European Trade Union Institute (ETUI)
Bd du Roi Albert II, 5
1210 Brussels
Belgium
(AISBL 0418.812.841)

Subject: Services for interpreting

1. Date of launching: 11/07/2022

The ETUI is pleased to invite you to submit an offer in response to the present call for tender for interpreting services.

2. Purpose of the content

The European Trade Union Institute (ETUI) regularly organises conferences and training courses. Intended to cultivate debate on trade union training issues for European trade union educational purposes, these cover both research in fields that are relevant to the labour movement and occupational health and safety matters. Each year, the ETUI organises almost 260 seminars and conferences throughout Europe. These transnational events are aimed at fostering better-informed discussions and exchanges about topical issues. This means that accurate, high-quality interpreting is absolutely essential.

Therefore, the ETUI is launching a call for tender, aimed at professional interpreters (companies and/or freelance interpreters), for interpreting from and into the EU members and candidate states languages and English.

3. Selection criteria

a. Legal capacity

Tenderers must indicate their legal status (company or natural person/freelance) and should include copies of relevant business registrations (VAT registration number, registration number in a trade or professional register, copy of articles of association or incorporation, etc.) applicable licenses and insurance policies. In cases of exemption from VAT or other exemption without entitlement to deduct VAT on inputs, candidates must state the reasons for exemption and provide evidence.

b. Technical and financial capacity (including Annexes 2.1, 2.2 – Declaration of Honour)

The ETUI will select the preferred tenderers on the basis of ETUI’s evaluation of the extent to which their tender documents demonstrate that they offer the best value for money, and that they satisfy the following criteria:

- Excellent interpreting skills and high level of interpreting services;
- Capacity to recruit local interpreters in the country of the event;
- Capacity to organize a team of interpreters;
- Familiarity with trade union, political and economic vocabulary;
- Areas of specialisation must include the following: occupational health and safety, labour law, worker representation, collective bargaining, industrial restructuring and relocation, implementation of European directives, social dialogue, improvement of working conditions, financialisation of the economy, and the issue of flexicurity;
- Integrated end-to-end account management.

The ETUI undertakes to respect the principles of transparency and non-discrimination, with a view to avoiding any conflict of interest.

4. Content and presentation of tender

The tender, to be submitted in English or French, shall consist of the following components:

- Covering letter: tender application;
- Annex 1: Basic information about the tender and the tenderer;
- Annex 2.1 (for companies) or Annexe 2.2 (for freelances): Declaration of honour;
- Annex 3: Resource plan (for freelances: CV);
- Annex 4: Quality plan (for freelances: CV);
- Annex 5: Price list;
- Other information you feel may support your tender.

While preparing the tender, do not forget to:

1. Complete and sign Annex 1 and Annex 2;

2. Provide us with your proposal along with details of your ability to perform the services required. To this scope you should compulsorily include in your application the following:
   - Complete and exhaustive Resource Plan, according with the template “Annex 3”;
   - Complete and exhaustive Quality Plan, according with the template “Annex 4”;

3. Complete the Price List in Annex 5 with the itemised prices you plan to charge (including VAT and other taxes and fees). Please provide also an electronic version of the Price List;

4. Other information: the information required by this Call for Tender should not be regarded as exhaustive. In this context, the tenderer shall include any other information that might legitimately support the tender.

The tenderer should also take in account that:

- The maximum amount authorized by the European Commission for the interpreting services cannot exceed 700.00 EUR/working day, VAT included;
- ETUI is not subject to Belgium VAT. The invoice should include the basic price and the VAT amount separately. Value added tax, where applicable, shall be shown separately on all invoices as a net extra charge.

5. Inspection

The tenderer agrees to any inspections and/or audits that the European Commission, as part of any project, might wish to carry out pursuant to the financial regulations in force at the
The ETUI is financially supported by the European Union.

6. Type of contract

In accordance with its needs, the ETUI shall draw up specific contracts with interpreting company(ies) or freelance interpreter(s) for specific assignments.

In case no local interpreters are available for interpreting services, the ETUI will cover travel and accommodation expenses for the conferences and seminars in accordance with the ETUI Travel Policy. The interpreters will need to arrange their own insurance.

The future contractor(s) shall accept responsibility for any legal obligations entailed by the contract and is(are) required to submit in his/her/their country of origin the requisite tax statements relating to the services supplied.

7. Data Protection

ETUI offers an adequate level of data protection and complies with its obligations under national and European GDPR laws. Personal data will be used by ETUI solely for the purpose of the contract, considering the protective measures laid down by the ETUI privacy policy at: https://www.etui.org/.

