

JAMBOREE TENDERS REGULATIONS

Rules of Procedure for the selection of a supplier of services or goods and for the selection of a cooperating entity for the organisation of the 26th World Scout Jamboree in Poland in 2027

1 The Rules of Procedure for the selection of a supplier of services or goods and for the selection of a cooperating entity for the organisation of the 26th World Scout Jamboree in Poland in 2027 – hereinafter referred to as the "Regulations" were approved by the Jamboree Management Team and entered into force on the basis of the resolution of 21 December 2023 of the Board of Directors of the Jamboree Organising Committee.

2 Definitions

Jamboree Organising Committee - the Organising Committee for the 26th World Scout Jamboree, a foundation based in Gdańsk (80-823) at ul. Za Murami 2-10, KRS: 0001022285, REGON: 524671705, NIP: 5833472808. Unless otherwise specified in these Regulations, the tasks of the Jamboree Organising Committee related to the subject matter of these Regulations are carried out by the Board of the Jamboree Organising Committee;

World Scout Jamboree – the 26th World Scout Jamboree in Poland in 2027 organised in accordance with the terms of the Host Agreement of the World Scout Jamboree of 27 September 2022 and the Constitution of the World Organization of the Scout Movement;

ZHP - Związek Harcerstwa Polskiego (The Polish Scouting & Guiding Association) with its registered office in Warsaw (00-491) at ul. Marii Konopnickiej 6 - KRS: 0000094699, REGON: 007025173, NIP: 5260251440, represented by the ZHP Headquarters, as well as its regional units and branches represented in accordance with the representation rules applicable to them;

Entities related to ZHP - companies or other entities, including in particular associations, foundations, commercial companies and other entities of which ZHP is a founder, co-founder, owner, shareholder, which for the purposes of these Regulations means a situation in which ZHP holds shares or other rights connected with membership in a given entity, which give it the possibility to decide on the most important matters concerning that entity;

Contract - a consensual statement of intent made by the parties in writing, setting out mutual obligations and the manner of their performance, where one of the parties to the contract is the Jamboree Organising Committee;

Most advantageous offer - shall be understood as:

- in the case of the selection of a supplier of services or goods: the tender which presents the most favourable overall balance of price, operating costs, execution or delivery time and other relevant conditions of the subject of the contract, including the requirements related to environmental responsibility expected by the Jamboree Organising Committee;
- in the case of the selection of the Cooperating Entity: the offer that presents the most favourable overall balance of the financial benefits of the Jamboree Organising Committee, payment terms, costs and other obligations of the Jamboree Organising Committee related to the Cooperation resulting from the offer, the reliability of the Bidder, the organisational capacities and resources of the Bidder, the time of performance of services and other relevant conditions of the subject of the contract expected by the Jamboree Organising Committee.

Tenderer - a domestic or foreign entity that has submitted an offer for the provision of services or supply of goods or undertaking of Cooperation, in accordance with the rules set out in these Regulations;

Contractor - a domestic or foreign entity with which the Jamboree Organising Committee is to conclude a Contract, following a procedure for the selection of a supplier of services or goods or a procedure for the selection of a Cooperating Entity;

Cooperation - the interaction of the Jamboree Organising Committee with another entity, involving elements of a business nature, involving financial benefits to the Jamboree Organising Committee, in particular resulting from receipts from commissions or royalties related to intellectual property rights or property rights or a reduction in the costs of organising the Jamboree;

Cooperating Entity - a domestic or foreign entity undertaking the Cooperation with the Jamboree Organising Committee.

3 Scope of application of the Regulations

3.1 The Regulations, set out the internal procedure for the conclusion of contracts, the

rules for the conclusion of contracts and the division of responsibilities in pre-contractual procedures.

3.2 The provisions of the Act of 11 September 2019 "Public Procurement Law" (Journal of Laws 2019 item 2019 as amended) shall not apply to the selection of the supplier of services or goods and to the selection of the Cooperating Entity for the organisation of the World Scout Jamboree. The terms used in these Regulations are autonomous from the Act indicated in the preceding sentence.

3.3 The provisions of these Regulations shall apply **if the anticipated value of the subject of the contract for the provision of goods or services exceeds PLN 75,000 (say: seventy-five thousand PLN) net** or its equivalent in another currency according to the exchange rate on the day of the invitation to tender.

