



Warsaw, 25.09.2023

## REQUEST FOR OFFERS

for graphic design and upload of training content on the e-learning platform 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 **graphic design and technical services related to the preparation and upload of training content on the project’s e-learning platform.**

The service shall include:

- Graphic design and layout adaptation of training materials;
- Visual harmonisation of content in line with project identity;
- Technical preparation of materials for online learning environment;
- Integration of the video tutorial into the e-learning platform;
- Upload and structuring of all training materials on the platform;
- Functional testing of uploaded content to ensure accessibility and proper display;
- Basic technical support during the upload phase.

The contractor shall ensure that all materials are correctly formatted, accessible and fully operational within the e-learning environment.

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### **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 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 provider 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.



