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| **PART A: INFORMATION FOR THE TENDERER** |

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| **Name and address of the contracting authority:** General Hospital Pozarevac, Bratstva i jedinstva 135, 12000 Pozarevac  **Title of the tender:** Translation services for project ROSECAN  **Reference number:** RORS193-LB-TD1  **Date of launching:** 01/09/2017 |

1. **INFORMATION ON SUBMISSION OF THE TENDERS**

Subject of the contract:

The subject of this tender is:

- Implementation of services as indicated in the technical information in the point 2 of these information, engagement of translator and interpreter for Serbian – English language and vice versa and Serbian – Romanian language and vice versa.

Deadline for submission of the tenders:

The deadline for submission of tenders is **12/09/2017. at 12.00 hours (local time)**. Any tender received after this deadline will be automatically rejected.

\* - The tenderer should have minimum 7 days from the date of launching of the procurement procedure for preparation of the offer (excluding the day of publishing and the date of submission deadline).

Financial information

The tenderers are reminded that the maximum available value of the contract is EUR 13.000,00. (For Romanian partners including VAT).

The Financial offer must be presented as an amount in EUR and must be submitted using the template for the global-price version of PART C: FORMAT OF FINANCIAL OFFER.

The applicable tax and customs arrangements are specified in the draft contract in Part A of this tender dossier.

Variant solutions

Tenderers are not authorised to tender for a variant in addition to this tender.

Subcontracting

Subcontracting is not allowed.

Award criteria:

***In case more than one offer received***: best value for money, weighting 80% technical quality, 20% price.

Evaluation criteria for technical offer:

* Organization and methodology: 40 points
* Proposed inputs: 40 points
* Time frame: 20 points

TOTAL: 100 points

***In case one offer received***: the Contracting Authority shall check whether the offer is administratively, technically and financially compliant with the requirements set by this tender documentation.

Interviews:

No interviews are foreseen.

Award notification:

The successful tenderer will be informed of the results of the evaluation procedure in written form.

Contract award notice will be published on the programme web site. The estimated time of publishing is 3 days from the deadline for submission of tenders.

Address and meanings for submission of the tenders:

The tenderers will submit their tenders using the **standard set of submission forms available in the Part B – Technical offer and the Part C - Financial offer**. Any other document supporting this invitation is sent for informational purposes only and is not to be modified nor submitted by the tenderer. The tender will be submitted in **1 original**. Any tenders not using the prescribed form may be rejected by the contracting authority.

In addition to the offer the tenderer is required to provide the following supporting documentation:

* Copy of legal registration (only if not publicly available for Contracting Authority to consult)
* CV of Key experts

The tenders will be submitted in sealed envelopes, containing the following information:

* Name and address of the tenderer
* Title of the tender: Translation services for project ROSECAN
* Reference number: RORS193-LB-TD1
* The words: “Not to be opened before the tender opening session” and “Ne otvarati pre sastanka za otvaranje ponuda”

Tenders must be submitted using double envelope system, in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words "Technical offer”- part B and "Financial offer" - Part C. Any infringement of this rule (e.g. unsealed envelopes or references to price in the technical offer) is to be considered a breach of the rule, and will lead to rejection of the tender.

The tenders will be submitted in person, by post or courier service to the following address:

General Hospital Pozarevac

Bratstva i jedinstva 135, 12000 Pozarevac

The tenderers are reminded that in order to be eligible the tenders need to be received by the contracting authority by the deadline indicated above.

1. **TECHNICAL INFORMATION**

The tenderers are required to provide services as indicated below. In the tenderer’s technical offer, the tenderers might indicate more details on the deliveries, referring back to the requirements below.

* 1. **Title of activity 1: Translation from Serbian to English language and vice versa**

Written translation from Serbian to English language of all required technical documents for Construction Plans (2nd month of contract implementation).

Written translation from Serbian to English language of all documents prepared by the project team members (For implementation of whole project).

Written translation from Serbian to English language of all text for promotional material and web page (For implementation of whole project).

Verbal interpretation during official meetings, press conferences, round tables and conferences (For implementation of whole project).

Number of pages should be up to 750 pages, A4, on the project level.

Number of verbal interpretation hours should be up to 100 hours, on the project level.

The Contracting Authority is obligated to provide text for translation at most 3 working days before the service is needed (Excluding Construction Plans, which will be delivered to contractor after contract is signed).

The Consultant is obliged to deliver translated text in electronic form, by e-mail.

* 1. **Title of activity 1: Translation from Serbian to Romanian language and vice versa**

Written translation from Serbian to Romanina language of all required documents prepared by the project team members (For implementation of whole project).

Written translation from Serbian to Romanian language of all text for promotional material and web page (For implementation of whole project).

Verbal interpretation during official meetings, press conferences, round tables and conferences (For implementation of whole project).

Number of pages should be up to 250 pages, A4, on the project level.

Number of verbal interpretation hours should be up to 100 hours, on the project level.

The Contracting Authority is obligated to provide text for translation at most 3 working days before the service is needed.

The Consultant is obliged to deliver translated text in electronic form, by e-mail.

