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

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| **Name and address of the contracting authority: Municipality of Kladovo, Kralja Aleksandra 35, 19320 Kladovo, Republic of Serbia**  **Title of the tender: Translation Services**  **Reference number: RORS-363/Kladovo/T02**  **Date of launching: 13/12/2019** |

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 this information;

Deadline for submission of the tenders:

The deadline for submission of tenders is 24/12/2019 at 15:00h. Any tender received after this deadline will be automatically rejected.

The Contracting Authority is obliged to provide answer to all questions received no latter then 3 days before the deadline and has to publish them on the same web sites where the tender was published.

Financial information

The tenderers are reminded that the maximum available value of the contract is 5.000,00 EUR / 587.827,00 RSD (according to InforEuro exchange rate for December 2019).

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

In case when the offers are submitted in national currencies, the exchange rate to be used for checking financial compliance with available budget (during financial evaluation), shall be InforEuro exchange rate for the month when the tender is launched (December 2019).

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: 60 points
* Proposed inputs: 20 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
* List of similar contracts

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

* Name and address of the tenderer
* Title of the tender: Translation Services
* Reference number: RORS-363/Kladovo/T02
* 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:

Municipality of Kladovo,

Kralja Aleksandra 35, 19320 Kladovo,

Republic of Serbia

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. Translation Services for the needs of the project

From the contractor it is expected to provide services of translation for the needs of the project RORS 363. Translation needs to be done иn 3 languages:

* *Serbian*
* *Romanian*
* *English*

Knowing the practice of EU project most documents will be developed иn English language and some of them иn Serbian. From the contractor it is expected to provide translation of the following documentation:

* Translation of the promo materials that is planned to be disturbed during the project events. Flyers need to be translated from Serbian to English and Romanian.
* Translation for the studies that need to be developed during the project implementation. Study needs to be translated from Serbian to English and Romanian.
* Translation of a text that will be spoken in movie that is planned to promote the project.
* Translation of Joint Website of the project.

For all the above mentioned Project Team and Contracting Authority will deliver textual documentation on email or via USB to the Contractor. Documents will need to be translated on professional level since their translation will be later used in many other activities.

Documentation that need to be translated will be delivered in A4 format and in such way it is expected to be returned.

From the contractor it is expected to provide translation of at least 500 pages of A4 documents from Serbian to English and Romanian and vice versa depending on the language of the document. Documents will be delivered at least 7 days before actual use to the Contractor via email or USB. Contractor should also be available to the Contracting Authority for translation of above mentioned 500 pages during the entire contract duration.

Required inputs

*Contractor has provided services of translation of documentation or similar in at least 1 contract similar to this contract in period of previous 5 years.*

Required time frame

*December 2019-February 2019- 130 A4 pages needs to be translated*

*February 2020- May 2020- 80 A4 pages needs to be translated*

*May 2019-August 2020- 80 A4 pages needs to be translated*

*August 2020-November 2020 60 A4 pages needs to be translated*

*November 2020-February 2021 150 A4 pages needs to be translated*

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

**REF:** RORS-363/Kladovo/T02

**Concluded between:**

*Municipality of Kladovo,*

*Kralja Aleksandra 35, 19320 Kladovo,*

*Republic of Serbia*

(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 the translation services 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/RSD).

For Serbian partners:

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

**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

For any issues not defined in this contract agreement the rules of General conditions will be applied

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| B8d | Draft contract : General conditions (Annex I) | [b8d\_annexigc\_en.pdf [http://ec.europa.eu/europeaid/prag/images/documents/f_pdf_16.gif](http://ec.europa.eu/europeaid/prag/annexes.do?annexName=B8d&lang=en)](http://ec.europa.eu/europeaid/prag/annexes.do?annexName=B8d&lang=en) |

<http://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true>

**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 RSD, 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/RSD** |
| 2 | Interim payment | 30% of contract value |
| 4 | Interim payment | 50% of contract value |
| 12 | Balance final payment | 20% of contract value |
|  | **Total** | 100% of 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 12 months.

Commencement date is the day of signing 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 Basic Court of Negotin 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)