

Federacja Związków Zawodowych
Metalowców i Hutników

REQUEST FOR OFFERS

for providing of interpretation equipment for project's events
within the project implementation

"Worker participation in GIG economy – long term scenarios for automotive sector"

Section I: Contracting party

Name of Beneficiary: Federacja Związków Zawodowych Metalowców i Hutników

Address: ul. Długa 29, 00-238 Warszawa

Contact person: Mirosław Grzybek

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Telephone number: +48 22 831 40 21

Section II Description and scope of services. Obligations of service provider.

Providing of interpretation services for consecutive and simultaneous interpretation for the following project's events:

1. Workshops I, BELGRADE, 1-day meeting, October 2019

- Equipment for simultaneous interpretation for the audience of 15 people: 5 interpreting booths, headphones, microphones, sound system, transport, technical assistance, installation in the place of the meeting *the provider will be informed about the place of the meeting one month before the planned date of the meeting

2. Workshops II, MALAGA, 2 days meeting, November 2019

- Equipment for simultaneous interpretation for the audience of 15 people: 5 interpreting booths, headphones, microphones, sound system, transport, technical assistance, installation in the place of the meeting *the provider will be informed about the place of the meeting one month before the planned date of the meeting

3. Workshops III, BRUSSELS, 1-day meeting, March 2020

- Equipment for simultaneous interpretation for the audience of 30 people: 5 interpreting booths, headphones, microphones, sound system, transport, technical assistance, installation in the place of the meeting *the provider will be informed about the place of the meeting one month before the planned date of the meeting

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 per each meeting separately 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
- The provider will be informed about the exact place and date of the meetings one month before the event
- The installation of the interpreting booths should be done the day before the event

Section IV Submission of proposals

The proposal should be submitted in writing until 28.02.2019 to the following address: ul. Długa 29, 00-238 Warszawa in person, e-mail or by registered mail. Late proposals will not be accepted.

Service provider will be chosen until 01.03.2019.

Section V Conditions of participation

It is expected that service provider has a minimum 2 years of experience in performing services and has taken part in implementation of minimum 3 international projects funded by the European Union. Professional experience of the company should be documented by appropriate statements and references.

Section VI Criteria of assessment of proposals

The contract will be awarded to the best proposal taking into account the best price-quality ratio.

Section VII 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.

The standard contract for services will not be negotiated by the 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.

Only complete offers will be evaluated. Partial proposals will be excluded.

Beneficiary does not allow subcontracting as a rule. All potential subcontractors should be notified and accepted by the Beneficiary prior to signing a contract for services.

On behalf of Beneficiary:

A handwritten signature in black ink, appearing to read "Grzegorz Białoszewski", is written over a horizontal dotted line. The signature is cursive and extends above and below the line.