

REQUEST FOR PROPOSAL**OPEN CALL for cultural projects as part of the East of Culture of the European Stadium of Culture
2025**

Estrada Rzeszowska invites individuals conducting business activities, legal entities and organizational units without legal personality, as well as non-governmental organizations and entities referred to in art. 3 section 3 of the Act of 24th April 2003 on public benefit activities and volunteering, to submit offers for the comprehensive implementation of artistic projects that will be part of the program of the East of Culture European Stadium of Culture 2025.

I. ORDERING PARTY :

Estrada Rzeszowska, 24 Jagiellońska Street, 35-025 Rzeszów entered into the Register of Cultural Institutions kept by the Mayor of Rzeszów under the RIK number: 04, NIP number: 813-02-69-058, REGON number: 000279806.

II. GENERAL PROVISIONS :

1. This procedure, pursuant to applicable legal provisions , is not subject to the Act of 11th September 2019 (consolidated text: Journal of Laws of 2021 , item 1129, item 1598) – Public Procurement Law .
2. The tasks to be carried out should consist of the preparation and full implementation of **artistic projects** taking into account **the main theme of the festival: KIND TO PACT, as well as issues related to the Eastern Partnership countries in the fields of theatre, performance, street installations, street performance, literature (including poetry), music, dance (including ballet), photography, visual arts, design , film, animation (including for children), various workshops, etc.**
3. The tasks to be carried out should consist in the preparation and full implementation of artistic projects that can be presented in selected locations, including: **Courtyard and Moat of the Lubomirski Castle, Multimedia Fountain, 3 maja Street, Culture Square on the Rzeszów Market Square, Rzeszów Cellars, tenement house at Króla Kazimierza Street.**
4. The Ordering Party reserves the right to change the content of this request for proposals until the deadline for submission of proposals. Any changes made will be immediately communicated to all Bidders to whom the request was sent and will be binding on them. Any changes made will also be announced on the website where the announcement of the ongoing request for proposals procedure was placed .
5. The Ordering Party reserves the right to cancel this procedure without providing a justification, and to leave the procedure without selecting any offers.
6. The Ordering Party reserves the right to individual consultation of the project and verification of its components.

III. TASK COMPLETION DEADLINE :

1. The task should be carried out in the period from **15th March 2025** to **4th July 2025** (project preparation, implementation of events, settlement, report) .
2. The dates of artistic events must correlate with the dates of the events planned in Rzeszów as part of East of Culture European Stadium of Culture 2025. The **East of Culture European Stadium of Culture 2025 is scheduled for 27th – 29th June 2025.**

IV. DESCRIPTION OF THE SUBJECT OF THE ORDER

IMPLEMENTATION INCLUDES:

1. Development of the event concept, including a detailed description of the event, including the proposed event location and suggested time, artists (performers) participating in the event.
2. Preparation of a comprehensive cost estimate for the event, including, among others, the cost of implementation, costs of remuneration of artists , people conducting classes/workshops, lectures, people employed in the implementation of the project; purchase of materials and elements necessary to carry out the tasks; rental of technical elements necessary to carry out the task; operating costs ; costs of renting facilities and rooms or their parts directly related to the preparation and implementation of the task; ZAIKS fees, licenses and other costs of intangible assets; catering related to the preparation of the event; accommodation for performers and people employed in the implementation of the task, living outside Rzeszów; costs of travel necessary to carry out the task; costs of renting and operating the stage and technical equipment necessary to carry out the event (sound system, lighting, stage, electricity , etc.) .
3. Rental, assembly and dismantling along with ongoing service of stage equipment (sound system, lighting, stage, etc.) in accordance with the needs of the contractors participating in the task.
4. Securing a power connection with adequate power necessary for the proper operation of all devices during the event.
5. Coordination of the task during its implementation.
6. Settlement of the task by the 4th July 2025, in the form of a submitted report on the completed task (Appx No 2).

