Trento, 20 March 2023

**Our ref: UE/MUDAR/Service\_provision\_005\_TRANSLATION\_WHOLE\_PROJECT**

**SUBJECT: CALL FOR TENDERS FOR THE 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”**

Dear Madam, Sir,

The Centro per la Cooperazione Internazionale is planning to award framework contracts for the creation of a roster of translation providers as mentioned in the subject line.

The complete tender dossier includes:

1. **Instructions to tenderers and contract notice**
2. **Draft contract agreement and special conditions with annexes:**
3. General conditions for service contracts
4. Terms of reference
5. Organisation and methodology (to be submitted by the tenderer using the template provided)
6. Key expert(s) (including templates for the summary list of key experts and their CVs)
7. Budget (to be submitted by the tenderer as the financial offer using the template provided)
8. Forms and other supporting documents
9. **Other information:**
10. Administrative compliance grid
11. Evaluation grid
12. **Tender submission form and declaration of honour on exclusion and selection criteria**

For full details of the tendering procedures, please see the **practical guide and its annexes**, which may be downloaded from the following website: <https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG>

We look forward to receiving your tender which has to be sent no later than the deadline set in the Instructions to Tenderers. Please send it to the address and with the requirements given in the same Instructions.

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

Yours sincerely,

Marco Tubino

President