

Polska



Call for tenders for expert services
within Innovative Economy
Operational Programme; sub-
measure 6.5.1

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Trade and Investment Promotion Section of the Embassy of the Republic of Poland in Kuala Lumpur intends to conclude a contract with the marketing or market research company or to employ one or two market-research experts for the fix-term period from 15 February till 30 June 2015.

Trade and Investment Promotion Section of the Embassy of the Republic of Poland in Kuala Lumpur intends to conclude a contract with the marketing or market research company or to employ one or two market-research experts for the fix-term period from appx. 15 February till June 2015, to provide the following services:

- services for the Polish entrepreneurs as regards information on Malaysian market, sectors/branches of economy/industry, potential counterparts, conditions of running export activity on the market and rules and regulations to run a company on the market
- searching for the business partners (as regards cooperation and investment) for the Polish companies,
- providing answers to direct enquiries from the Polish companies looking for potential clients,
- executing activities to promote Polish economy, especially Polish export specialties
- fulfilling tasks on promoting Polish economy and Polish products through among others organizing seminars focused on economy and economic missions, and during these events presenting Poland as the country of origin of branded products.

Conditions for interested companies:

- language of communication – English, additional knowledge of Polish language would be an advantage and is preferred,
- the companies shall name one or two experts who will carry out the services and will work closely with the Head of Trade and Investment Promotion Section of the Embassy of Poland under the Head's supervision,
- the value of the contract shall be fixed,
- companies should be able to issue an invoice on monthly basis,
- payment shall be done by bank transfer only to the provider's account,
- the contract may be terminated earlier with one month notice, without compensation.

Conditions for interested individuals:

- language of communication – English (proficiency), knowledge of Polish language would be an advantage and is preferred,
- proficiency in computer skills,
- MSc degree in formal education is a must, MSc in economy, finance or marketing would be preferred,
- experience in market-research and marketing activity,
- employment for the fix-term period up till 31st July 2015 only,
- Trade and Investment Office does not cover any health or social insurance premiums,
- self-employed individuals able to issue a formal invoice on monthly basis shall be preferred,

- payment shall be done by bank transfer only to the provider's account,
- the contract may be terminated earlier with one month notice without compensation,
- all non-Malaysian citizens shall be bearer of valid passport and Malaysian visa allowing to undertake employment.

All interested parties shall submit their initial offers to Trade and Investment Promotion Section of the Embassy of the Republic of Poland by e-mail by 16th January 2015 before 4.00 p.m. Malaysian time.

Offers received after designated time shall not be taken into consideration.

The offers should consist:

- name of the company and profile / person
- contact details
- description of experience / references / reference list
- CV of individuals / CV of designated experts in case of the company
- proposed value of the contract on monthly basis
- proposed contract in case of companies
- expected salary on monthly basis in case of individuals.

The offers should be submitted to the following e-mail address:

kualalumpur@trade.gov.pl with the Subject - Promotion Expert Services 6.5.1.

Disclaimer:

- the contract will be awarded to a company or a person in the procedure of public procurement on competition basis,
- tentatively accepted bidders will be invited for further negotiations,
- Trade and Investment Promotion Office reserves the right to cancel the procedure without giving any reasons.



INNOWACYJNA GOSPODARKA
NARODOWA STRATEGIA SPÓJNOŚCI



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