



Rome, 25.03.2019

**Federazione Autonoma dei Sindacati dei Trasporti**

On behalf of:

**1 : Coalición Sindical Independiente de Trabajadores de Madrid - CSIT Unión Profesional – Spain**

**2 : Lithuanian trade union confederation (Lietuvos Profesinių Sąjungų Konfederacija)**

**- Lithuania**

**3 : Związek Zawodowy Dyzurnych Ruchu Polskich Kolei Państwowych – Poland**

**REQUEST FOR OFFERS**

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

within the implementation of the project

**“Learning FAST and GREEN”**

**Section I: Contracting party**

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Name of Beneficiary: Federazione Autonoma dei Sindacati dei Trasporti

Address: Via Prenestina 170, 00176, Rome, Italy

Contact person: Pietro Serbassi

E-mail: [p.serbassi@fastferrovie.it](mailto:p.serbassi@fastferrovie.it)

Telephone number: +39 32 889 17 273

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With financial support from the European Union



## **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 Italy 09.05.2019** (simultaneous interpretation) 1 day  
Providing of equipment for simultaneous interpretation for the total number of 14 people, including: 6 interpreting booths, headphones, microphones, sound system, transport, technical assistance, installation in the place of the meeting.
2. **Training course in Lithuania 26-27.06.2019** (simultaneous interpretation) 2 days  
Providing of equipment for simultaneous interpretation for the total number of 44 people, including: 6 interpreting booths, headphones, microphones, sound system, transport, technical assistance, installation in the place of the meeting.
3. **Steering Committee in Spain 13.02.2020** (simultaneous interpretation) 1 day  
Providing of equipment for simultaneous interpretation for the total number of 14 people, including: 6 interpreting booths, headphones, microphones, sound system, transport, technical assistance, installation in the place of the meeting.
4. **Final conference in Italy 07.07.2020** (simultaneous interpretation) 1 day  
Providing of equipment for simultaneous interpretation for the total number of 21 people, including: 6 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
- 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 installation of the interpreting booths should be done the day before the event
- 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

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#### **Section IV Submission of proposals**

The proposal should be submitted in writing until 05.04.2019 to the following address:

Address: Via Prenestina 170, 00176, Rome, Italy

E-mail: [p.serbassi@fastferrovie.it](mailto:p.serbassi@fastferrovie.it)

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

Service provider will be chosen until 08.04.2019.

#### **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.

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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.

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:

