Lubin Poland, 11/11/2026

REQUEST FOR OFFERS

for providing of interpretation services for the Roundtable meeting planned in Malaga, Spain on 12-13 January 2026 project: Greener Deal: Meaningful Employee Participation in European Industries for EGD Implementation

Section I: Contracting party

Name of Beneficiary: ZWIAZEK ZAWODOWY PRACOWNIKOW PRZEMYSLU MIEDZIOWEGO (ZZPPM)

Contact person: Ryszard Zbrzyny

E-mail: zzppm.projects@interia.pl

Telephone number: +48768461030

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

The subject of this procedure is the provision of interpretation service during the **Face to Face meeting in Malaga, Spain on 12-13 January 2027**

The estimated number of participants is approximately 20 persons.
The service shall include:

- Provision of 8 professional interpreters;
- Simultaneous interpretation from PL to PT, BG, ES, MK
- Coordination of interpretation teams and language channels;
- Availability of interpreters during both days;
- Professional conduct and compliance with conference interpretation standards.

The contractor shall ensure continuity of service and adequate replacement in case of unforeseen circumstances.

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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 issue up to 14 days from the date of the meeting
- The time limit for payment of the invoice must not be shorter than 30 days
- Three weeks before the established date of the meeting to provide the names of the interpreters.

Section IV Submission of proposals

The proposal should be submitted using this Google Form link https://docs.google.com/forms/d/1Bfjo5y0mcE6xwSt4CsfDT7bkG-oOpA7iD6egpOCt_Ng/edit until 27.11.2026. Late proposals will not be accepted.

Service provider will be chosen until 30.11.2026.

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,
- 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.

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