



Warsaw, 25.09.2023

## REQUEST FOR OFFERS

for providing interpretation equipment, and technical streaming services  
for the training session in Warsaw  
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 interpretation equipment, venue rental and technical streaming services for the **Face-to-Face training session planned in Warsaw on 11–12 October 2023.**

The estimated number of on-site participants is approximately **30 persons.**

The services shall include:

#### 1. Equipment for Simultaneous Interpretation

- Provision and installation of 5 interpreting booths for 2 days;
- Technical equipment enabling simultaneous interpretation from Polish into Turkish, Slovakian, Serbian, Portuguese and Spanish.
- Audio distribution system and technical coordination;
- On-site technical assistance during both training days.

#### 2. Rental of Meeting Room

- Rental of an appropriate meeting room in Warsaw for 2 days (11–12 October 2023);

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Co-funded by  
the European Union



- Meeting space adequate for approximately 30 participants, interpreters and technical staff;
- Sufficient space for installation of interpreting booths;
- Necessary infrastructure, including electricity supply, internet connectivity and basic technical facilities.

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

- Setup and management of online streaming for 2 days;
- Monitoring of audio and video quality;
- Real-time technical assistance;
- Video recording of the training sessions.

The contractor shall ensure full technical reliability, proper installation of equipment and uninterrupted service throughout both training days.

### **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 the date of the meeting
- The time limit for payment of the invoice must not be shorter than 30 days
- The installation of the interpreting booths should be done the day before the event

### **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.