**Key Experts**

All experts who have a crucial role in implementing the contract are referred to as key experts. The profiles of the key experts for this contract are as follows:

**Key expert 1: English Translator**

Qualifications and skills

* Relevant University diploma of philological faculty or Certificate related to knowledge of English language.
* Excellent knowledge of English and Serbian language.

General professional experience

* A minimum of 4 years of general professional experience.
* Computer skills - Knowledge of Microsoft Word and Internet

Specific professional experience

* A minimum of 2 years of relevant professional experience in the field of translation.

**Key expert 2: Romanian Translator**

Qualifications and skills

* Relevant University diploma of philological faculty or Certificate related to knowledge of Romanian language.
* Excellent knowledge of Romanian and Serbian language.

General professional experience

* A minimum of 4 years of general professional experience.
* Computer skills - Knowledge of Microsoft Word and Internet

Specific professional experience

* A minimum of 2 years of relevant professional experience in the field of translation.

1. **ADDITIONAL INFORMATION**

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure. In this sense the CA shall send a notification to the successful tenderer and post an announcement on the website with the name of the successful tenderer followed by the mentioning that “all other tenders were not administratively /technically/ financially compliant”

Confidentiality

The entire evaluation procedure is confidential, subject to the Contracting Authority’s legislation on access to documents. The Evaluation Committee’s decisions are collective and its deliberations are held in closed session. The members of the Evaluation Committee are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the tenderers nor to any party other than the Contracting Authority, the European Commission, the European Anti-Fraud Office and the European Court of Auditors.

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| NOT TO BE FILED IN BEFORE CONTRACT SIGNING  NOT TO BE SUBMITTED WITHIN THE OFFER!!! |

**FORMAT OF THE CONTRACT BETWEEN THE CONTRACTOR AND THE CONTRACTING AUTHORITY**

**CONTRACT TITLE:** Translation services for project ROSECAN

**REF:** RORS193-LB-TD1

**Concluded between:**

**General Hospital Pozarevac**

**Bratstva i jedinstva 135, 12000 Pozarevac**

(Contracting Authority)

AND

<*Title>*

*<Address of the contractor>*

*<Official registration number/VAT number[[1]](#footnote-1)>*

(Contractor)

**Article 1: Subject of the contract**

The subject of the contract is Implementation of services and engagement of translators and interpreters for Serbian – English language and vice versa and Serbian – Romanian language and vice versa, as indicated in the contractor’s offer – ‘’Part B: Format of offer to be provided by the tenderer’’

**Article 2: Contract value**

The total contract value for implementation of services indicated in the Article 1 is: <XXX EUR, (including VAT for Romania partners)>.

For Serbian partners:

The contract shall be exempt from all duties and taxes, including VAT.

For Romanian Partners:

In accordance with IPA implementing regulation, for Romanian partners VAT can be an eligible expenditure. The Contracting Authority will pay the unit prices, as stated in the Financial Offer, and will pay the VAT if the VAT is clearly identified on the invoices.

**Article 3: Contracting documents**

The documents which form the part of this contract are (by the order of precedence):

* Contract agreement
* Contractor’s offer as provided in the tendering phase – “Part B: Format of offer to be provided by the tenderer”
* Contractor’s financial offer – “Part C: Format of financial offer”
* Any other supporting documentation if applicable (\* - in case of asking for registration of company or other information)

For any issues not defined in this contract agreement the rules of General conditions will be applied (Annex B8d of PRAG b8d\_annexigc\_en.pdf)

<http://ec.europa.eu/europeaid/prag/previousVersions/annex.do?num=2015.0&lang=en>

**Article 4: Deliveries and payments**

The contractor will deliver without reservation the services indicated in the contractor’s offer “Part B: Format of offer to be provided by the tenderer”. The deliveries will be implemented within the indicated dates.

The contracting authority will pay to the contractor for the services in the amount indicated in the Article 2 of this contract document.

In case the contract is concluded in EUR, and payments are made in NC, applicable exchange rate must be InforEuro exchange rate for the month of the issuing of invoice or pre-invoice in case of VAT exemption.

The payments will be issued by the following time schedule.

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| **Month** |  | **EUR** |
| 2nd Month | Interim payment. The approval of interim report will be the basis for issuing respective interim payment. | 40 % of the contract value |
| 15th Month | Interim payment. The approval of interim report will be the basis for issuing respective interim payment. | 20 % of the contract value |
| 28th Month | Interim payment. The approval of interim report will be the basis for issuing respective interim payment. | 20 % of the contract value |
| 41st Month | Balance final payment. The approval of final report will be the basis for issuing respective interim payment. | 20 % of the contract value |
|  | **Total** | Total contract value |

\* - The contractor will provide contracting authority with the brief report on execution of the services, which will represent the basis for issuing interim and balance final payment

**Article 5: Duration of the contract**

The duration of the contract is 41 months.

Commencement date is date of signature of the contract by both parties

**Article 6: Resolving of disputes**

Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of the Republic of Serbia in accordance with the national legislation of the state of the Contracting Authority.

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| **For the Contractor** | | **For the Contracting Authority** | |
| Name: |  | Name: |  |
| Title: |  | Title: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

1. Where applicable. For individuals, mention their ID card or passport or equivalent document - number [↑](#footnote-ref-1)