

10/01/2024, Rzeszów

INQUIRY

OPEN CALL for cultural projects as part of the European Stadium Cultural East festival Culture 2024.

Estrada Rzeszowska invites natural persons running a business and 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 24 April 2003 on activities public benefit and volunteering, to submit offers for comprehensive project implementation artistic works that will be part of the program of the East of Culture – European Stadium festival Culture 2024.

I. ORDERING PARTY:

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

II. GENERAL PROVISIONS:

1. Pursuant to applicable legal provisions, these proceedings are not subject to the Act on September 11, 2019 (consolidated text: Journal of Laws of 2021, item 1129, item 1598.) - Law public procurement.
2. The tasks performed should consist in the preparation and full implementation **of projects artistic**, taking into account **issues related to the Partnership countries Eastern in areas including: theater, performance, street installations, performance art street, literature (including poetry), music, dance (including ballet), photography, visual arts, design, film, animations (including for children), various types of workshops, etc.**
3. The tasks performed should consist in the preparation and full implementation of projects artistic works that can be presented in selected locations: **the Courtyard and the Moat of the Castle**

**Lubomirskich, Multimedia Fountain, ul. May 3, Culture Square on the Rzeszów Market Square,
Rzeszów Cellars.**

4. The Ordering Party reserves the right to change the content of this request for quotation expiry of the deadline for submitting offers. Changes made are communicated to everyone immediately To the bidders to whom the inquiry was sent and it is binding on them.

The changes made are also announced on the website where they were made an announcement about the ongoing inquiry procedure has been published.
5. The Ordering Party reserves the right to invalidate this procedure without providing any notice justification, as well as to leave the procedure without selecting offers.
6. The Ordering Party reserves the right to individual consultation and verification of projects component parts.

III. TASK COMPLETION DATE

1. The task should be implemented in the period from **March 1, 2024 to June 28, 2024** .
(preparation of the project, implementation of events, settlement, report).
2. The dates of artistic events must correlate with the dates of planned projects in Rzeszów as part of the East of Culture Festival - European Stadium of Culture 2024.
The implementation of the East of Culture Festival - European Stadium of Culture 2024 is planned for June 21-23, 2024

IV. ORDER DESCRIPTION

IMPLEMENTATION INCLUDES:

1. Development of the concept of the event, including its detailed description and location event and suggested time, participating artists (performers).

in the event.
2. Preparation of a comprehensive cost estimate for the event, including, among others: implementation cost, remuneration costs of artists, people conducting classes/workshops, lectures, people employed in the implementation of the project; purchase of materials and elements needed for

implementation of tasks; rental of technical elements necessary to complete the task;
operating costs; costs of renting facilities and rooms or parts thereof
directly related to the preparation and implementation of the task; ZAIKS fees, licenses and others
costs of intangible assets; catering related to preparation
events; accommodation of contractors and people employed on the task,
living outside Rzeszów; travel costs necessary to complete the task;
costs of renting and operating stage technology necessary for the event (sound system,
lighting, stage, electricity, etc.).

3. Rental, assembly and disassembly along with ongoing maintenance of stage technology (sound system, lighting, stage, etc.) according to the needs of the participating performers in the task.
4. Securing the power connection with the appropriate power necessary for proper operation all devices during the event.
5. Coordination of the task during its implementation.
6. Settlement of the task by June 28, 2024, in the form of a submitted report on completed task. (Appendix No. 2).

IV. CONDITIONS REQUIRED FOR BIDDERS:

The following persons may participate in the request for quotation:

1. They accept the content of the inquiry without reservations - submitting an offer is considered acceptance of the content inquiries.
2. They are authorized to perform specific activities or activities, if applicable impose an obligation to have such permissions.
3. They have the necessary knowledge and experience and have technical potential and persons capable of fulfilling the order.
4. They are in an economic and financial situation that ensures the execution of the order;
5. They undertake to perform this task in the manner specified in the task implementation offer public and offer updates submitted during the task execution period.
6. All materials created during the implementation of the initiative should be marked in a visible place the following information:

"The project is implemented as part of the East of Culture Festival, European Stadium of Culture 2023, organized by the Ministry of Culture and National Heritage, National Cultural Center, the City of Rzeszów and Estrada Rzeszowska.

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

1. A current excerpt from the National Court Register or the central register and information on business activity confirming the legal status of the applicant and the authorization of the persons representing it, and if the bidder is not listed in any of the above-mentioned register/records or they do not indicate the legal status of the applicant and the authorization of the persons representing him: a current excerpt from a register other than the National Court Register or an extract from the records not conducted by the Mayor of Rzeszów, or other confirming documents the legal status of the applicant and the authorization of the persons representing him.
2. In the case of choosing the method of representing entities submitting a joint offer of another than that resulting from the National Court Register or other relevant register - document confirming authorization to act on behalf of the bidder.
3. A copy of the company's agreement or statute certified as a true copy of the original - in the case of when the bidder is a commercial company or an entity referred to in Art. 3 section 3 point 4 Act of April 24, 2003 on public benefit activities and volunteering.

V. METHOD OF PREPARING THE OFFER:

1. The bidder has the right to submit one offer that will contain different concepts events or projects.
2. The offer may be accompanied by documents helpful in the evaluation of the offer, written recommendations, letters of intent etc.
3. The offer should be prepared on an offer form, the template of which is 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 correctly completed Annex No. 1. If any issues are not apply to the Executor, please enter "not applicable".

VI. PLACE AND DATE FOR SUBMITTING THE OFFER:



1. Offers should be submitted electronically to the following e-mail address: sekretariat@estrada.rzeszow.pl
in the subject by entering **"OFFER - EAST OF CULTURE EUROPEAN CULTURAL STADIUM 2024"**;
in person at the headquarters of Estrada Rzeszowska or by mail to the following address: ul. Jagiellońska 24, 35-025 Rzeszów, by **February 16, 2024, 12:00**.
2. An offer submitted by post should be in a sealed, opaque envelope
envelope with the note: **"OFFER - EAST OF CULTURE EUROPEAN CULTURAL STADIUM 2024"**

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

VII. SELECTION OF OFFERS:

1. The offer will be selected by a committee consisting of Estrada employees Rzeszowska.
2. Offer evaluation criteria: the criterion will be the attractiveness and originality of the offer, in particular quality, artistic diversity, unique style and attention to detail, original solutions space development, functionality, technical parameters, aspects environmental, ecological, social, innovative, relevance of the topic to the general one festival themes, interdisciplinary nature combining elements of various genres music, theater, photography, film, design and visual arts, integrating environments artistic cities of Eastern Poland and artists of the Eastern Partnership countries: Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine, additionally rewarded partnership with Western Europe and the price of project implementation.
3. The Ordering Party reserves the right to individual consultation and verification of projects component parts.
4. The request for quotation does not include projects unrelated to the idea of the East Festival Culture - European Stadium of Culture (<http://stadionkultury.pl/o-festiwal/>).
5. The proposed event cannot be ticketed (not including free tickets).
invitations in case of limited number of places in the room).

VII. OTHER PROVISIONS:

1. The Ordering Party reserves the right to conduct additional negotiations and terminate the contract at every stage of the tender procedure without giving a reason.

2. The Ordering Party has the right not to notify bidders whose offer has not been selected about the result of the proceedings.
3. The request for quotation serves to understand the market and does not oblige the Organizer to submit it orders.

Attachments:

Regret. No. 1 - Offer form

Regret. No. 2 - Report