3.4 Contracts defined in item 3.3. shall also be deemed contracts for the supply of goods or provision of services, of the same type by multiple entities, where the expected total value of these contracts exceeds PLN 75,000 (in words: seventy-five thousand PLN) net or its equivalent in another currency, according to the exchange rate as at the date of the invitation to tender.

3.5 In cases other than those described in points 3.3 and 3.4 these Regulations shall not apply to the selection of the supplier of services or goods. However, the Jamboree Organising Committee may apply the provisions of these Regulations or some of their provisions if the Board of the Jamboree Organising Committee so decides.

3.6 The provisions of these Regulations shall also **apply to the selection of the Entity Cooperating** with the Jamboree Organising Committee in relation to the conclusion of a contract (an agreement) of co-operation relating to activities with business elements entailing financial benefits for the Jamboree Organising Committee, in particular as regards commissions or licence fees related to intellectual property rights or copyrights.

3.7 These Regulations shall not apply to the selection of a supplier of services or goods in the same way as in the case of the purchase of goods and/or services indicated in § 2.2. of the ZHP Purchasing Procedure (Resolution of the ZHP National Executive Board No. 85/2023 of 28 November 2023 on the adoption of ZHP Purchasing Procedure), i.e. with regard to goods and/or services including:

- a) representation costs,
- b) catering services of staff and volunteers of the Jamboree Organising Committee,

- c) accommodation fees related to the trips of staff and volunteers of the Jamboree Organising Committee,
- d) individual forms of upskilling (individual training, studies, etc.) resulting from an individual professional development programme,
- e) parking and motorway tolls,
- f) stamp duty and official fees,
- g) remuneration of artists, authors, actors, and other persons in the field of cultural activity (Article 1(1) of the Act on Organising and Conducting Cultural Activity) selected in connection with the organisation of exhibitions, concerts, competitions, festivals, shows, theatrical performances, undertakings in the field of cultural education,
- h) other supplies or services in the field of cultural activities related to the organisation of exhibitions, concerts, competitions, festivals, spectacles, theatre performances, cultural education projects,
- i) supplies or services for activities relating to the organisation of trade fairs and exhibitions,
- j) supplies or services in the field of activities related to the organisation of sporting events,
- k) remuneration of professional athletes, related to promotional and marketing activities,
- l) barter-settled supplies or services, which refers to those cases where the mutual benefits of the contract in question are equivalent (their value is the same).

3.8 The Board of the Jamboree Organising Committee may decide not to apply the Rules of Procedure if it decides to select a supplier of services or goods or to select a cooperating entity, which will be ZHP, or an entity associated with ZHP.

4 Modes of selection of the service or goods supplier and the Cooperating Entity

4.1 A request to initiate a procedure for the selection of a supplier of services or goods for the organisation of the World Scout Jamboree shall be made to the Board of the Jamboree Organising Committee by the relevant Head of Department of the Jamboree Planning Team, a staff member of the Jamboree Office, the Finance Director or the Executive Director, indicating the specification of the needs, the deadline for the delivery of goods or the provision of services and comments on the content of the bid.

4.2 The request to initiate the procedure for the selection of a Cooperating Entity for the organisation of the World Scout Jamboree shall be made to the Board of the Jamboree

Organising Committee by the relevant Head of Department of the Jamboree Planning Team, a staff member of the Jamboree Office, the Finance Director or the Executive Director, indicating the specification of needs, expected financial benefits, deadlines for the implementation of the Cooperation and comments on the content of the bid.

4.3 The Jamboree Organising Committee shall select the supplier of services or goods for the organisation of the World Scout Jamboree in one of the modes:

- 1) Competitions for Tenders;
- 2) Request for Proposals;
- 3) Single-source Procurement.

4.4 The selection of the mode referred to in the paragraph above shall be made by the Board of the Jamboree Organising Committee based on these Regulations.

4.5 The Jamboree Organising Committee shall select the Cooperating Entity for the organisation of the World Scout Jamboree by means of a Bidding Competition.

