

Rome, 16.12.2021

Federazione Autonoma dei Sindacati dei Trasporti

On behalf of:

- Bildungswerk der Sächsischen Wirtschaft gGmbH - BSW
- Ogólnopolskie Porozumienie Związków Zawodowych / All-Poland Alliance of Trade Unions (OPZZ)
- Federation of Polish Entrepreneurs FPP

REQUEST FOR OFFERS

for providing of interpretation and technical service for project's event which will be organized online

on **20th January 2022**

within the framework of the project: Trade Unions' Transition- Enhancing Participation in Time of Crisis (TUTEPToC)

Section I: Contracting party

Name of the organisation	Federazione Autonoma dei sindacati dei trasporti
Address	Via Prenestina, 170, Rome, Italy
Telephone	+39 06 89535974
E-mail address	sg@sindacatofast.it

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

Providing of interpreters for simultaneous interpretation for the following project online events:

Capacity Building Even Online



With financial support from the European Union

- Simultaneous interpretation for the following language: Polish, Italian, German, Macedonian, Spanish, Lithuanian and Romanian (12 interpreters)
- 6 booths with technical equipment for the interpretation
- technical support during the online event including: online registration, connection test pre meeting, coordination of online interpretation channels and video recording.

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 final invoice must not be shorter than 30 days

Section IV Submission of proposals

The proposal should be submitted in writing until **31.12.2021** to the email address mentioned in Section I. Late proposals will not be accepted.

Service provider will be chosen until **2.12.2022**.

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. Professional experience of the interpreters should be documented by appropriate references and Curriculum Vitae.



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.

The Beneficiary:

FAST - Federazione autonoma dei sindacati dei Trasporti

