



Warsaw, 30.09.2022

REQUEST FOR OFFERS

for providing of interpretation services for Online Launch event
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 provision of simultaneous interpretation services during the **Online Launch Meeting planned on 7 November 2022.**

The service shall include:

- Provision of 10 professional interpreters;
- Simultaneous interpretation from Polish into Spanish, Serbian/Montenegrin, Slovakian, English, Portuguese;
- Remote interpretation delivered through the selected online platform;
- Coordination of language channels and interpretation teams;
- Availability of interpreters throughout the entire duration of the meeting.

The contractor shall ensure continuity of service, proper audio quality and adequate replacement in case of unforeseen circumstances.

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

1/2



- 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 14.10.2022. Late proposals will not be accepted.

Service provider will be chosen until 17.10.2022.

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.

