TRANSFER
TuRning the Atm sector iNto a SuccesFul
Example of Replicable social dialogue practices

Co-funded by the European Union

Rome, 19.10.2026

REQUEST FOR OFFERS

for interpretation and technical event services

within the project implementation: TRANSFER:

TuRning the Atm sector iNto a SuccesFul

Example of Replicable social dialogue practices

Section I: Contracting party

Name of Beneficiary: FEDERAZIONE AUTONOMA DEI SINDACATIDEI TRASPORTI (FAST Confsal), established in VIA DEL CASTRO PRETORIO 42, ROMA

Contact person: Pietro Serbassi

E-mail: sg@sindacatofast.ti

Telephone number: +39 0689535974

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 **20/11/2026** in the framework of the TRANSFER project.

The service shall include:

Lot 1 – Interpretation Services

- □ Simultaneous interpretation on Polish, Montenegrin, Italian, English, Romanian, Bulgarian
- □ Provision of 8 professional interpreters for the duration of the event;
- □ Interpretation coordination services.

Lot 2 – Interpretation Booths and Equipment

- □ Provision of 4 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.

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/jxPL77Nv6BiMBaVR6

Until 4/10/2026

Late proposals will not be accepted.

Service provider will be chosen until 5/10/2026

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.

TRANSFER

TuRning the Atm sector iNto a SuccesFul
Example of Replicable social dialogue practices

Funded by the European Union. Views and opinions expressed are however those of the author(s) only, and do not necessarily reflect those of the European Union or European Commission. Neither the European Union nor the granting authority can be held responsible for them.

Co-funded by
the European Union