**SERVICE CONTRACT NOTICE**

**CONTRACT TITLE: CREATION OF A ROSTER OF TRANSLATION SERVICE PROVIDERS (LANGUAGE COMBINATIONS: ENGLISH <> PORTUGUESE; ITALIAN <> PORTUGUESE) OF THE PROJECT “MUDAR - MOZAMBIQUE INTEGRATED URBAN DEVELOPMENT BY ACTIONS AND RELATIONSHIPS: EMPOWERING LOCAL GOVERNANCE”**

**Locations -** Italy/Mozambique/the contractor’s premises

**1. Reference**

UE/MUDAR/SERVICE\_PROVISION\_005\_TRANSLATION\_WHOLE\_PROJECT

**2. Procedure**

Open

**3. Programme title**

“MUDAR - MOZAMBIQUE INTEGRATED URBAN DEVELOPMENT BY ACTIONS AND RELATIONSHIPS: EMPOWERING LOCAL GOVERNANCE”, CODE CTR CSO-LA/2021/428-391 - CUP C69J21034580006

**4. Financing**

Budget line 5.5.1 Interpreters and translation (notably: sub-line concerning Interpreters and translation for CCI’s activities)

**5. Contracting authority**

Centro per la Cooperazione Internazionale



**CONTRACT SPECIFICATION**

**6. Nature of contract**

Fee-based

**7. Contract description**

Within the framework of the project, the Centro per la Cooperazione Internazionale is responsible for training, capacity building activities, and communication activities.

This requires the production of e-learning video lessons and learning material, as well as communication material, which implies the translation of various documents from English or Italian into Portuguese. The material is needed for the implementation of both the e-learning training of trainers delivered to the partner IFAPA (Instituto de Formação em Administração Pública e Autárquica), and the in-presence training of the staff of the Municipality of Beira through IFAPA trainers.

The purpose of this framework contract is to produce high quality and timely texts in Portuguese for the MUDAR activities.

Multiple framework contracts shall be offered. A list of contractors shall be drawn up in descending order according to the number of marks obtained on the basis of the award criteria. This list determines the order in which work shall be placed (if the first contractor on the list is unable to execute the order for reasons that are not such as to entail termination of the contract or in the absence of a positive reply from that contractor within the deadline set in the request for services, the Centro per la Cooperazione Internazionale may call on the second contractor, and so on down the list).

In exceptional cases, when a specific document is outsourced as a follow-up to a text previously translated by a given contractor, the Centro per la Cooperazione Internazionale reserves the right to award it to the same contractor regardless of the ranking, if a high degree of expertise and significant research, familiarisation with the subject and other efforts were required for the initial translation. This is done to ensure a high degree of quality and consistency.

**8. Number and titles of lots**

One lot only

**9. Maximum budget**

EUR 36,000.00.

This is equivalent to **EUR 22.50 per editorial page** (one editorial page is a block of 250 words in the source language) for an expected volume of 1,600 pages throughout the project. The budget available does not include VAT, but includes all other taxes (social security, contributions, etc.), and incidental expenditures that may be borne by the contractor.



**CONDITIONS OF PARTICIPATION**

**10. Legal basis, eligibility and rules of origin**

The project “MUDAR - MOZAMBIQUE INTEGRATED URBAN DEVELOPMENT BY ACTIONS AND RELATIONSHIPS: EMPOWERING LOCAL GOVERNANCE” is financed by the Call for Proposals “Local Authorities: Partnerships for sustainable cities, 2021” (Budget line: BGUE-B2020-21.020802-C1-DEVCO), with reference EuropeAid/171273/DH/ACT/Multi.

For this contract award procedure, participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are effectively established in a Member State of the European Union or in an eligible country or territory as defined in annex 13 (annex a2a).

Tenderers must state their nationality in their tenders and provide the usual proof of nationality under their national legislation.

This rule does not apply to the key experts proposed.

**11. Number of tenders**

No more than one tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

**12. Grounds for exclusion**

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the practical guide.

Tenderer included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

**13. Sub-contracting**

Subcontracting is allowed.

