



Invitation to Tender Translation Services

Technical Specifications

February 2023

1. **Introduction:** The EU-LAC Foundation is launching a call for tenders for the conclusion of several framework contracts with individual contractors for the provision of translation and revision/proofreading of texts. **Due Date for applications: March 26th, 2023, end of day CEST – Central European Summer Time** (see also point #10).

2. **Background:** The EU-LAC Foundation has 61 members: the 27 members of the European Union, the 33 states of Latin America and the Caribbean, and the European Union itself. Its object is to encourage further mutual knowledge and understanding between EU and Latin America and Caribbean regions and its peoples, and it was conceived as a useful tool for strengthening the biregional partnership. The EU-LAC Foundation's permanent offices are located in Hamburg, Germany. Its working languages are English and Spanish.

3. **Subject of the contracts:** The purpose is to entrust to multiple freelance translators and/or translation companies the services required by the EU-LAC Foundation according to the specifications that will be defined for each specific order. Several four-year (4) framework contracts will be concluded with individual contractors, meaning that the number of orders may fluctuate over time in response to the needs of the EU-LAC Foundation, but the price bracket proposed in the tenderers' offers will be adhered to.

4. **Services to be provided:** The contractors must therefore provide the human and material resources necessary to provide one or more of the services in the list below:

Professional translation of technical texts, i.e. studies, articles, user manuals, financial reports, minutes of proceedings, and so forth:

- English ↔ Spanish
- German ↔ English
- Spanish ↔ German
- French ↔ Spanish
- Portuguese ↔ Spanish

Legal/certified translations valid in Germany (beglaubigte Übersetzungen)

- German ↔ English
- German ↔ Spanish

Text revision/proofreading

- English
- Spanish



5. **Duration:** These framework contracts will be concluded for a period of **four years** from the date on which they enter into force (expected start date is April 1st, 2023). This contractual period and all other periods specified in the Contracts are calculated in calendar days unless otherwise indicated.

6. **Prices (Service Fees):**

- a) The contract currency is the euro (EUR);
- b) Prices must be denominated in euros (EUR) and be firm and not subject to revision during the duration of the contract;
- c) Cross border services within the EU shall be invoiced without VAT as the EU-LAC Foundation must pay VAT to the German tax authorities afterwards (reverse taxation);
- d) Services from outside the EU shall be invoiced according to their local fiscal practice for services electronically supplied abroad. Nonetheless, the EU-LAC Foundation must pay VAT to the German tax authorities afterwards.

The tenderers must submit as part of their tender, the “Proposal Template” duly filled and signed (Annex 1).

7. **Invoicing and Payments:**

- a) The service provider shall invoice the EU-LAC Foundation for its services upon delivery;
- b) Payment shall be made in Euros (EUR);
- c) The EU-LAC Foundation shall pay the contractor by electronic bank transfer, within ten working days of successful work acceptance and submission of formally correct invoice.

8. **Subcontracting:** The contractor shall not subcontract without prior written authorisation from the EU-LAC Foundation nor cause the contract to be de facto performed by third parties.

9. **Criteria:** There are three types of criteria under this call for tenders: (i) exclusion criteria, (ii) selection criteria, and (iii) award criteria:

Exclusion criteria

In order to demonstrate their eligibility, tenderers must submit as part of their tender, the “Declaration of honour on exclusion criteria and absence of conflict of interest” duly filled and signed (Annex 2).

Technical criteria

Tenderers should have the technical and professional capacity to perform its obligations under the contract. In particular, the tenderer must:

- a) Be a company or entrepreneur duly established either in the EU or LAC region, under the laws of the country of its incorporation;



- b) Hold a translation degree or certificate from a professional translation organisation;
- c) Proofread or translate only into a language that is either their mother tongue, or one in which they have completed a certification program for translators;
- d) Have at least two-years of experience providing these services to small/medium organisations.

Award criteria

The tenders determined to be consistent with the requirements laid down in the exclusion criteria and selection criteria above will be evaluated according to the following scores:

Award Criteria	Weighting (out of 100)
Fulfilment of the “technical criteria” above	40
Best Price (see Annex I)	30
Guaranteed and most convenient turnaround time (see Annex I)	20
Similar services experience, incl. satisfactory work in the past with the Foundation	10

- 10. Submission:** Tenders should be submitted in either English or Spanish by post or e-mail not later than **26/03/2023 end of day (local time in Germany)**:

CALL FOR TENDERS Translation & Proofreading Services
EU-LAC Foundation
Grosse Bleichen 35 20354 Hamburg
Germany
jetchart@eulacfoundation.org

The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is (2) two months from the final date for submission.

Submission of a tender implies acceptance of all the terms and conditions set out in this tender specification, where appropriate, waiver of the tenderer's own general or specific terms and conditions. Submission of a tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.

All costs incurred during the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.



Contacts between the EU-LAC Foundation and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

- Before the final date for submission of tenders:
 - * At the request of the tenderer, the EU-LAC Foundation may provide additional information solely for the purpose of clarifying the nature of the contract. Any requests for additional information must be made in writing only to jetchart@eulacfoundation.org. Requests for additional information received less than (5) five working days before the final date for submission of tenders will not be processed.
 - * The EU-LAC Foundation may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tenders.

- After the opening of tenders
 - * If clarification is required or if obvious clerical errors in the tender need to be corrected, the EU-LAC Foundation may contact the tenderer provided the terms of the tender are not modified as a result.
 - * The EU-LAC Foundation may negotiate with tenderers the tenders they have submitted, in order to adapt them to the requirements set out in the contract notice, tender specifications or any additional document and in order to find the tender offering best value for money. During negotiations equal treatment of all tenderers will be ensured.

This invitation to tender is in no way binding on the EU-LAC Foundation, whose contractual obligation commences only upon signature of the contract with the successful tenderer(s). Up to the point of signature, the EU-LAC Foundation may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.

You will be informed of the outcome of this procurement procedure by e-mail. It is your responsibility to provide a valid e-mail address together with your contact details in your tender and to check it regularly.