



Warsaw, 01.09.2022

## REQUEST FOR OFFERS

for written translation of the materials produced  
within the project implementation

**“EWepCe: Effective and well-functioning EWCs in post – Covid era”**

### Section I: Contracting party

Name of Beneficiary: Federacja Związków Zawodowych Metalowców i Hutników w Polsce

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### Section II Description and scope of services. Obligations of service provider.

The subject of this procedure is the provision of **written translation services** for materials produced within the above-mentioned project.

The total estimated volume of the materials to be translated is approximately **200 standard pages**.

The translations shall be provided in the following languages:

- Polish (PL)
- English (EN)
- Spanish (ES)
- Portuguese (PT)
- Slovak (SK)
- Serbian (RS)
- Turkish (TR)



For the purpose of this procedure:

**1 standard page shall be understood as 1,500 characters without spaces (source text).**

Remuneration shall be based exclusively on the unit price per standard page.

The service provider shall ensure high-quality, accurate and professional translations, consistent terminology across all materials, and compliance with the deadlines agreed within the project implementation framework.

### **Section III Term of services**

The service provider is expected to respect the following deadlines:

- The offer shall not require a prepayment
- The invoice for the services shall be issued within 14 days from completion of the service.
- The time limit for payment of the invoice must not be shorter than 30 days

### **Section IV Submission of proposals**

The proposal should be submitted using this Google Form link: <https://forms.gle/iqhbQtS8hU9yjuCz8> until 15.09.2022. Late proposals will not be accepted.

Service provider will be chosen until 16.09.2022.

### **Section V Criteria of assessment of proposals**

The contract will be awarded to the best proposal taking into account the best price-quality ratio.

Provider shall indicate:

- price per standard page (1,500 characters without spaces);

### **Section V Other information**

Conflict of interest

In order to avoid conflict of interest the following persons and/or entities are excluded from this procedure:

- Beneficiary's personnel and staff,
- family members and relatives of beneficiary and its key personnel,
- affiliated persons, companies and institutions,





- any persons, companies and institutions with shared economic interest and/or personal or equity relationship with Beneficiary.

After signing the contract any major changes to the contract shall be excluded. A draft contract may be delivered via e-mail on request.

The service providers shall respect all rules and obligations required by the European Union, in particular those with regards to confidentiality, conflict of interests, liability, intellectual property rights, ownership of materials, checks, audits and evaluation.

Full and partial proposals are allowed.