Tenderers cannot outsource 100% of the contractual tasks and must provide details as regards the percentage of subcontracting per subcontractor.

**PROVISIONAL TIMETABLE**

**14. Provisional commencement date of the contract**

28 April 2023

**15. Implementation period of the tasks**

Until the end of the project “MUDAR” (i.e., 30 April 2025).



**SELECTION AND AWARD CRITERIA**

**16. Selection criteria**

Capacity-providing entities:

An economic operator (i.e. candidate or tenderer) may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links it has with them. If the economic operator relies on other entities, it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality as the economic operator relying on them and must comply with the selection criteria for which the economic operator relies on them. **Furthermore, the data for this third entity for the relevant selection criterion should be included in a separate document**. Proof of the capacity will also have to be provided when requested by the contracting authority.

With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

The following selection criteria will be applied to the tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

The tenderer shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

**1) Economic and financial capacity of the tenderer** (based on item 3 of the tender form).[[1]](#footnote-0) The reference period which will be taken into account will be the last three financial years for which accounts have been closed.

**For legal persons (translation firms, companies, etc.):**

* the average annual turnover of the tenderer must exceed EUR 18,000[[2]](#footnote-1); and
* Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium, this criterion must be fulfilled by each member.

**For natural persons (e.g., self-employed natural persons with VAT):**

* the available financial resources of the tenderer must exceed the annualised maximum budget of the contract i.e. the maximum budget stated in the contract notice divided by the initial contract duration in years, where this exceeds 1 year (i.e., 18,000 EUR); and
* the financial situation of the tenderer should not be in deficit, taken into account debts, at the beginning and end of year.

Evidence of the economic and financial capacity of the tenderer can include:

* Copy of the profit and loss accounts and balance sheets for the last three financial years for which accounts have been closed from each concerned involved entity OR
* a statement of overall turnover and of yearly turnover for the last three financial years for which accounts have been closed for the type of services covered by this call for tenders from each concerned involved entity OR
* appropriate statements from banks attesting the good accountability from each concerned involved entity OR
* evidence of a professional risk indemnity insurance from each concerned involved entity.

**2)** **Professional capacity of the tenderer** (based on items 4 of the tender form).

The reference period which will be taken into account will be the last three years preceding the submission deadline.[[3]](#footnote-2)

**For legal persons:**

* has the capacity to perform the contract and to pursue the professional activity necessary to carry out the work subject to this procedure. This must be demonstrated with:
  + Proof of enrolment in a relevant trade or professional register and proof that the tenderer is authorised to provide translation services in the country of establishment;
  + A quality certification issued from a national or international certifying entity. The certification must have been issued at least three years before the deadline of the submission and must have remained valid for the last three years preceding the submission deadline;
  + Proof that the tenderer is a member of a specific professional organisation.
* at least 2 staff currently working for the tenderer in all the linguistic combinations required under this contract;

**For natural persons:**

* has proof of enrolment in a relevant trade or professional register and proof that the tenderer is authorised to provide translation services in the country of establishment;
* has a professional certificate appropriate to this contract, such as an uninterrupted active membership to a national or international association of translators and interpreters for the last three years preceding the submission deadline;
* is currently working/has worked during the past 3 years as the only main translator of documents of at least 1,000 editorial pages per year.

**3) Technical capacity of tenderer** (based on items 5 and 6 of the tender form). The reference period which will be taken into account will be the last three years preceding the submission deadline.[[4]](#footnote-3)

**For both legal persons and natural persons:**

* the tenderer has provided services under at least one contract (OR subsequent contracts with the same client) that entailed at least 1,000 editorial pages of 250 word each within the same timeframe (i.e., two years) as the one of this contract and in the same field as the one of this contract (i.e., in the field of development cooperation and/or adult learning, training and education). The contract(s) must have been implemented at any moment during the following period: 20/04/2018 - 20/04/2023.

This means that the service contract the tenderer refers to could have been started at any time during the indicated period but it does not necessarily have to be completed during that period, nor implemented during the entire period. Tenderers are allowed to refer either to service contracts completed within the reference period (although started earlier) or to service contracts not yet completed. Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (-statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a tenderer has implemented the service contract in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used.

