



## **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 equipment for simultaneous interpretation for project's events

within the framework of the project:

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

#### Section I: Contracting party

##### **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](mailto:sfmm.podkrepa@gmail.com)

Telephone number: +359 2 483 40 74

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

Providing of interpreting equipment for simultaneous interpretation during the following project's events:

#### **1. 27<sup>th</sup> of March 2019 Sofia, Bulgaria / Steering committee, 1-day duration**

Equipment for simultaneous interpretation for the audience of 12 people: 2 interpreting booths, headphones, microphones, sound system, transport, technical assistance, installation in the place of the meeting

#### **2. September 2019 Belgrade, Serbia / Workshop meeting, 1-day duration**

Equipment for simultaneous interpretation for the audience of 18 people: 2 interpreting booths, headphones, microphones, sound system, transport, technical assistance, installation in the place of the meeting

#### **3. November 2019 Warsaw, Poland / Training session, 1-day duration**

Equipment for simultaneous interpretation for the audience of 12 people: 2 interpreting booths, headphones, microphones, sound system, transport, technical assistance, installation in the place of the meeting

#### **4. April 2020 Sofia, Bulgaria / Follow-up conference, 1-day duration**

Equipment for simultaneous interpretation for the audience of 18 people: 2 interpreting booths, headphones, microphones, sound system, transport, technical assistance, installation in the place 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





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- 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 final 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
- 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 05.03.2019 to the following address:

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





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### 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 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.

Partial proposals are acceptable if they concern single conference or workshop.

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:



With financial support from the European Union