



Valletta, 02/12/2025

REQUEST FOR OFFERS

for interpretation and technical event services

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

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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 a transnational event organised within the above-mentioned project.

The event will take place in Málaga, Spain, on 24–25 March 2026 and will gather representatives of trade unions and social partners participating in the FairForward project.

The service shall include:

Lot 1 – Interpretation Services

- Simultaneous interpretation services in the following languages:
 - English (EN)
 - Italian (IT)
 - Polish (PL)
 - Lithuanian (LT)
 - Serbian (RS)
 - Spanish (ES)
- Provision of 10 professional interpreters for the duration of the two-day event;

Lot 2 – Interpretation Booths and Equipment

- Provision of 5 interpretation booths fully equipped in accordance with international conference standards;
- Provision of interpretation equipment, receivers, microphones and all related technical infrastructure required for multilingual communication;
- Interpretation coordination services.

Lot 3 – Technical Event Services



- Technical assistance throughout the event;
- Conference platform operation;
- On-site registration management;
- Video recording of the event sessions;
- Live streaming services for remote participants.

The service provider shall ensure high-quality interpretation services, professional technical support, uninterrupted operation of all equipment, and effective coordination of the event's multilingual communication requirements.

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 online
- 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 different components of the service where this is considered more advantageous in terms of quality, expertise or value for money.

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 16/12/2025.

Late proposals will not be accepted.

Service provider will be chosen until 17/12/2025.

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.