



Warsaw, 30.09.2022

## REQUEST FOR OFFERS

for technical and interpretation equipment services  
for the online launch meeting  
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 and interpretation-related services for the **Online Launch Meeting scheduled on 7 November 2022**.

The services shall include:

#### 1. Equipment for Simultaneous Interpretation

- Provision and installation of 5 interpreting booths;
- Technical equipment enabling simultaneous interpretation from Polish into Spanish, Serbian/Montenegrin, Slovakian, Turkish, Portuguese.
- Audio distribution system and integration with the online platform.

#### 2. Technical Support During the Online Meeting

- Provision of access to a suitable online platform enabling multilingual interpretation (6 languages);
- Coordination and technical management of online interpretation;
- Real-time technical assistance during the meeting;

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- Video recording of the meeting.

### **3. Technical Support for Online Streaming**

- Setup and management of live streaming of the event;
- Ensuring stable audio and video transmission;
- Technical monitoring throughout the event.

### **4. Rental of Meeting Room**

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

The contractor shall ensure full technical functionality, stability of the connection, and professional coordination of all technical aspects of the 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 meeting.
- 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 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.