V. CONDITIONS REQUIRED FOR BIDDERS :

The request for proposal may be submitted by Bidders who :

1. They accept the content of the inquiry without reservations – submission of an offer is considered acceptance of the content of the inquiry.
2. They are authorized to perform specific activities or actions if the laws impose an obligation to have such authorizations.
3. They have the necessary knowledge and experience as well as the technical potential and personnel capable of executing the order .
4. They are in an economic and financial situation that ensures the performance of the order .
5. They undertake to perform the task in the manner specified in the offer for the performance of the public task and in the offer updates submitted during the period of task performance.

6. All materials created during the implementation of the initiative should be marked in a visible place with the following information:

The project is carried out as part of the East of Culture Stadium of Culture 2025, organised by the Ministry of Culture and National Heritage, the National Centre for Culture, the City of Rzeszów and Estrada Rzeszowska .

The offer must be accompanied by attachments that meet the validity criteria, i.e.:

1. Current extract from the National Court Register or the Central Register and Information on Business Activity confirming the legal status of the applicant and the authorisation of persons representing it, and if the bidder is not entered in any of the above-mentioned registers/registers or the legal status of the applicant and the authorisation of persons representing it do not result from them : current extract from a register other than the National Court Register or an extract from a register not kept by the President of the City of Rzeszów, or other documents confirming the legal status of the applicant and the authorisation of persons representing it.
2. In the event that a method of representing entities submitting a joint offer other than that resulting from the National Court Register or another appropriate register is chosen – a document confirming authorization to act on behalf of the bidder.

VI. METHOD OF PREPARING THE OFFER:

1. The bidder has the right to submit one bid which will contain the concept of various events or undertakings.
2. The offer may be accompanied by documents that will be helpful in evaluating the offer, such as written recommendations, letters of intent, etc.
3. The offer should be prepared on the offer form, the the template constitutes an attachment to the request for quotation, in accordance with the requirements included in the request.
4. The content of the submitted offer must include a correctly completed Att. No 1. If any issues do not apply to the Applicant, enter "not applicable".

VII. PLACE AND DEADLINE FOR SUBMITTING THE OFFER:

1. Offers should be submitted electronically to the following e-mail address: sekretariat@estrada.rzeszow.pl with the subject “ **OFFER – EAST OF CULTURE EUROPEAN STADIUM OF CULTURE 2025** ” ; in person at the Estrada Rzeszowska headquarters or by mail to the following address: 24 Jagiellońska Street, 35-025 Rzeszów , by 12th March 2025, **12:00 AM**
2. The offer submitted by post should be in a sealed opaque envelope with the note: " **OFFER – EAST OF CULTURE EUROPEAN STADIUM OF CULTURE 2025** "

NOTE: the date of receipt of the offer is decisive!

VIII. SELECTION OF OFFERS:

1. The selection of the offer will be made by a committee whose composition will be appointed by the Ordering Party.

2. The Ordering Party reserves the right to individual consultation of the project and verification of its components.
3. The request for proposals does not cover projects unrelated to the idea of the East of Culture Festival European Stadium of Culture (<http://stadionkultury.pl/o-festiwalu/>).
4. The proposed event cannot be ticketed (excluding free invitations in the event of limited seating).

DESCRIPTION OF THE CRITERIA FOR EVALUATING THE OFFERS, ALONG WITH THE WEIGHTS OF THESE CRITERIA AND THE METHOD OF EVALUATING THE OFFERS

1. The Ordering Party will evaluate valid, non-rejectable offers according to the following criteria:

No.	Criterion name	Rating indicator	Libra	Maximum points
1.	Evaluation of experience in implementing cultural projects	D	10%	10 points
2.	Assessment of the implementation of the motto: KIND TO PACT	K	25%	25 points
3.	Assessment of the attractiveness and originality of the proposed project	A	20%	20 points
4.	Assessment of the proposed technical and spatial conditions	T	10%	10 points
5.	Evaluation of the interdisciplinarity of the proposed project	I	5%	5 points
6.	The proposed amount for the implementation of the project	C	30%	30 points

