Call for Tender No. ETUI 2022-14. Equipment

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

Subject: Services for equipment

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 equipment.

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.

Therefore, the ETUI is launching a call for tenders, aimed at companies specialised in the provision of technical interpreting equipment, including specific equipment for hybrid events.

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:

- Demonstrated capacity to provide the following technical equipment:
  - Installation of booths – 1 for each language;
  - Interpretation consoles;
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- Microphones for delegates with channel selectors – 16 and 24;
- Microphone for chair;
- Headsets for delegates – 16 and 24;
- Equipment for hybrid events with options of (1) virtual room interpretation (Zoom) and (2) interpretation on the spot;

- Proven experience of successfully fulfilling contracts of a similar scope.

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: Price list;
- Legal and Technical capacity as specified in Item 3.
- 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 (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;

3. Complete the Price List in Annex 3 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:
- Companies are responsible for ensuring that they have the requisite insurance cover;
- 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 Commission, subject to the same conditions that apply to the direct beneficiaries of the relevant financial agreement with the Commission.

6. **Type of contract, duration, invoicing**

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

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 2022-14. Equipment,  
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 initialed 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.

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.
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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.
## ANNEX 1: BASIC INFORMATION ABOUT THE TENDER AND TENDERER

<table>
<thead>
<tr>
<th>Identity</th>
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<tbody>
<tr>
<td>Name of the tenderer</td>
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<tr>
<td>Legal status of the tenderer</td>
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<tr>
<td>Date of registration</td>
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<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>

<table>
<thead>
<tr>
<th>Address</th>
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<tbody>
<tr>
<td>Address of registered office of tenderer</td>
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<tr>
<td>Where appropriate, administrative address of tenderer for the purposes of this invitation to tender</td>
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<table>
<thead>
<tr>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Surname:</td>
</tr>
<tr>
<td>First name:</td>
</tr>
<tr>
<td>Title (e.g. Dr, Mr, Ms):</td>
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<tr>
<td>Position (e.g. manager):</td>
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<tr>
<td>Telephone number:</td>
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<tr>
<td>Fax number:</td>
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<tr>
<td>E-mail address:</td>
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</tbody>
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<tr>
<th>Legal Representatives</th>
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<tbody>
<tr>
<td>Names and function of legal representatives and of other representatives of the tenderer who are authorised to sign contracts with third parties</td>
</tr>
</tbody>
</table>

### Declaration by an authorised representative of the organisation

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

| Surname: |
| First name: |
| Signature: |

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1. This person must be included in the list of legal representatives; otherwise the signature on the tender will be invalidated.

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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: ........................................................................................................
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)
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Residence for tax purposes (if different from legal domicile):
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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 2022-14 - Equipment 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

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ANNEX 3: PRICE LIST

The tenderer is asked to prepare the Price List for the service.

The Price List must provide a detailed cost breakdown, all tax and charges included. Provide separate figures for each functional grouping or category.

The formats shown below should be used in preparing the Price Lists

Interpretation booths price list:

<table>
<thead>
<tr>
<th>Cabine 1</th>
<th>Price € (VAT included)</th>
<th>Price 2nd day (*) € (VAT included)</th>
<th>Price 3rd day (*) € (VAT included)</th>
<th>Price 4th day (*) € (VAT included)</th>
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</thead>
<tbody>
<tr>
<td>Cabine 2</td>
<td></td>
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<td>Cabine 3</td>
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<td>Cabine 4</td>
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<td>Cabine [...]</td>
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Other equipment/service price list, including for hybrid events:

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit</th>
<th>Price € (VAT included)</th>
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(*) to be used only in the case when the equipment has different prices for the 2nd day, 3rd day, 4th day, etc. of services provided

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