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| **PART A: INFORMATION FOR THE TENDERER** |
| **Name and address of the contracting authority:** **Branch of Agricultural Mechanical Engineers in Romania SIMAR Timisoara,**  **1989 Revolution avenue 15A, 300034 Timisoara, Timis, Romania**  **Title of the tender: Translation**  **Reference number: 2 / eMS RORS-365**  **Date of launching: 19/12/2019** |

**INFORMATION ON SUBMISSION OF THE TENDERS**

Subject of the contract: Translation

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 for Romanian-Serbian language and vice versa, including all officialy documents.

Deadline for submission of the tenders:

The deadline for submission of tenders is **January** **6th 2020, 13:00 hours (local time)**. 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.

1. **FINANCIAL INFORMATION**

The tenderers are reminded that the maximum available value of the contract is **3.800 EUR**.

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 15 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 document
* CV of expert

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

* Name and address of the tenderer
* Title of the tender: Translation
* Reference number: eMS RORS-365
* 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:

**Branch of Agricultural Mechanical Engineers in Romania SIMAR Timisoara,**

**1989 Revolution avenue 15A, 300034 Timisoara, Timis, Romania**

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.

**Title of activity 1: Translation**

**from Romanian to Serbian language and vice versa, including documents**

Verbal interpretation during official meetings, opening and closing of the project, round tables, workshops and press conferences, including all officially documents translation

**Required inputs**

**Key expert 1: External manager**

Specific professional experience:

• Minimum of 2 years of relevant professional experience in the field of translation.;

**Required time frame**

The translation activity (including documents) is carried out within the following events organized in Timisoara:

Opening of the project (period 19.12.2019 - 17.03.2020)

Round table (period 18.03.2020 - 17.06.2020)

Workshop (period 18.09.2020 - 17.12.2020)

Project closure (period 18.12.2020 - 17.03.2021)

The schedule of each event is 8 hours (from 9 am to 5 pm). The exact date and location will be announced one week before the event.

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

**REF: eMS RORS-365**

**Concluded between:**

**Branch of Agricultural Mechanical Engineers in Romania SIMAR Timisoara,**

**1989 Revolution avenue 15A, 300034 Timisoara, Timis, Romania**

(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 service related to management and reporting procedures 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>.

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 (\* - 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

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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/images/documents/f_pdf_16.gif |

<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 ROn, applicable exchange rate must be InforEuro exchange rate for the month of the issuing of invoice or pre-invoice in case of VAT exemption.

**Article 5: Duration of the contract**

The contract duration is for the period 19.12.2019 - 17.03.2021

The start date is the 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 Law of the Romania 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)