



European Trade Union Confederation (ETUC)  
Confédération européenne des syndicats (CES)

## **CALL FOR TENDERS**

### **FOR THE SUB-CONTRACTING OF INTERPRETING**

**Number: n°2011.INT/AB20110704**

The European Trade Union Confederation (ETUC) regularly organises conferences and seminars which, generally speaking, are designed to highlight topics and stimulate debate on issues associated with the European Social Dialogue. All the meetings which ETUC organises in Europe are transnational, to enable a broader approach and more wide-ranging debate of the ideas and opinions under discussion. Consequently, it is crucial that precise, high-quality interpretation is guaranteed.

ETUC therefore deems it necessary to use professional interpreters for interpretation, as appropriate, from and into the following European languages: French, English, German, Spanish, Italian, Dutch, Swedish, Portuguese, Danish, Finnish, Greek, Irish, Czech, Hungarian, Polish, Slovak, Bulgarian, Estonian, Latvian, Lithuanian, Maltese, Romanian, Slovenian, Turkish and Arabic.

Depending on its requirements, ETUC will draw up individual contracts with the interpreter, specifying:

1. the active and passive languages used at the meeting, and the language into which the interpreter will be required to provide simultaneous and / or consecutive interpretation;
2. the date, times and location of the conference;
3. the elements in the remuneration and the payment conditions;
4. a list of the other interpreters will be appended to the contract, together with the name of the person in charge of liaison between the interpreters;
5. as appropriate, other organisational aspects associated with travel and accommodation.

The interpreters must provide quality services and be familiar with trade union, political and economic terminology.

These services may be required on a daily or half-daily basis. Bids should accordingly quote a daily and a half-daily rate.

The contract will be awarded to the best bidder. In other words, the tender offering the best value for money will be selected, taking into account specific criteria with a bearing on the object of the contract. ETUC undertakes to respect the principles of transparency and equal treatment with a view to avoiding any conflicts of interest.

The contract signed with the service provider(s) chosen by the selection board may be subject, after one year's trial, to the signature of a framework contract for a maximum duration of three years.

In that connection, ETUC will send the successful service provider(s) a proposed framework contract.

This contract will include the fact that as from the end of the second year of the contractual duration, a fraction of each price, equal to 80%, may be revised upwards or downwards each year, at the request of one of the contracting parties notified by registered letter no later than three months before the anniversary of the signature of the Contract. The ETUC purchases at the prices in force on the date of the signature of the specific contracts or orders. These prices will not be revised.

This revision is determined by the evolution in the health index drawn up by the Belgian Ministry of the Economy. It is calculated in line with the following formula:

$Pr = Po \times [0.2 + 0.8 (Ir / Io)]$  where:

- Pr = revised price;
- Po = price of the initial offer;
- Io = index of the month corresponding to the deadline for the submission of bids;
- Ir = index of the month of receipt of the letter calling for a price revision.

The contracting party submitting a tender will be either an interpreters agency, or an interpreter who will commit him/herself to set up the necessary interpreters team. The contracting party must submit an undertaking certifying that the service provider is not in any of the situations which would exclude it under European legislation from taking part in a contract, and must accordingly declare “that the organisation:

- a) is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors or suspended business activities, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has not been convicted of an offence concerning its professional conduct by a judgment which has the force of *res judicata*;
- c) is not guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) has met its obligations relating to the payment of social security contributions or taxes under the legislation of the country in which it is established or under the legislation of the country of the contracting authority or of the country in which the contract is to be performed;
- e) 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;
- f) has not been declared to be in serious breach of contract for failure to comply with its contractual obligations subsequent to another procurement procedure or grant award procedure financed by the Community budget”.

### **Controls**

Any service provider(s) agree(s) to accept all controls and / or audits which the European Commission might wish to perform within the framework of any given project pursuant to the Commission’s financial regulations in force, in the same conditions as the ones prevailing for the direct beneficiary of the above-mentioned financial convention with the Commission.

### **Invoicing**

The service provider(s) undertake(s) responsibility for any legal obligation arising from this contract and is / are particularly responsible for honouring any fiscal reporting duties in his /their home country resulting from the receipt of fees.

## **Jurisdiction**

The courts of Brussels shall be solely competent to hear any disputes in connection with this agreement. The present agreement shall be governed by Belgian law.

Offers must be received within 60 days of 04 July 2011, the date of publication of this call for tenders on the website of the European Trade Union Confederation.

To ensure confidentiality, translation companies must submit their offer in a double envelope. Both envelopes must be sealed and the inside envelope shall bear not only the name of the department for which it is intended (see below), but also the words “**appel d’offres – à ne pas ouvrir par le service du courrier**” (*Tender – not to be opened by the Mail Department*). If self-adhesive envelopes are used, they must be sealed with adhesive tape crossed by the signature of the sender.

A committee of three persons will be formed comprising three equal representatives of ETUC’s organisational entities. One or more members of this committee will initial the documents, confirming the date and time of each bid. The committee members will sign the report on the bids received, which will list the admissible bids and provide reasons for rejecting bids owing to their failure to comply with the stipulations of the tendering process.

An evaluation committee will then be formed, comprising three equal representatives of ETUC’s organisational entities. That committee will evaluate the tenders that have been deemed admissible. An evaluation report and classification of participation requests will be drawn up, dated and signed by all the members of the evaluation committee and kept for future reference.

This report will include:

1. the name and address of the contracting authority, the purpose and value of the contract or framework contract;
2. the names of any excluded candidates and the reasons for their rejection;
3. the names of candidates selected for consideration and the justification for their selection;
4. the names of candidates put forward and justification of their choice in terms of the selection or award criteria.

The contracting authority will then make its decision.

All candidates must either deliver their bid by hand or submit it by registered letter to Ms Anne Buelens, ETUC Organisation Department Manager, “Call for tenders n°2011.INT/AB20110704”, at the following address: Bd du Roi Albert II, 5, B-1210 Brussels. For requests sent by registered mail, the postmark will serve as proof of the date of dispatch. For requests submitted by private courier service and hand-delivered requests, a receipt signed by ETUC’s Mail Department, stamped on the date of the deadline for submission (**3 September 2011** for this call for tenders) if not before, will serve as proof of delivery (submissions must be received by 4 p.m. at the latest).

For any further details on the present call for tender, please contact Ms Anne Buelens by e-mail, before 11 July 2011 ([abuelens@etuc.org](mailto:abuelens@etuc.org)).