



Warsaw, 25.09.2023

## REQUEST FOR OFFERS

for production and delivery of a multilingual video tutorial

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

Address: ul. Długa 29, 00-238 Warszawa

Contact person: Mirosław Grzybek

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Telephone number: +48 22 831 40 21

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

The subject of this procedure is the **production and delivery of one (1) video tutorial** presenting project-related content.

The video tutorial shall be produced and delivered in seven (7) language versions: English, Spanish, Polish, Portuguese, Slovakian, Serbian and Turkish.

The service shall include:

- Concept development and script adaptation;
- Video production and editing;
- Integration of graphic elements and project visual identity;
- Preparation of language versions (voice-over and subtitles);
- Export and delivery in formats suitable for web and online dissemination.

The contractor shall ensure professional audiovisual quality, clear sound and image, and proper synchronisation of all language versions.

### Section III Term of services

The service provider is expected to respect the following deadlines:

1/2



Co-funded by  
the European Union



- The offer shall not require a prepayment
- The invoice for the services should be issued to 14 days from completion and delivery 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 09.10.2023. Late proposals will not be accepted.

Service provider will be chosen until 10.10.2023.

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

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

#### **Section VI 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.

