



Warsaw, 19.10.2023

REQUEST FOR OFFERS

for simultaneous interpretation and technical services
for the online workshop planned within the project

“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 **interpretation, technical and logistical services for the Online Workshop scheduled on 4 December 2023.**

The services shall include:

1. Simultaneous Interpretation Services

- Provision of 10 professional interpreters;
- Interpretation from Polish into Slovakian, Serbian, Portuguese, Spanish and English.
- Coordination of interpretation teams and language channels;
- Ensuring continuous availability of interpretation during the workshop.

2. Equipment for Simultaneous Interpretation and Online Platform

- Provision and installation of 5 interpreting booths;
- Technical equipment enabling simultaneous interpretation in 6 languages;
- Access to an appropriate online platform supporting multilingual interpretation;

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the European Union



- Coordination and management of online interpretation channels;
- Video recording of the workshop.

3. Technical Assistance and Live Streaming

- Technical support before and during the event;
- Setup and management of live streaming;
- Monitoring of audio and video quality throughout the workshop;
- Immediate troubleshooting in case of technical issues.

4. Rental of Meeting Room

- Rental of appropriate meeting space for installation and operation of interpreting booths;
- Access for interpreters and technical staff;
- Adequate infrastructure (electricity, internet connectivity, technical facilities).

The contractor shall ensure full technical reliability, professional coordination, and uninterrupted service during the workshop.

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 up to 14 days from the date of the meeting
- The time limit for payment of the invoice must not be shorter than 30 days
- Three weeks before the established date of the meeting to provide the names of the interpreters;

Section IV Submission of proposals

The proposal should be submitted using this Google Form link <https://forms.gle/iqhbQtS8hU9yjuCz8> until 10.11.2023. Late proposals will not be accepted.

Service provider will be chosen until 13.11.2023.

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.