



Egyesült Villamosenergia-ipari Dolgozók Szakszervezeti Szövetsége (EVDSZ)
Postacím: 1031 Budapest, Szentendrei út 207-209. Székhely: 1011 Budapest, Fő u. 34-36.
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**MODEL FOR TENDER SPECIFICATIONS
FOR SUBCONTRACTING EXTERNAL
EXPERTISE**

**Tender Specifications – To hire interpreting
booths for the project events in Hungary**

1. Background

The project: "Electricity network in Europe. Reinforcement of the structure of EWCs in the electric energy sector by studying the institutions of voluntary dialogue established by employers and employees, focusing on the practice of RWE, E.ON and EDF."

Duration: from 29/11/2010 to 25/11/2011

2. Purpose of the Contract

The purpose of the Contract to ensure the technical support for the project events in Hungary (preparatory meeting, I. Workgroup seminar, Conference, Follow-up meeting).

3. Tasks to be performed by the Contractor

3.1. Description of tasks

To provide interpreting booths and cabins with mobile and conference microphones for the project events in Hungary.

Preparatory meeting	1 language
I. Workgroup seminar	3 languages
Conference	5 languages
Follow-up meeting	1 languages

3.2. Guidance and indications on tasks execution and methodology

4. Expertise required

To be able to provide interpreting booths, cabins and microphones in a good quality for simultaneous interpreting.



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5. Time schedule and reporting

Event	Date	Language	Number of participants
Preparatory meeting	29-30 November 2010	1	16
I. Workgroup seminar	14-15 February 2011	3	20
Conference	17-18 June 2011	5	50
Follow-up meeting	1 October 2011	1	16

6. Payments and standard contract

The payment will be fixed in the contract. The payment will be divided into 4 parts, after every events there will be a payment.

7. Price

300.00 EUR/day/cabin. In all: 5700.00 EUR.

8. Selection criteria

To have interpreting booths, cabins and microphones to ensure simultaneous interpretation in the above mentioned languages.

9. Award criteria

The contract will be awarded to the tenderer whose offer represents the lowest price.

10. Content and presentation of the bids

10.1 Content of the bids

The title of the project
The tasks of the tenderer
The selection criteria
The deadline of the bid
Contact information

10.2 Presentation of the bids

The bids will be presented on the EVDSZ's homepage.

Signature:.....
(Rezső, Gál chairman)

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Date: 31 August 2010