



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 interpretation service 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

Telephone number: +48 326 725 015

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

Providing of interpreters for simultaneous and consecutive interpretation for 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
2. Expert mission and training session in Macedonia 10-11.09.2019 - 2 days event – consecutive interpretation from Macedonian to English
3. Expert mission and training session in Bulgaria 17-18.07.2019 - 2 days event – consecutive interpretation from Bulgarian to English
4. Expert mission and training session in Slovakia 17-18.09.2019 - 2 days event – consecutive interpretation from Slovak to English
5. Expert mission and training session in Germany 26-27.09.2019 - 2 days event – consecutive interpretation from German to English
6. Expert mission and training session in Poland 26-27.09.2019 - 2 days event – consecutive interpretation from Polish to English
7. Follow-up conference in Brussels 15.09.2020 – 1 day event - simultaneous interpretation from Polish to English, Bulgarian, Macedonian, Slovak, German

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





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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

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

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. 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





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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:

PRZEWODNICZĄCY
..MIĘDZY ZAKŁADÓW I SAMORZĄDNEGO..
NIEZALEŻNEGO ZWIĄZKU ZAWODOWEGO
PRACOWNIKÓW CMG Poland Sp. o.o. i SPÓŁEK

Marek Kijas

