



# ***GREEN ORGANIZATIONS FOR SUSTAINABLE FUTURE***

Zawiercie, 08.04.2019

Międzyzakładowy Samorządny Niezależny Związek Zawodowy  
Pracowników CMC Zawiercie S.A i Spółek- Poland

on behalf of:

1. Bildungswerk der Sächsischen Wirtschaft – Germany
2. Republiková únia zamestnávateľov- Slovakia
3. Business Confederation of Macedonia- Macedonia
4. Syndical Federation of Machinebuilders and Metalworkers CL Podkrepa- Bulgaria

## **REQUEST FOR OFFERS**

for providing of equipment for simultaneous interpretation for project's events

within the framework of the project:

**"Green organizations for sustainable future"**

### **Section I: Contracting party**

Name of Beneficiary: Międzyzakładowy Samorządny Niezależny Związek Zawodowy

Pracowników CMC Zawiercie S.A i Spółek- Poland

Address: Pilsudskiego 82, 42400 Zawiercie, Poland

Contact person: Edward Myszkowski

E-mail: [dgbiuro@onet.pl](mailto:dgbiuro@onet.pl)

Telephone number: +48 326 725 015





## 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. Kick-off meeting in Poland 16.05.2019 - 1 day event - simultaneous interpretation from Polish to English, Bulgarian, Macedonian – 3 interpreting booths, microphones, headphones for 11 people, transport, installation and technical assistance during the meeting
2. Follow-up conference in Brussels 15.09.2020 – 1 day event - simultaneous interpretation from Polish to English, Bulgarian, Macedonian, Slovak, German – 5 interpreting booths, microphones, headphones for 25 people, transport, installation and technical assistance during 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 above-mentioned dates are approximate. The provider will be informed about the exact place and date of the meetings three weeks before the event
- The invoice for the services should be issue 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 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 **15.04.2019**





to the following address: Pilsudskiego 82, 42400 Zawiercie, Poland

E-mail: [dgbiuro@onet.pl](mailto:dgbiuro@onet.pl)

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

Service provider will be chosen until **16.04.2019**.

#### 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.





## **GREEN ORGANIZATIONS FOR SUSTAINABLE FUTURE**

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:

PRZEWODNICZĄCY  
MIĘDZYZAKŁADOWEGO SAMORZĄDNEGO  
NEZALEZNEGO ZWIĄZKU ZAWODOWEGO  
PRACOWNIKÓW CMC PŁANI Sp. z o.o. 1 SPÓŁKA \*\*

*Marcel Kijas*

