



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

Telephone number: +359 2 483 40 74

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





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Providing of airline tickets (go and back) and local transport for participants of the following project's events:

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

Providing the plane tickets to Sofia from:

4 people from Serbia, 4 people from Montenegro, 2 people from Poland

### **2. September 2019 Belgrade, Serbia / Workshop meeting**

Providing the plane tickets to Belgrade from:

3 people from Poland, 6 people from Montenegro, 6 people from Bulgaria

### **3. November 2019 Warsaw, Poland / Training session**

Providing of plane tickets to Warsaw for:

4 people from Serbia, 4 people from Montenegro, 2 people from Bulgaria

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

Providing of plane tickets to Sofia from:

6 people from Serbia, 6 people from Montenegro, 3 people from Poland

## **Section III Term of services**

The service provider is expected to respect the following deadlines:

- The offer shall not require a prepayment
- Arrivals of the delegation to the place of the meeting will be assured on the day prior to the event and departures on the day after the meeting
- The proposed flight's connections foreseen max. one transfer on the route
- The total time of travel from point A to point B cannot exceed 10 hours (including the transfer time)
- The proposal of the route should be presented for the prior approval of the Beneficiary min. two weeks before the planned departure date





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- The airline ticket should be provided to Beneficiary min. one week before the planned departure date
- The provider should assure the collection of the Boarding Passes related to all flights and forwarding it to Beneficiary up to 7 days after the departure date
- 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

### **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.

### **Section VII Other information**





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### 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:

