



Warsaw, 15.01.2024

REQUEST FOR OFFERS

For providing technical support and live streaming services for project's online national events

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 **technical support and live streaming services for six (6) online national follow-up seminars** organised within the framework of the project.

Six (6) online follow-up seminars are planned to take place between February and March 2024.

The exact dates of each seminar shall be communicated to the selected contractor no later than five (5) calendar days before the scheduled event.

The seminars will be organised in the following countries:

- Slovakia (SK)
- Portugal (PT)
- Poland (PL)
- Spain (ES)
- Montenegro (ME)
- Serbia (RS)

1/2



Co-funded by
the European Union



For each seminar, the contractor shall provide:

- Access to a suitable and stable online platform;
- Technical setup and configuration prior to the seminar;
- Real-time technical assistance during the event;
- Management of live streaming;
- Monitoring of audio and video quality;
- Troubleshooting and technical coordination;
- Full video recording of each seminar.

The contractor shall ensure stable transmission, professional technical management, and uninterrupted service throughout each event.

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 last meeting
- The time limit for payment of the invoice must not be shorter than 30 days
- The test of the online platform should be done the day before each event

Section IV Submission of proposals

The proposal should be submitted using this Google Form link <https://forms.gle/iqhbQtS8hU9yjuCz8> until 30.01.2024. Late proposals will not be accepted.

Service provider will be chosen until 31.01.2024.

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.

