



Warsaw, 01.09.2022

REQUEST FOR OFFERS

for communication, publication and IT services
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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Section II Description and scope of services. Obligations of service provider.

The subject of this procedure is the provision of communication, publication and IT services related to dissemination of project results.

The services are divided into the following components:

Lot 1 – Graphic Design and Communication Materials

- Preparation, graphic design and typesetting of:
 - 3 articles
 - 5 newsletters
 - 30 informative brochures
- Creation of project logo
- Creation of project social media account and its updating

Lot 2 – Publication Services

- Publication of 1 article promoting the project's results in Polish national press;
- Publication of:

1/2



Co-funded by
the European Union



- 1 article in Polish national language, and
- 1 article in English in an online international medium.

Lot 3 – IT Services

- Publishing project materials on the website;
- Adapting materials to appropriate technical formats for online dissemination.

Provider may submit offers for one, several or all lots.

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.

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.