4.6 The Board of Directors of the Jamboree Organising Committee shall select the supplier of services or goods or the selection of the Cooperating Entity, using the mode of the Direct Selection referred to in para. 7, disregarding para. 7.2 and 7.3 of these Regulations in cases:

- 1) where the supplier of the services or goods or the Cooperating Entity is WOSM, an entity controlled by WOSM or an Official Sales Partner of WOSM;
- 2) when the selection of a service or goods supplier or Cooperating Entity results from previous WOSM agreements with partners and sponsors, in accordance with § 6 of the Host Agreement of the 26th World Scout Jamboree of 27 September 2022;
- 3) referred to in § 14 of the Host Agreement of the 26th World Scout Jamboree of 27 September 2022.

4.7 In the case referred to in § 4.6 above, the person requesting the initiation of the selection procedure referred to in § 4.1 or § 4.2 of these Regulations shall submit to the Board of the Jamboree Organising Committee a note indicating the circumstances and reasons justifying the use of such a procedure.

4.8 The selection of a supplier of services or goods in for the organisation of the World Scout Jamboree as well as the selection of a Cooperating Entity for the organisation of the World Scout Jamboree on behalf of the Jamboree Organising Committee shall be

carried out by the Board of the Jamboree Organising Committee, or by other persons entrusted by the Board of the Jamboree Organising Committee with these activities at its discretion.

4.9 The analysis of the bids and the final selection of the Contractor shall be made by the Board of the Jamboree Organising Committee. If the Board has previously established a team to carry out the selection of the supplier of services or goods, the selection of the Contractor shall be made by the Board on the proposal of the team.

4.10 At any stage of the selection of a supplier of services or goods for the organisation of the World Scout Jamboree as well as the selection of a Cooperating Entity for the organisation of the World Scout Jamboree, the Jamboree Organising Committee may discontinue the selection procedure.

4.11 All statements and notifications made on behalf of the Jamboree Organising Committee and the Bidders shall be in written or documentary form. Form equivalent to documentary form shall in particular be deemed to include the exchange of e-mail correspondence.

4.12 Tenders submitted by:

- 1) Bidders for whom a bankruptcy petition has been filed or who are in liquidation;
- 2) Bidders who are in arrears in the payment of taxes, fees, social security contributions or other debts of a public-law nature;
- 3) Bidders which are legal entities whose current members of the authorities (in the case of limited liability companies and joint stock companies - members of the management board) or other managing persons, including proxies, have been validly convicted of an offence committed in connection with a public procurement procedure or any other offence committed for financial gain;
- 4) Bidders who are natural persons who have been validly convicted of an offence committed in connection with a public procurement procedure or another offence committed for financial gain.

4.13 As a rule, bids should be drawn up in Polish or English, on paper or electronically in at least a scan of the bid in pdf format. The Jamboree Organising Committee may amend the requirements set out in the preceding sentence at any proceeding and may specify other requirements related to the preparation of the bids.

5 Selection of the supplier of services or goods through a competition of tenders

5.1 The Tender Competition is an invitation to conclude a contract within the meaning of Article 71 of the Civil Code and only the provisions of these Regulations and the Civil Code apply to it. The provisions of the Act of 11 September 2019 "Public Procurement Law" shall not apply in such tender proceedings.

5.2 The Call for Tenders is a Contractor selection mode in which the Jamboree Organising Committee publishes an invitation to tender on the World Scout Jamboree website (jamboree2027.org) at least 14 days before the deadline for submission of tenders. **As a rule, this mode is used when the value of the contract exceeds PLN 150,000 net.**

5.3 The Jamboree Organising Committee, as part of the Call for Bids, may optionally address an invitation to bid to such number of potential Bidders as will contribute to the selection of the most advantageous bid, competition, and the smooth running of the proceedings.

5.4 Entities with which ZHP and/or WOSM has previously cooperated in the implementation of similar events to the World Scout Jamboree and entities associated with ZHP are recommended to be invited to the Call for Tenders.

5.5 The selection of the Contractor by means of a Bid Competition shall be carried out in the following stages:

- 1) Publication of the invitation on the World Scout Jamboree website (jamboree2027.org) and, optionally, an invitation to tender to potential Bidders;
- 2) Opening of tenders, the minutes of which shall be drawn up;
- 3) Analyse the tenders received;
- 4) Conducting negotiations with all or selected Bidders, aiming to select from among the offers the one that comes closest to the expectations of the Jamboree Organising Committee;
- 5) Contractor Selection;
- 6) Carry out the final negotiation of contractual terms with the Contractor.

