



Warsaw, 01.09.2022

REQUEST FOR OFFERS

for production of promotional video materials
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

E-mail: sekretariat@federacja-metalowcy.pl

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 five (5) promotional videos** presenting the progress and achievements of the project.

The service shall include:

- Concept development and storyboard preparation;
- Video editing and post-production;
- Graphic elements and project visual identity integration;
- Subtitling in seven (7) languages: EN, PL, SK, RS, PT, ES, TR;
- Synchronisation and technical adaptation of subtitles;
- Export and delivery in formats suitable for web and social media dissemination.

Each video shall be prepared in a format suitable for publication on the Beneficiary’s website.

The contractor shall ensure technical quality, clarity of sound and image, and professional editing standards.

Section III Term of services

The service provider is expected to respect the following deadlines:

1/2



- The offer shall not require a prepayment
- The invoice shall be issued within 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 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.

