Warsaw, 24.8.2026

REQUEST FOR OFFERS

for interpretation and technical event services

within the project implementation

“IEPTT: Improving Employee Participation in Twin Transition”

Section I: Contracting party

Name of Beneficiary ZWIAZEK ZAWODOWY PRZEMYSLU ELEKTROMASZYNOWEGO WARSZAWIE

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

The subject of this procedure is the provision of simultaneous interpretation and technical services for an event organized within the above-mentioned project.

The event will take place online on **22 September 2026** in the framework of the IEPTT project.

The service shall include:

Lot 1 – Interpretation Services

- Simultaneous interpretation on Polish, Bulgarian, Montenegrin, Lithuanian, Ucraininan, Italian, Czech, English
- Provision of 14 professional interpreters for the duration of the event;
- Interpretation coordination services.

Lot 2 – Interpretation Booths and Equipment

- Provision of 7 interpretation booths fully equipped with all

necessary interpretation equipment;
- □ Provision of receivers, microphones and related interpretation infrastructure;
- □ Installation, testing and dismantling of equipment.

Lot 3 – Technical Event Support

- □ Technical assistance throughout the online event;
- □ Operation of the conference platform;
- □ Participant registration management;
- □ Video recording of the event.
- □ Live streaming

The service provider shall ensure high-quality interpretation services, professional technical support, uninterrupted operation of all equipment and effective coordination of all event-related services.

The provider shall be responsible for all equipment, staffing, technical infrastructure and operational arrangements necessary for the successful delivery of the services.

Service providers may submit offers for:

- Lot 1 only;
- Lot 2 only;
- Lot 3 only;
- Any combination of the above lots;
- All lots combined.

Partial offers are therefore permitted.

The Contracting Authority reserves the right to award separate contracts for individual lots or a single contract covering all services, depending on the quality of the offers received and the best value for money principle.

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 shall be issued within 14 days from completion of the service.

· The time limit for payment of the invoice must not be shorter than 30 days

Section IV Submission of proposals

The proposal should be submitted using this Google Form link

https://forms.gle/vb9eCtZK5oWKz1Xe7

Until 8/9/2026

Late proposals will not be accepted.

Service provider will be chosen until 9/09/2026

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,

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· 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.

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.

Full and partial proposals are allowed.



IEPTT

IMPROVING EMPLOYEE
PARTICIPATION IN TWIN TRANSITION





















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