* Tenderer’s translation experience in the language combination required by this contract and in the field of development cooperation and/or adult learning, training and education over the minimum required for which the bid is submitted (up to an overall maximum of 1,000 additional pages of translation) will be considered an asset.
* Proven experience in post-editing on top of translation is considered an asset.
* Specialised translation experience in the field of development cooperation and/or adult learning, training and education with EU institutions and bodies or national or international public bodies for the purpose of providing the services requested will be considered an asset.
* Availability of adequate IT security, back-up tools and data loss prevention measures used in order to perform the contract.

Previous experience which would have led to breach of contract and termination by a contracting authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

Evidence of the technical capacity of tenderers must be demonstrated through:

A list of projects meeting the minimum level of capacity as per the above mentioned criteria. The list shall include details with regard to the professional experience in translation and post-editing of the tenderer.

As supporting documents, for each reference mentioned in the list, tenderers can provide signed statements issued by the clients of the respective translations. For experience to be taken into account, each certificate must be signed and must contain all the following elements: the letterhead and contact details of the certifier, the name of the tenderer, the task executed (e.g. translation, modification, post-editing), the number of words or pages (1 page = 250 words), the language combination. The relevance of the task executed with the fields concerned by this procedure (i.e., development cooperation and adult learning, training and education) should be clear from the certificates.

Letters of reference and certificates must be signed manually by the requester or the beneficiary of the translation services. In this context, self-declarations or evidence not endorsed by the requester or the beneficiary of the translation services will not be accepted. Certificates issued by third-parties (i.e. not the direct requester or the beneficiary of the translation services) will not be accepted.

Attention is drawn to the fact that the Centro per la Cooperazione Internazionale reserves the right to follow up with the third party on the validity of certificates submitted. Failure to receive a reply within one business day from the date of contact shall be reason for considering the reference as not valid.

**17. Award criteria**

Best price-quality ratio.

**TENDERING**

**18. Deadline for submission of tenders**

The deadline for submission of tenders is specified in point 8 of the instruction to tenderers.

**19. Tender format and details to be provided**

Tenders must be submitted using the standard tender form annexed to this procedure, the format and instructions of which must be strictly observed.

The tender must be accompanied by a declaration on honour on exclusion and selection criteria using the template available as an annex to this procedure.

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

**20. How tenders may be submitted**

Tenders must be submitted in English exclusively to the contracting authority, using the means specified in point 8 of the instructions to tenderers.

Tenders submitted by any other means will not be considered.

By submitting a tender, bidders accept to receive notification of the outcome of the procedure by electronic means.

**21. Alteration or withdrawal of tenders**

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 9 of the instructions to tenderers.

**22. Operational language**

All written communications for this tender procedure and contract must be in English.

**23. Additional information**

Financial data to be provided by the candidate in the standard application form must be expressed in EUR. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to EUR shall be made in accordance with the InforEuro exchange rate of March 2023of the applicable InforEuro exchange rate, which can either correspond to the month and year of the publication of the present contract notice or the month and year corresponding to the deadline for submitting applications, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.

1. The objective of this criterion is to examine whether or not the tenderer (i.e. the consortium as a whole, in the case of a tender from a consortium) will not be economically dependent on the contracting authority in the event that the contract is awarded to it; and has sufficient financial stability to handle the proposed contract. [↑](#footnote-ref-0)
2. This is the annualised maximum budget of the contract i.e. the maximum budget stated in the contract notice divided by the initial contract duration in years, where this exceeds 1 year (divided by 2 in the case of the present procedure). [↑](#footnote-ref-1)
3. The objective of this criterion is to examine whether or not the tenderer (i.e. the consortium as a whole, in the case of a tenderer from a consortium): has sufficient ongoing staff resources and expertise to be able to handle the proposed contract. [↑](#footnote-ref-2)
4. The objective of this criterion is to examine whether or not the tenderer (i.e. the consortium as a whole, in the case of a tender from a consortium) has sufficient expertise and experience to be able to handle the proposed contract. [↑](#footnote-ref-3)