



Warsaw, 25.09.2023

REQUEST FOR OFFERS

for providing of interpretation services for the training session planned in Warsaw on 11–12 October 2023.

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 simultaneous interpretation services during the **Face-to-Face training session planned in Warsaw on 11–12 October 2023.**

The estimated number of participants is approximately 30 persons.

The service shall include:

- Provision of 10 professional interpreters;
- Simultaneous interpretation from Polish into Turkish, Slovakian, Serbian, Portuguese and Spanish;
- Coordination of interpretation teams and language channels;
- Availability of interpreters during both training days;
- Professional conduct and compliance with conference interpretation standards.

The contractor shall ensure continuity of service and adequate replacement in case of unforeseen circumstances.

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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.
- 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 01.10.2023. Late proposals will not be accepted.

Service provider will be chosen until 02.10.2023.

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 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.

