

Madrid, 26.01.2021

**Coalición Sindical Independiente de Trabajadores de Madrid - Spain**

On behalf of:

1. Sindikat zaposlenih u zdravstvu i socijalnoj zaštiti Srbije – Serbia
2. Confederation of free trade unions of Macedonia – Macedonia
3. Confederazione dei Sindacati Autonomi dei Lavoratori – Italy

**REQUEST FOR OFFERS**

for providing of interpretation service for project's event organized online

on **11<sup>th</sup> February 2021**

within the framework of the project:

**"TOGETHER. BUILDING THE FUTURE OF WORKER PARTICIPATION IN HEALTH SERVICE SECTOR"**

**Section I: Contracting party**

Name of the organisation	<b>Coalición Sindical Independiente de Trabajadores de Madrid - Spain</b>
Address	C/ Sagasta 18, 1a Planta, Madrid, Spain
Telephone	+34 91 594 39 95 / 39 22
E-mail address	secretariaformacion@csit.es

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

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

**Working meeting of experts – ONLINE event 11th February –2021**

- *Simultaneous interpretation in the following languages: Macedonian, Spanish, Serbian, Latvian, Italian (8 interpreters)*
- *4 interpreting booths with equipment*
- *Technical support during the online event including: coordination of online interpretation, operation of conference platform, online registration, video recording.*

**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 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**



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The proposal should be submitted in writing until **05.02.2021** to the email address mentioned in Section I. Late proposals will not be accepted.

Service provider will be chosen until **05.02.2021**.

#### **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**

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:  
Santiago Pérez Fernández  
Vicesecretario de Formación y Empleo



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