



Valletta, 12/03/2026

REQUEST FOR OFFERS

for written translation of the materials produced
within the project implementation

“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: projects@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 provision of written translation services for materials produced within the above-mentioned project.

The materials to be translated consist of the project deliverable entitled:

Manual on Negotiating Inclusive Policies

The manual will provide practical guidance, strategies and case studies supporting trade union representatives in negotiating inclusive workplace policies, with particular attention to diversity, equity and inclusion (DEI).

The estimated volume of the material to be translated is approximately:

30 standard pages (approximately 45,000 characters without spaces).

The source language of the document is:

- English (EN)

The translations shall be provided in the following languages:

- Italian (IT)
- Polish (PL)
- Lithuanian (LT)
- Serbian / Montenegrin (RS/ME)
- Spanish (ES)

For the purpose of this procedure:

1 standard page shall be understood as 1,500 characters without spaces (source text).

Remuneration shall be based exclusively on the unit price per standard page.



The service provider shall ensure high-quality, accurate and professional translations, consistent terminology across all materials, and compliance with the deadlines agreed within the project implementation framework.

The expected implementation period is between August and October 2026.

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/GZotM7swgRaMrxjT6>

until 27/03/2026.

Late proposals will not be accepted.

Service provider will be chosen until 30/03/2026.

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.