

Call for Tender No. ETUI 2023-05. Translation FR - “*Bilan social 2023*”

European Trade Union Institute (ETUI)
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1000 Brussels
Belgium
(AISBL 0418.812.841)

Subject: Translation (from EN into FR) of the ETUI book “*Bilan social de l’Union européenne 2023*”

1. Date of launch: 20/07/2023

The ETUI is pleased to invite you to submit an offer in response to the present call for tender for translation and language editing (from EN to FR) of articles of the ETUI book “*Bilan social de l’Union européenne 2023*”.

2. Purpose of the content

Social policy in the European Union (Bilan social de l’Union européenne) is an ETUI publication co-produced with the OSE. It is a reference work for anyone interested in the development of European social policy and the main events and challenges of the current year. It is promoted throughout the year via all our communication channels and tools.

Tasks to be performed by the contractor:

- **Translation** from English into French of 6 English written chapters, 1 acknowledgement, 1 preface, 1 conclusions, 1 chronology of the same publication; about 350 000 signs;

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:

- French native speaker;
- Academic and professional relevant qualification;



- Excellent translation skills and proven high quality translation services in previous works;
- Sound knowledge of specific relevant vocabulary;
- Integrated provision of 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:

1. Covering letter: tender application;
2. Annex 1: Basic information about the tender and the tenderer;
3. Annex 2.1 (for companies) or Annexe 2.2 (for freelances): *Declaration of honour* testifying that the tenderer is not in any situation that, under the relevant European legislation, would signify exclusion from the submission of tenders;
4. Annex 3: Resource plan (for freelances : CV);
5. Annex 4: Quality plan (for freelances : CV);
6. Annex 5: Price list;
7. 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 (Annex 3);
 - Complete and exhaustive Quality Plan (Annex 4);
 - Complete the Price List in Annex 5 with the itemised prices you plan to charge (including VAT and other taxes and fees).
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3. 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.

Please take in account that 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



The ETUI will sign a contract with the translation company/freelance chosen by the selection committee. The output of the contract (see item 2. 2. *Purpose of the content* of this Call) have to be delivered as soon as possible, at the latest 01 October 2023.

The contract will specify:

1. the language into which the translation and language checking is required;
2. details of fees payable and terms of payment;
3. any additional technical details that are relevant to the correct fulfilment of the terms of the contract in question.

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

The 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, 22 August 2023

You must submit your application by email to Ms Raffaella Palombella (Programme and procurement officer): rpalombella@etui.org. Date and time of the reception of the applications in the recipient email shall serve as proof of timely delivery. The applications received after this deadline will be rejected.

A selection committee will then be set up, composed of three equal representatives of the ETUI bodies. This committee will assess the tenders accepted as valid. The tenderers might be invited to ETUI premises to make a presentation of their offer to the selection committee.

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. The results of the tender procedure will be notified via email to the selected tenderers.

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.

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

Identity	
Name of the tenderer	
Legal status of the tenderer	
Date of registration	
Country of registration	
Registration number	
VAT number	
IBAN bank account number	
Address	
Address of registered office of tenderer	
Where appropriate, administrative address of tenderer for the purposes of this invitation to tender	
Contact Person	
Surname: First name: Title (e.g. Dr, Mr, Ms) : Position (e.g. manager): Telephone number: Fax number: E-mail address:	
Legal Representatives	
Names and function of legal representatives and of other representatives of the tenderer who are authorised to sign contracts with third parties	
Declaration 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.	
Surname: First name:	Signature:

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:.....



**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 2022-11. Translation et language editing (FR) - “Bilan Social 2022” 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 translators 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 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 (i.e., translation and language editing).

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

	From (language)	To (language)	Per standard page (w/o spaces 1500 characters) €	Per hour €
1. Translation				
1.1	English	French		
2. Language check, editing				
2.1	English	French		

