



Strengthening workers' information, consultation and participation rights

by providing the training and intensifying cooperation

Sofia, 28.02.2019

Syndical Federation of Machinebuilders and Metalworkers CL Podkrepa

SFMM CL PODKREPA

On behalf of:

1 : Samostalni sindikat metalaca Srbije- Serbia

2 : Federacja Związków Zawodowych "Metalowcy"- Poland

REQUEST FOR OFFERS

for providing of interpretation services for project's events

within the project implementation

**"Strengthening workers' information, consultation and participation rights by providing
the training and intensifying cooperation"**

Section I: Contracting party

Name of Beneficiary: Syndical Federation of Machinebuilders and Metalworkers CL Podkrepa

Address: 35 Dragan Tsankov Blvd., floor 2, office 202, 1125 Sofia, Bulgaria

Contact person: Stefanka Primova

E-mail: sfmm.podkrepa@gmail.com

Telephone number: +359 2 483 40 74

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

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

- 1. 27th of March 2019 Sofia, Bulgaria / Steering committee**

1/2





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Simultaneous interpretation from Bulgarian to Polish, Serbian
Number of interpreters: 4
Number of working days: 1

2. September 2019 Belgrade, Serbia / Workshop meeting

Simultaneous interpretation from Serbian to Polish, Bulgarian
Number of interpreters: 4
Number of working days: 1

3. November 2019 Warsaw, Poland / Training session

Simultaneous interpretation from Polish to Bulgarian, Serbian
Number of interpreters: 4
Number of working days: 1

4. April 2020 Sofia, Bulgaria / Follow-up conference

Simultaneous interpretation from Bulgarian to Polish, Serbian
Number of interpreters: 4
Number of working days: 1

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 two weeks before the event





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- 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 in writing until 05.03.2019 to the following address:

35 Dragan Tsankov Blvd., floor 2, office 202, 1125 Sofia, Bulgaria E-mail:
sfmm.podkrepa@gmail.com

in person, e-mail or by registered mail. Late proposals will not be accepted.

Service provider will be chosen until 06.03.2019.

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 and of the interpreters should be documented by appropriate statements and references, including the curriculum vitae of the interpreters.

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,





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- 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:

