

# **TENDER FOR SUBCONTRACTING OF TRANSLATIONS**

## **02-2005-TR**

### **I. INTRODUCTION**

Within the framework of the EU and other projects it manages, SDA asbl (Social Development Agency) regularly organises conferences and seminars etc, which usually aim at supporting and contributing to reflections on topics mainly relating to European social dialogue and development. The meetings organised by SDA asbl always have a transnational character in order to allow for a wider confrontation and discussion of ideas and opinions. The need to ensure accurate and quality translations in various EU languages is therefore of paramount importance.

### **II. PURPOSE OF THE CONTRACT**

As a consequence, SDA asbl launches tenders for professional translators from and to the following European languages (though this list is not exhaustive): French, English, German, Italian, and, as required, Spanish, Dutch, Swedish, Portuguese, Danish, Finnish, Greek, Czech, Hungarian, Polish, Slovakian, as well as Arabic.

According to the requirements, SDA asbl shall establish one or several contracts with one or several qualified translation agencies mentioning:

1. the necessary target languages;
2. the elements to calculate fees and payment modality;
3. if needed, other technical elements for the correct implementation of these contracts of services.

Translation agencies shall provide quality services and should be familiar with the vocabulary of the trade union, political, economic and social world.

### **III. TENDER SUBMISSION**

The tender must include the following documents and informations :

#### **1. BUDGET :**

- The proposed budget should be presented on a separate cost sheet.
- In drawing up a proposed budget, candidates should specify the estimated cost for each of the tasks described in this tender..

#### **2. LEGAL POSITION (means of proof required)**

- A signed and dated statement that the tenderer is not excluded from participation in any contract as provided for in Article 29 of Directive 92/50/EEC.
- A signed and dated statement that within the last three years the tendering firm/individual has not been required to pay financial

penalties or had payment deducted from monies arising from failure to perform in accordance with contractual obligations.

- tenderers are required to produce documentary evidence that they are in compliance with national VAT/TAX obligations

### 3. ECONOMIC AND FINANCIAL CAPACITY (means of proof required)

- appropriate bank references or proof of professional risk insurance covers .
- in the case that the tenderer is an individual, he/she is obliged to provide proof of his/her independent status and documentary evidence concerning social security cover, VAT obligations or proof of exemption from VAT as appropriate.
- balance sheets or summaries thereof for at least the past two financial years for which accounts have been closed, where publication of balance sheets is prescribed under company law in the country in which the tenderer is established.

### 4. TECHNICAL CAPACITY (means of proof required)

- list of references for recent similar contracts
- a comprehensive company profile
- CV of the staff proposed for this contract

### 5. CONSORTIA

- Consortia must indicate in their tender which legal form they intend to Assume and specify the role, qualifications and experience of each member of the group.
- The member of the group which will take legal and administrative responsibility for the contract **must** be specified

### 6. GENERAL REMARKS

- Prices must be quoted in Euro using the conversion rates published in the Official Journal of the European Communities on the day when the notice of invitation to tender was published.
- Prices must be fixed amounts, taxes, duties (VAT and others ) should be quoted separately.
- Tenders must remain valid for a period of **nine months** from the deadline stated for receipt of this tender.

- Submission of the tender implies acceptance of the general terms as well as the provisions of this call for tender

The tender will be awarded to the lowest and best bidder, which means that the bid with the best quality / price ratio will be retained, taking into account the specific criteria of the object of the tender. In this process, SDA asbl pledges to abide by the principles of transparency and equal treatment to avoid any conflict of interest.

Offers must be received by **15 May 2005** latest.

For confidentiality reasons, the tenders of the translation agencies must be placed inside two sealed envelopes. The inside envelope, addressed to the department indicated in the invitation to tender, should be marked: "**Invitation to tender 02-2005-TR- Not to be opened by the internal mail department**". If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across the tape.

All candidates should send their bid by registered mail or hand it over directly to Mr **Ludo VEKEMANS**, SDA asbl, Bd du roi Albert II n° 5 – B- 1210 Bruxelles.

If the bids are sent by registered mail, the date of registration shall be taken as the postmark date.

Bids submitted by electronic mail only will be disregarded.

Concerning bids submitted by private mail operators and bids handed over directly, a receipt signed and delivered by the internal mail department, with the date of the last day of submission or a previous date will be considered as a valid receipt (the deadline as regard the hour is always 4 p.m.).

#### IV. EVALUATION

A small commission composed of three persons representing SDA's organisational bodies shall be established. One or several members of this commission will initial the documents confirming the date and the hour of sending of each bid.. The members of the commission will sign the report of the tenders received which identifies those in conformity with the requirements and will give the reasons for the rejection of those who do not conform with the submission requirements.

An evaluation committee composed of three persons representing the SDA organisational bodies will then evaluate the participation requests in conformity with the call for tenders. A report of evaluation and classification of the participation requests will be established with the date and signatures of all the members of the evaluation committee. This report will be archived for future reference. This report will include:

1. the name and address of the adjudicatory authority, the object and the value of the market or of the framework contract;
2. the name of the rejected tenderers and the reasons for their rejection;
3. the name of the successful tenderers for further examination and justification of this choice;

4. the name of the candidates proposed and the justification of such a choice in regard to the selection and / or award criteria.

The adjudicatory authority will then take a decision and the awarded tenderers will be informed by mail.