8. Publication and conditions of the call for tender

If you are interested in providing these services, you are requested to submit your application, no later than:

**Friday, 26th August 2022**

All tenderers must submit their tender by registered letter or in person. For tenders sent by registered letter, the postmark shall serve as proof of date of posting. The applications received after the deadline of the 26th of August 2022, will be rejected.

Tenders must be submitted in writing the following address:

**Ms Raffaella Palombella**  
ETUI Finance and Administration  
Call for Tenders No. ETUI 2022-13. Interpreting,  
Bd du Roi Albert II, 5,  
B-1210 Brussels.

In order to ensure confidentiality, the tenderer shall submit the tender in a double envelope. The two envelopes shall be sealed and the inside envelope shall include, along with the address of the recipient indicated above, the following words: *Tender – not to be opened by the Mail Department*. Where self-adhesive envelopes are used, they shall be double-sealed with adhesive tape and the sender shall apply his/her signature across the seal.

A selection committee of four persons representing, in no particular hierarchical order, the ETUI’s departments, will be established. Documents will be initialled by one or more members of the committee, thereby providing proof of the time and date when the tender was submitted. The members of the committee will sign the record of tenders received, thereby identifying
valid tenders and justifying any rejections on the grounds of non-compliance with the rules for submission.

The selection committee will assess the tenders accepted as valid and will ensure that there is a sufficient number of interpreting company(ies) or freelance interpreter(s) who satisfy the selection criteria or a sufficient number of admissible tenders which meet the award criteria.

A tender assessment and classification report will be drawn up, dated and signed by all members of the selection committee and retained for purposes of future reference.

As a result of this selection procedure, the ETUI will draw up an award-decision ranking of successful tenderers (‘reserve list’) that might be invited to perform the relevant services. The selected tenderers will be notified by email.

The award selection does not confer on the successful tenderers any exclusive right to provide the services specified in these Call for Tender, nor does it impose any obligation on the ETUI to request such services and contract the successful tenderers included in the reserve list.

9. Requests for Clarifications

Any request for clarification must be made in writing and must be sent to the email address rpalombella@etui.org, at least 10 calendar days before the deadline for the submission of the tender. Answers to the requests for clarifications will be published as “FAQ – Frequent Asked Questions” on the ETUI website at the page Tenders & Vacancies | etui.

10. Competent Jurisdiction

Sole jurisdiction for any litigation relating to this contract shall lie with the Brussels courts. The contract in question shall be governed by Belgian law.
### Identity

<table>
<thead>
<tr>
<th>Name of the tenderer</th>
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</thead>
<tbody>
<tr>
<td>Legal status of the tenderer</td>
</tr>
<tr>
<td>Date of registration</td>
</tr>
<tr>
<td>Country of registration</td>
</tr>
<tr>
<td>Registration number</td>
</tr>
<tr>
<td>VAT number</td>
</tr>
<tr>
<td>IBAN bank account number</td>
</tr>
</tbody>
</table>

### Address

<table>
<thead>
<tr>
<th>Address of registered office of tenderer</th>
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</thead>
<tbody>
<tr>
<td>Where appropriate, administrative address of tenderer for the purposes of this invitation to tender</td>
</tr>
</tbody>
</table>

### Contact Person

<table>
<thead>
<tr>
<th>Surname:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name:</td>
</tr>
<tr>
<td>Title (e.g. Dr, Mr, Ms):</td>
</tr>
<tr>
<td>Position (e.g. manager):</td>
</tr>
<tr>
<td>Telephone number:</td>
</tr>
<tr>
<td>Fax number:</td>
</tr>
<tr>
<td>E-mail address:</td>
</tr>
</tbody>
</table>

### Legal Representatives

| Names and function of legal representatives and of other representatives of the tenderer who are authorised to sign contracts with third parties |
| Declaratior by an authorised representative of the organisation¹ |

I, the undersigned, certify that the information given in this tender is correct and that the tender is valid.

<table>
<thead>
<tr>
<th>Surname:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name:</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
</tbody>
</table>

¹ This person must be included in the list of legal representatives; otherwise the signature on the tender will be invalidated.
ANNEX 2.1: DECLARATION OF HONOUR
(To be completed by companies)

I HEREBY CERTIFY, AS CANDIDATE/LEGAL REPRESENTATIVE OF THE CANDIDATE,

THAT THE CANDIDATE:

– is not bankrupt or being wound up, is not having his/her affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters or is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
– has not been convicted of an offence concerning his/her professional conduct by a judgment which has the force of res judicata;
– is not guilty of grave professional misconduct proven by any means which the contracting authority can justify;
– has fulfilled his/her obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which he/she is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
– has not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
– has not been declared to be in serious breach of their obligations following involvement in another contract procurement procedure or grant award procedure financed by the Community budget.

