

Málaga, 01.03.2019

**SINDICATO INDEPENDIENTE DE POLICIA DE ANDALUCIA**

On behalf of:

1. Confederazione dei Sindacati Autonomi dei Lavoratori
2. Confederación Española de Policía

**REQUEST FOR OFFERS**

for providing of interpretation services for project's events

within the implementation of the project

**"EQUAL POLICE: European Police together toward more egalitarian workplace"**

**Section I: Contracting party**

Name of Beneficiary: SINDICATO INDEPENDIENTE DE POLICIA DE ANDALUCIA

Address: CAMINO SAN RAFAEL 99, OFFICE 11-2, 29006 Malaga, Spain

Contact person: Manuel Jesús Troyano Tellez

E-mail: [sipan.projects@gmail.com](mailto:sipan.projects@gmail.com)

Telephone number: +34 952 315 690

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

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

**03/04/2019 Spain, Toledo - Kick off meeting, 1-day duration**

Simultaneous interpretation from Spanish to Portuguese, Italian, Romanian, Lithuanian

Number of interpreters: 8

Number of working days: 1

1/2





**December 2019 Italy, Rome - International Joint Seminar, 1-day duration**

Simultaneous interpretation from Italian to Spanish, Portuguese, Romanian, Lithuanian  
Number of interpreters: 8  
Number of working days: 1

**February 2020 Spain, Málaga - Final Conference, 1-day duration**

Simultaneous interpretation from Spanish to Portuguese, Italian, Romanian, Lithuanian  
Number of interpreters: 8  
Number of working days: 1

**Section III Term of services**

The service provider is expected to respect the following deadlines:

- The offer shall not require a prepayment
- The provider will be informed about the exact place and date of the meetings three weeks 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 invoice must not be shorter than 30 days

**Section IV Submission of proposals**

The proposal should be submitted in writing until 08.03.2019 to the following address:

Address: CAMINO SAN RAFAEL 99, OFFICE 11-2, 29006 Malaga, Spain

E-mail: [sipan.projects@gmail.com](mailto:sipan.projects@gmail.com)

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

Service provider will be chosen until 11.03.2019.

**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 and of the interpreters should be documented by appropriate statements and references, including the curriculum vitae of the interpreters.



## 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 providers 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:



*Manuel S. Troyano Teller*