6. Selection of a supplier of services or goods through a Request for Proposals

6.1 The Request for Proposal is an invitation to conclude a contract within the meaning of Article 71 of the Civil Code and only the provisions of these Regulations and the Civil Code shall apply to it. In such proceedings the provisions of the Act of 11 September 2019 "Public Procurement Law" shall not apply.

6.2 The Request for Proposals is a Contractor selection procedure in which the Jamboree Organising Committee shall extend an invitation to bid to such number of potential Bidders as will contribute to the selection of the most advantageous bid, competition and the smooth running of the proceedings. The Jamboree Organising Committee should address the invitation to at least three Bidders. The deadline for the submission of a bid indicated in the request for proposals should not be less than 7 days.

6.3 It is recommended that entities with which ZHP and/or WOSM have previously cooperated in the implementation of projects similar to the World Scout Jamboree, as well as entities associated with ZHP, are invited to submit bids through a Request for Proposals.

6.4 The selection of the Contractor by means of a Request for Proposals shall be carried out in the following stages:

- 1) Addressing an invitation to tender to potential Bidders;
- 2) Opening of tenders, the minutes of which shall be drawn up;
- 3) Analyse the tenders received;
- 4) Conducting negotiations with all or selected Bidders, aiming to select from among the offers the one that comes closest to the expectations of the Jamboree Organising Committee;
- 5) Contractor Selection;
- 6) Carry out the final negotiation of contractual terms with the Contractor.

7. Selection of a supplier of services or goods by Single-Source Procurement

7.1 The Single-Source Procurement is a mode of Contractor selection in which the Jamboree Organising Committee directs an invitation to the selected entity to present a bid and negotiate on the date indicated by the Jamboree Organising Committee. The invitation referred to in the preceding sentence is an invitation to conclude a contract within the meaning of Article 71 of the Civil Code and only the provisions of these Regulations and the Civil Code apply to it. In such proceedings, the provisions of the Act of 11 September 2019 "Public Procurement Law" shall not apply.

7.2 Single-Source Procurement may be used when justified by market circumstances or by the specific nature of the subject matter of the contract or by special circumstances. In particular, the Single-Source Procurement mode is justified when there is only one

entity that can provide the goods or services needed for the organisation of the World Scout Jamboree.

7.3 The decision to select a Contractor under the Single-Source Procurement procedure should be preceded by market discernment, which means carrying out at least one of the activities described in the sections below:

- a) analysis of publicly available price lists and offers from industry players;
- b) to request a preliminary valuation of the subject matter of the contract from operators in the sector concerned;
- c) to conduct discussions or correspondence by any means with operators in the industry concerned on the subject of the valuation of the subject of the contract.

7.4 In the case of the selection of a Contractor who is ZHP, or an Entity associated with ZHP by means of a Direct Selection, the Jamboree Organising Committee may waive the application of § 7.2 and 7.3 of these Regulations.

7.5 The conduct of the selection of the Contractor under the Single-Source Procurement procedure shall be carried out in the following stages:

- 1) Send an invitation to the selected entity to submit an offer and negotiate;
- 2) Receipt of offer;
- 3) To analyse the offer received and to negotiate with the Bidder in order to obtain the most favourable conditions possible for the Jamboree Organising Committee;
- 4) Contractor selection decision;
- 5) Carry out the final negotiation of contractual terms with the Contractor.

8 Selection of the Cooperating Entity

8.1 The selection of the Cooperating Entity for the organisation of the World Scout Jamboree shall be made by means of a Call for Tenders for Cooperation.

8.2 The Call for Tenders for Cooperation is an invitation to conclude a contract within the meaning of Article 71 of the Civil Code and only the provisions of these Regulations and the Civil Code shall apply to it. The provisions of the Act of 11 September 2019 "Public Procurement Law" shall not apply in such competition proceedings.

8.3 The Call for Tenders for Cooperation shall be the mode of selection of the Contractor, whereby the Jamboree Organising Committee shall, at least 14 days before the deadline for submission of tenders, publish an invitation to tender on the World Scout Jamboree

website (jamboree2027.org).

8.4 The Jamboree Organising Committee, as part of the Call for Tenders for Cooperation, may optionally extend an invitation to bid to such number of potential Bidders as will contribute to the selection of the most advantageous bid, competition, and the smooth running of the proceedings.