Signature...............................................................Date:................................................
________________________________________________________________

THAT THE CANDIDATE /legal representative of the candidate:
– is not subject to any conflict of interest;
– that the candidate will inform the contracting authority, without delay, of any situation constituting a conflict of interest or which could give rise to a conflict of interest;

Signature...............................................................Date:................................................
________________________________________________________________

To the best of my knowledge, all information provided is true and accurate.

Signature...............................................................Date:................................................
________________________________________________________________

The ETUI reserves the right to check the information provided. Together with this form, duly signed, the candidate undertakes to send any additional document which the ETUI considers necessary to perform its checks.

By signing this form, the undersigned acknowledges that he/she accepts controls/audits from the European Commission under the same conditions as the ETUI.

Signature...............................................................Date:................................................

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ANNEX 2.2: DECLARATION OF HONOUR CONCERNING SELF-EMPLOYED STATUS  
(To be completed by natural persons/freelancer)

Surname: .................................................................................................................................

First name: ............................................................................................................................... 

Address: (Street, town or city, post code, country of residence) 
................................................................................................................................................
................................................................................................................................................
................................................................................................................................................

Residence for tax purposes (if different from legal domicile): 
................................................................................................................................................
................................................................................................................................................
................................................................................................................................................

I hereby declare on my honour that:

(1) I am self-employed for the purposes of performance of any contract to be concluded under the Call for Tender No. ETUI 2022-13 - Interpreting and, in accordance with the applicable national provisions,

☐ I am liable to VAT under the following number: .................................................................

☐ I hold a small business exemption from VAT or other exemption without entitlement to deduct VAT on inputs.

☐ Other ...........................................................

(Tick the appropriate box.)

(2) I am in compliance with the relevant national provisions applicable in my country as regards tax and social security contributions.

The above information is accurate and true.

................................................................................................................................................

Date and signature
ANNEX 3: RESOURCE PLAN/ QUALIFICATIONS

(minimum information required)

3.1 Resources number, roles, functions

Give details of the resources you expect to use to service the Contract. Include the number of personnel you expect to use for providing the service. Also include an organisational chart, if applicable, indicating responsibilities and reporting lines for this particular requirement. If applicable, please include also a list of the interpreters your company uses to work with.

3.2 Resources recruiting process

Indicate in each case whether you expect personnel to be drawn from within your organisation or be newly recruited.

3.3 Contract manger(s)

Please detail the names and position held of key personnel who will be responsible for the management of the contract, and their particular roles in servicing this particular requirement.

3.4 Curriculum(a) vitae

Please provide curriculum vitae for each member of key personnel.
ANNEX 4: QUALITY PLAN

(minimum information required)

Give details of how you will ensure that a high quality services (translations, language checking and editing) are maintained, adhering to strict deadlines, and that any performance targets set out in this Call for Tender will be met:

4.1 Monitoring and reporting quality system

Set out your proposals for the monitoring and reporting on the quality and timeliness of the Services delivered including the performance checks you will perform, their frequency and scope, and who will perform them.

4.2 Contract management system

Set out your proposed contract management and supervisory systems.

4.3 European quality standard(s)

Indicate any European quality standards achieved or being sought.

4.4 Customer liaison arrangements

Set out your customer liaison arrangements including procedures for dealing with complaints and problems.

4.5 Company profile

Present your Company/Freelance Profile showing your ability to perform the services required (as detailed in items 2 and 3 of this Call for Tender), including a list of other tenderers’ proposals and successfully implemented contracts of a similar scope, and any other relevant information.

Please include also copies of relevant documents, as detailed in item 3.a Legal capacity of this Call for Tender;
ANNEX 5: PRICE LIST

The tenderer is asked to prepare the Price List for the services required.

The Price List must provide a detailed cost breakdown (all tax and charges included) and separate figures for each functional grouping or category (e.g., translation languages).

The format shown below should be used in preparing the Price List.

<table>
<thead>
<tr>
<th>From (language)</th>
<th>To (language)</th>
<th>Price € (VAT included)</th>
<th>Price 2nd day (*) € (VAT included)</th>
<th>Price 3rd day (*) € (VAT included)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Full day</td>
<td>Half a day</td>
<td>Full day</td>
</tr>
</tbody>
</table>

1. Simultaneous Interpreting

1.1

1.2

1.3

[...]

[...]

(*) to be used only in the case when the interpreters have different prices for the 2nd day, 3rd day etc. of interpretation.