



SERVICE CONTRACT NOTICE

SERVICE CONTRACT FOR TRANSLATION AND INTERPRETATION SERVICES

1. Reference

TF-MADAD/2018/T04.136

2. Procedure

Single tender

3. Programme title

"MASAR for Local Governments: *Maintaining Strength and Resilience for Local Governments*"
funded by the MADAD EU Regional Trust Fund in Response to the Syrian crisis.

4. Financing

EUTF-MADAD

5. Contracting Authority

For indirect management: Agència Catalana de Cooperació al Desenvolupament

Nationality: Spanish

CONTRACT SPECIFICATION

6. Nature of contract

Global price contract

7. Contract description

The *Agència Catalana de Cooperació al Desenvolupament*, through a consortium led by the Dutch organization of municipalities VNG, is participating in the MASAR project, a project funded by the European Union focused in the areas affected by the Syrian crisis.

The consortium of the European partners agreed that ACCD would focus its intervention in Lebanon, more specifically in the coastal plain north of Tripoli, namely in the Unions of Municipalities of *Menieh* and *Oussat oua Sahil El Qaytaa*.

ACCD is implementing different pilot projects based in the following specific objectives:

- To improve the capacities of subnational governments to engage in holistic, area-based planning and consider different scenarios that responds to the needs of host, refugee and IDP populations
- To improve service delivery to generate greater social stability outcomes, based on the needs of host, refugee and IDP populations.



- To empower subnational governments and service providers to create economic opportunities through better access of municipal investment that benefit host, refugee and IDP populations.

This assignment contributes to the implementation of the following activities:

- Interpretation of trainings, events and meetings.
- Translation of Reports in the fields of i.e urban planning, solid waste management, trainings.

The expert/firm will provide Translation (i.e final experts reports, feasibility reports and other assignments) and Interpretation services (i.e events, meetings, trainings and other assignments) through different duty assignments during the duration of the project (until end of 2022)

8. Number and titles of lots

Two lots:

Lot 1: Interpretation of trainings and events

Lot 2: Translation of Reports in the fields of i.e urban planning, solid waste management, trainings

9. Maximum budget

Lot 1: Interpretation of trainings, events and meetings: **10.000 Euros**

Lot 2: Translation of Reports in the fields of i.e urban planning, solid waste management, trainings: **5.000 Euros**

CONDITIONS OF PARTICIPATION

10. Eligibility

Participation is open to all natural persons who are nationals of and legal persons [participating either individually or in a grouping (consortium) of tenderers] which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) N°236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable Instrument under which the contract is financed (see also heading 22 below). Participation is also open to international organisations.

11. Number of tenders

No more than one tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.



12. Grounds for exclusion

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.3.3. of the Practical Guide.

13. Sub-contracting

Subcontracting is allowed.

PROVISIONAL TIMETABLE

14. Provisional commencement date of the contract

End of march- Beginning of April 2021 (tbd).

15. Implementation period of the tasks

The duration of the tasks will be until the end of the project (December 2022) in a non-continuous basis, based on the needs of translation and interpretation services of ACCD.

SELECTION AND AWARD CRITERIA

16. Selection criteria

The following selection criteria will be applied to the tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole. if not specified otherwise.

Economic, technical and professional capacity of the tenderer

The key expert of the tenderer shall meet the following educational and professional qualifications of the person responsible for the execution of the contract. Criteria:

1. Education:
 - High education degree (PhD or equivalent) in translation and interpretation.
2. Professional Experience:
 - Minimum 10 years of experience in translation English/Arabic- Arabic/English
 - Having at least 4 similar consultancies.
 - Cultural sensitivity and cross-cultural skills (religion, ethnicity, gender);
 - Minimum 7 years in conducting interpretations in English /Arabic- Arabic/English in trainings, events, meetings;
 - Proficiency in English and Arabic

This means that the service the tenderer refers to could have been started or completed at any time during the indicated period but it does not necessarily have to be started and completed

during that period, nor implemented during the entire period.

Candidates/tenderers are either allowed to refer to services completed within the reference period (although started earlier) or to services not yet completed. In the first case, the service will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity, which awarded the contract, proof of final payment for services). In case of services still ongoing only the portion satisfactorily completed during the reference period although started earlier will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to services completed) also detailing its value. If a tenderer has implemented the service in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used.

Previous experience which would have led to breach of contract and termination by a Contracting Authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a global-price service contract.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing a commitment on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility - notably that of nationality - and must fulfil the same relevant selection criteria as the economic operator. With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required. With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies, become jointly and severally liable for the performance of the contract.

17. Award criteria

The contract will be awarded to the tenderer with the highest score (100 points maximum) according to the following criteria:

- Technical offer + assessment of candidate's CV / expertise + sample reports: 80%
- Financial offer: 20%

TENDERING

18. Deadline for receipt of tenders

The deadline for receipt of tenders is specified in point 8 of the Instruction to Tenderers.

19. Tender format and details to be provided



Tenders must be submitted using the standard Service Tender Submission Form for Single Tender Procedures, the format and instructions of which must be strictly observed. The tender form is available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?group=B>, under the zip file called Simplified Tender dossier.

The tender must be accompanied by a declaration of honour on exclusion and selection criteria using the template available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

20. How tenders may be submitted

Tenders must be submitted in English exclusively to the Contracting Authority, using the means specified in point 8 of the Instructions to Tenderers.

Tenders submitted by any other means will not be considered.

By submitting a tender, tenderers accept to receive notification of the outcome of the procedure by electronic means.

21. Alteration or withdrawal of tenders

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 8 of the Instructions to Tenderers.

22. Operational language

All written communications for this tender procedure and contract must be in English.

23. Legal basis

Regulation (EU) N°236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action and EUTF.

Director
Agència Catalana de Cooperació al Desenvolupament