2. Points awarded for the criteria given in point 1 will be calculated according to the following formulas and principles:

Criterion No.	
1	<p>Evaluation of experience in implementing cultural projects:</p> <p>$D = 0 \div 10$ points</p> <p>Scoring for:</p> <ul style="list-style-type: none"> – implementation of 1 to 10 projects – 1 point for each completed project – maximum number of points – 10 points
2	<p>Assessment of the implementation of the motto: KIND TO PACT:</p> <p>$K = 0 \div 25$ points</p> <p>Scoring for:</p> <ul style="list-style-type: none"> – indicating one local partner – 4 points – indicating one partner from outside the Podkarpackie Voivodeship – 6 points – indicating one partner from Eastern Europe – 7 points – indicating one partner from Western Europe – 8 points

3	Assessment of the attractiveness and originality of the proposed project: A = 0 ÷ 20 points Scoring for: – implementation of a project that will have its first presentation at the ESoC – 6 points – implementation of a project with an original concept, innovative – 14 points
4	Assessment of the proposed technical and spatial conditions: T = 0 ÷ 10 points Scoring for: – adequacy of the proposed technical conditions to the presented project – 5 points – original space management solutions – 5 points
5	Evaluation of the interdisciplinarity of the proposed project: I = 0 ÷ 5 points Scoring for: – combining elements of different fields of art – 5 points
6	Proposed price: $C = (C_{min} / C_{of} .) * 100 * weight\%$ Where: C – rating in the “Proposed price” criterion C _{min} . – the lowest price among valid, non-rejectable offers C _{of} . – price given in the tested offer

3. The selection of the most advantageous offer will be made on the basis of the evaluation of offers, according to the formulas indicated above, in accordance with the calculation:

$O = D + K + A + T + I + C$, where:

O – offer evaluation,

D – assessment of experience in implementing cultural projects,

K – assessment of the implementation of the motto: KIND TO PACT,

A – assessment of the attractiveness and originality of the proposed project,

T – assessment of the proposed technical and spatial conditions,

I – assessment of the interdisciplinarity of the proposed project,

C – proposed price.

4. Offers with the maximum number of points awarded (based on the established criteria) will be considered the most advantageous, and the remaining offers will be classified according to the number of points obtained. The implementation of the projects will be entrusted to Contractors whose offers receive the highest number of points.

5. If two or more offers present the same balance of price and other criteria for evaluating offers, the Ordering Party will select from among these offers the offer that received the highest score in the criterion with the highest weight. If the offers received the same score in the criterion with the highest weight, the Ordering Party will select the offer with the lowest proposed price. If the offer cannot be selected in the manner specified in the second sentence, the Ordering Party will call

upon the Contractors who submitted these offers to submit additional offers containing a new price within the time specified by the Ordering Party.

6. During the examination and evaluation of the offers, the Ordering Party may request explanations from the Bidders regarding the content of the submitted offers. It is inadmissible to conduct negotiations between the Ordering Party and the Bidder regarding the submitted offer and to make any changes to its content, subject to point 7.

7. The Ordering Party corrects the following in the offer:

- obvious typographical errors,
- obvious calculation errors, taking into account the calculation consequences of the corrections made,
- other errors consisting in the inconsistency of the offer with the order documents, not causing any significant changes in the content of the offer, immediately notifying the Contractor whose offer was corrected.

IX. OTHER PROVISIONS:

1. The Ordering Party reserves the right to conduct additional negotiations and interrupt the tender procedure at any stage without giving a reason.
2. The ordering party has the right not to notify bidders whose offer was not selected about the outcome of the procedure .
3. The request for quotation is for market research purposes and does not oblige the Ordering Party to place an order .

Attachments:

- Att. No 1 - Bid form
- Att. No 2 - Report