



# EMPLOYEE INVOLVEMENT IN DECISION-MAKING

Madrid, 14.06.2022

Confederación Sindical Independiente-Fetico

On the behalf of the co- applicant organization:

- Bildungswerk der Sächsischen Wirtschaft gGmbH – BSW
- Confederazione dei Sindacati Autonomi dei Lavoratori – Confsal
- Unija poslodavaca Srbije – Serbian Association of Employers- SAE
- Unija poslodavaca Crne Gore (Montenegrin Employers Federation)

## REQUEST FOR OFFERS

for providing of interpretation service for project's event that will be organized online  
on **30 June 2022**

within the framework of the project: Employee involvement in decision-making in times of crisis as a key to the effective organization of the company's work.

### Section I: Contracting party

Name of the organisation	Confederación Sindical Independiente-Fetico
Address	C/ Orense, 8 - 2a Planta, Madrid, Spain
Telephone	+34 913097930
E-mail address	<a href="mailto:antonioperez@fetico.es">antonioperez@fetico.es</a>

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

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

#### **Meeting of experts online on 30/06/2022**

- Simultaneous interpretation in the following languages: Polish, Spanish, Italian, German, Serbian, Portuguese 10 interpreters
- 5 interpreting booths with Technical conference
- Technical support for connection online of online platform for the meeting, coordination of the registration of the participant and interpretation online and video recording.



With financial support from the European Union



# EMPLOYEE INVOLVEMENT IN DECISION-MAKING

## 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

The proposal should be submitted in writing until **28.06.2022** to the email address mentioned in Section I. Late proposals will not be accepted.

Service provider will be chosen until **29.06.2022**

## Section V Criteria of assessment of proposals

The contract will be awarded to the best proposal taking into account the best price-quality ratio.

## Section VI 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 provider 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.

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:  
Antonio Perez Rodriguez



With financial support from the European Union