



Warsaw, 30/01/2023

REQUEST FOR OFFERS

for preparation, deployment and maintenance of the EWC Assessment Tool 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 **preparation, graphic design, technical deployment and maintenance of the EWC Assessment Tool.**

The service shall include the following components:

1. Development and Deployment

- Preparation and structuring of the EWC Assessment Tool content;
- Graphic design and layout in line with project visual identity;
- Adaptation of content to the relevant technical format;
- Uploading and integration of the tool on the platform prepared within the framework of the “Start and Go” project;
- Functional testing to ensure correct operation:
 - on desktop (PC);
 - on mobile devices (Android and iOS);

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- Verification of usability and accessibility;
- Correction of potential technical errors identified during testing phase.

The contractor shall ensure that the tool is fully operational, user-friendly and accessible across standard devices and operating systems.

2. Maintenance and Hosting (12 Months)

- Hosting of the EWC Assessment Tool for a period of 12 months;
- Administrative and technical maintenance;
- Monitoring of functionality and performance;
- Basic technical support in case of malfunction;
- Ensuring availability and accessibility during the hosting period.

The contractor shall ensure that the tool complies with general data protection and security standards.

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 to 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 13/02/2023. Late proposals will not be accepted.

Service provider will be chosen until 14/02/2023.

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 provides 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.