8.5 It is recommended that entities with which ZHP and/or WOSM has previously cooperated in the implementation of similar events to the World Scout Jamboree, and entities associated with ZHP, are invited to the Call for Tenders for Cooperation.

8.6 The selection of the Contractor by means of a Call for Tenders to undertake the Cooperation shall be carried out in the following stages:

- 1) Publication of the invitation on the World Scout Jamboree website (jamboree2027.org) and, optionally, an invitation to tender to potential Bidders;
- 2) Opening of tenders, the minutes of which shall be drawn up;
- 3) Analyse the tenders received;
- 4) Carry out negotiations with all or selected Bidders, aiming to select from among the offers the one that comes closest to the expectations of the Jamboree Organising Committee;
- 5) Contractor Selection;
- 6) Carry out the final negotiation of contractual terms with the Contractor.

9 Negotiations with Bidders

9.1 In principle, at least two persons designated by the Board of the Jamboree Organising Committee, including at least one member of the Board of the Jamboree Organising Committee, should take part in the negotiations.

9.2 Negotiations may be conducted in person, by means of telephone and electronic communication, in particular by e-mail.

9.3 In the course of negotiations, the Jamboree Organising Committee may ask Bidders for additional clarification or detail in the bids sent.

10 Activities related to the conclusion of the contract and supervision of its execution

10.1 In the course of negotiations, both successive drafts of the agreement and the final

negotiated draft agreement shall be submitted to the legal advisor of the Jamboree Organising Committee or the law firm providing legal assistance to the Jamboree Organising Committee for an opinion before it is accepted and signed in accordance with the representation rules of the Jamboree Organising Committee.

10.2 The contract is concluded upon signature by the persons authorised to represent the parties, whereby:

- 1) Contracts must be in writing, in document form or in electronic form on pain of nullity, unless special form is required by law in view of the subject matter of the contract;
- 2) The Jamboree Organising Committee may require a performance bond from the Contractor;
- 3) As a rule, the contract should be drawn up in the Polish language as well as in accordance with the law in force on the territory of the Republic of Poland. With regard to foreign entities, it shall be permissible to conclude contracts under laws other than those indicated in the preceding sentence, subject to prior approval of such a solution by the Jamboree Organising Committee, in which case the contract may be concluded in a language other than Polish, under the laws of another country, with a clear indication of the applicable law.
- 4) The Director of Finance shall confirm the inclusion of the expenditure in the applicable financial and material plan of the Jamboree Organising Committee before concluding the contract.

11. Model documentation used in the selection of a supplier of goods or services

11.1 The Board of the Jamboree Organising Committee will determine the model documents to be used for the selection of the supplier of goods and services and for the selection of the Cooperating Entity, in particular:

- 1) Request to initiate a procedure for the selection of a supplier of services or goods for the organisation of the World Scout Jamboree;
- 2) Request to launch a procedure for the selection of a Cooperating Entity for the organisation of the World Scout Jamboree;
- 3) Invitations to tender in the Call for Tenders and Request for Proposals;
- 4) Invitations to Tender in the Call for Tenders for Cooperation;
- 5) Statements by tenderers;
- 6) Powers of attorney to submit bids;
- 7) Minutes of tender analysis and negotiations;
- 8) Contractor selection decision;

11.2 The templates referred to in the paragraph above may be amended and modified, according to the needs arising from the conduct of the proceedings in question, by the Board of the Jamboree Organising Committee or the persons entrusted with the execution of the procedures for the selection of the supplier of services or goods.

11.3 In the course of the proceedings, additional documentation may be created, as required by the conduct of the proceedings in question, by the Board of the Jamboree Organising Committee or by persons entrusted with the performance of activities related to the conduct of proceedings for the selection of a supplier of services or goods.

12 Final provisions

12.1 The provisions of these Regulations shall be without prejudice to the generally applicable provisions relating to the selection of a supplier of goods and services or the selection of Cooperating Entities, which may require a specific procedure to be followed in the selection of a supplier of services or goods for the organisation of the World Scout Jamboree, which in particular refers to the provisions of the Act of 11 September 2019 "Public Procurement Law" (Journal of Laws 2019 item 2019 as amended).

THE JAMBOREE MANAGEMENT TEAM

COUNTERSIGNED BY THE EXECUTIVE DIRECTOR AND THE FINANCE DIRECTOR