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

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| **Name and address of the contracting authority: Caras Severin County Council, No 1, December 1st 1918 Square, Resita City, Caras Severin County**  **Title of the tender: Translation services LOT 1, LOT 2**  **Reference number: 2/eMS RORS 283**  **Date of launching: : 18.09.2019** |

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 these information;

Deadline for submission of the tenders:

The deadline for submission of tenders is **26.09.2019** at **16,00** hours. 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).

\*\* - 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 total amount 4450 EUR. (including VAT), as follows:

**Translation services** LOT 1 English translation services – 2.225 EUR (including VAT),

**Translation services** LOT 2 Serbian translation services – 2.225 EUR (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.

[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]

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: 50 points
* Proposed inputs: 40 points
* Time frame: 10 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 7 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;
* Translator authorization;
* CVs.

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

* Name and address of the tenderer: **Caras Severin County Council, No 1, December 1st 1918 Square, Resita City, Caras Severin County**
* Title of the tender: **Translation services LOT 1, LOT 2**
* Reference number: **2/eMS RORS 283**
* The words: ‘’Not to be opened before the tender opening session’’ (and ”A nu se deschide inainte de sesiunea de deschidere’, “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:

*Caras Severin County Council, No 1, December 1st 1918 Square, Resita City, Caras Severin County***,** *Contact person: UNGUREANU Adina.*

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.

2.A. **Translation services** LOT 1 English translation services

*2.A.1. Title of activity 1* *Translation of 400 (estimated) standard A4 pages*

Description of expected outputs / results to be achieved

The translation will be made from Romanian to English, or English to Romanian depending on the source of information.

The translation services in English are needed to carry out the project`s activities:

* awareness campaign for population in project aria towards the environmental threats and emergency trough:
  + Short movie HELP US TO SAVE YOU,
  + 25 plates for signals risks with QR,
  + E-mergency Brochure,
  + Flyers A4,
  + Posters A3,
* promotional materials:
  + Promotional folders A4,
  + Set promoting for pupils and students,
  + Roll-up banner,
  + Self adhesive materials,
  + Promo video clip,
* audit report -2 pcs,
* 4 intervention methodologies,
* Collaboration Protocol for institutions with an operational role for population in project aria towards the environmental threats and emergency,
* ``Research study for emergency and environmental risks in the project area``-amount 100 pag.

2.B. **Translation services** LOT 2 Serbian translation services

*2.B.1. Title of activity 1* *Translation of 400 (estimated) standard A4 pages*

Description of expected outputs / results to be achieved

The translation will be made from Romanian to Serbian, or Serbian to Romanian depending on the source of information.

The translation services in Serbian are needed to carry out the project`s activities:

* awareness campaign for population in project aria towards the environmental threats and emergency trough:
  + Short movie HELP US TO SAVE YOU,
  + 25 plates for signals risks with QR,
  + E-mergency Brochure,
  + Flyers A4,
  + Posters A3,
* promotional materials:
  + Promotional folders A4,
  + Set promoting for pupils and students,
  + Roll-up banner,
  + Self adhesive materials,
  + Promo video clip,
* 4 intervention methodologies,
* Collaboration Protocol for institutions with an operational role for population in project aria towards the environmental threats and emergency,
* ``Research study for emergency and environmental risks in the project area``-amount 100 pag.

Required inputs

*1 Authorised translator for enghlish*

*1 Authorised translator for serbian*

Required time frame

Estimated period:

**Translation services** LOT 1 English translation services October 2019 –05.08.2021

**Translation services** LOT 2 Serbian translation services October 2019 –05.08.2021

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 LOT 1, LOT 2**

**REF: 2/eMS RORS 283**

**Concluded between:**

**Caras Severin County Council,**

**No 1, December 1st 1918 Square, Resita City, Caras Severin County**

(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** **LOT 1, LOT 2** 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 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: Copy of legal registration, Certificate of VAT registration, Translator authorization.

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/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 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 interim payments and one final payment will be based on the invoices and the reports of services execution elaborated by the Contractor.

**Article 5: Duration of the contract**

The duration of the contract is:

22 months for Translation services LOT 1, LOT 2 but not later than 05.08.2021.

LOT 1 Commencement date is <dd/mm/yyyy> the date of signing the contract of the last Part.

LOT 2 Commencement date is <dd/mm/yyyy> the date of signing the contract of the last Part.

**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 Resita, Caras Severin 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)