



Valletta, 13/01/2025

## **REQUEST FOR OFFERS**

for production of promotional and educational video materials  
within the implementation of the project  
“FairForward – Shaping Inclusive Workplaces Across Europe”

### **Section I: Contracting party**

Name of Beneficiary: General Workers Union (GWU)

Address: Workers' Memorial Building, South Street, Valletta VLT 1103, Malta

Contact person: Kevin Camilleri

E-mail: [project@gwu.org.mt](mailto:project@gwu.org.mt)

Telephone number: +356 21237165

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

The subject of this procedure is the production and delivery of two (2) video materials presenting the objectives, activities and achievements of the FairForward project.

The service shall include:

- Production, recording and delivery of one (1) promotional video presenting the project objectives and expected impact;
- Production, recording and delivery of one (1) educational video presenting the project achievements, results and overall impact;
- Concept development and storyboard preparation;
- Video editing and post-production;
- Graphic elements and integration of the project visual identity and EU funding requirements;
- Subtitle overlay in all project languages: English (EN), Italian (IT), Polish (PL), Spanish (ES), Lithuanian (LT), Serbian (RS) and Montenegrin (ME);
- Synchronisation and technical adaptation of subtitles;

Each video shall be prepared in a format suitable for publication on the Beneficiary’s website and social media channels.

The contractor shall ensure technical quality, clarity of sound and image, professional editing standards and compliance with the communication and visibility requirements of European Union funded projects.

Indicative implementation timeline:

- Promotional video: February 2025;
- Educational video: December 2026.

### **Section III: Term of services**

The service provider is expected to respect the following conditions:



- The offer shall not require any prepayment;
- The invoice shall be issued within 14 days from completion and delivery 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 the following Google Form:

<https://forms.gle/GZotM7swgRaMrxjT6>

The deadline for submission of proposals is 29.01.2025.

Late proposals will not be accepted.

Service provider will be chosen until 30.01.2025.

#### **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.