



Rome, 12.03.2019

REQUEST FOR OFFERS

for providing of plane tickets for participants of the project's events
within the framework of the project:

“DIGITS – Adapting national and transnational employees' involvement toward digitally driven changes in Europe financial sector”

Section I: Contracting party

Name of Beneficiary: Confederazione dei Sindacati Autonomi dei Lavoratori

Address: Viale Trastevere, n. 60, 00153 Rome, Italy

Contact person: Angelo Raffaele Margiotta

E-mail: confsal.info@gmail.com

Telephone number: +39 06 5852071

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

Providing of airline tickets and local transport for participants of the following project's events:

- 1) Date: 16.04.2019
Venue: Italy, Rome
Flight tickets for 2 persons from Latvia, Serbia, Montenegro, Poland and Romania.

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- 2) Date: 3-4.12.2019
Venue: Latvia, Riga
Flight tickets for 4 persons from Italy, Serbia, Montenegro, Poland and Romania.
- 3) Date: 16.01.2020
Venue: Romania, Bucharest
Flight tickets for 4 persons from Italy, Serbia, Montenegro, Poland and Latvia.
- 4) Date: 02.06.2020
Venue: Serbia, Belgrade
Flight tickets for 4 persons from Latvia, Poland, Montenegro, Italy and Romania and for 1 EU level expert.

Section III Term of services

The service provider is expected to respect the following deadlines:

- The offer shall not require a prepayment
- The above-mentioned dates are approximate. The provider will be informed about the exact place and date of the meetings three weeks before the event
- The proposal of the route should be presented for the prior approval of the Beneficiary min. two weeks before the planned departure date
- The airline ticket should be provided to Beneficiary min. one week before the planned departure date
- Arrivals of the delegation to the place of the meeting will be assure on the day prior to the event and departures on the day after the meeting
- The proposed flight's connections foreseen max. one transfer on the route
- The total time of travel from point A to point B cannot exceed 10 hours (including the transfer time)
- The provider should assure the collection of the Boarding Passes related to all flights and forwarding it to Beneficiary up to 7 days after the departure date





- 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 final invoice must not be shorter than 30 days

Section IV Submission of proposals

The proposal should be submitted in writing until 22.03.2019 to the following address:

Viale Trastevere, n. 60, 00153 Rome, Italy, E-mail: confsal.info@gmail.com

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

Service provider will be chosen until 25.03.2019.

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 should be documented by appropriate statements and references.

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.

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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 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.

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:

