal should be directed to:

gmazurek@pkpplewiatan.pl

ad. VI General Conditions

1. Organizer (PKPP Lewiatan) reserves the right to change the conditions and reference of this inquiry. In such a case all tenderers will be immediately and duly informed. The information will be inserted at the website of the project: http://www.pkpplewiatan.pl/o_nas/zamowienia
2. Tenderers submit the proposal and supplementary information only electronically Other information the organizer and tenderers will exchange also electronically.
3. There are possibilities for partial or optional submission of the proposals.
4. Organizer reserves the rights of inquiry procedure cancellation and no considering those proposals which are out of the described inquiry conditions without announcing the reasons.
5. Organizer may ask tenderers for additional information regarding the content of the submitted proposals.
6. Organizer will not carry any responsibilities or costs regarding preparation and submission of the proposals.



Lewiatan 

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