**SERVICE CONTRACT NOTICE**

**“DEVELOPMENT AND TRANSLATION OF THE MULTILANGUAGE GLOSSARY ON FOREST FIRES AND FLOODS”**

**Location -** Ministry of Defence, Tirana, Albania

**1. Reference**

**IPA ITMNEAL/TBR-MOD/SRV/04**

**2. Procedure**

Open Local Tender

**3. Programme title**

Thematic project TO BE READY - The flOod and Big fire foREst, prediction, forecAst anD emergencY management – 355”, co-financed by the European Union under the Instrument for Pre-Accession Assitance (IPA) Interreg IPA CBC Italy-Albania-Montenegro 2014-2020.

**4. Financing**

“TO BE READY” Project Budget dedicated for Albania partner, Ministry of Defence, Work Package WP-T1 – T.1.6.1 dhe T.1.6.2/External Expertise and Services

**5. Contracting authority**

Ministry of Defence of Republic of Albania

Street of Dibra,

Garrison Scanderbeg, no. 3,

Tirana, Albania

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global Price Contract

**7. Contract description**

The scope of the contract is to regulate the responsibilities, financial remuneration, deadlines and terms of services between the selected operator (contractor) related to the development and translation in paper of the Multilanguage Glossary and the Contracting Authority (Ministry of Defence). The translation should be adequate, clear and with no grammatical errors.

**8. Number and titles of lots**

One lot only

**9. Maximum budget**

EUR 10.000 (Vat excluded)

**CONDITIONS OF PARTICIPATION**

**10. Legal basis, eligibility and rules of origin**

The legal basis of this procedure is Regulation (EU) No 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 Commission Implementing Regulation (EU) No 447/2014 of 2 May 2014 on the specific rules for implementing Regulation (EU) No 231/2014 of the European Parliament and of the Council establishing an Instrument for Pre-accession assistance (IPA II). See Annex A2 of the practical guide.

Participation is open to all  legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are effectively established in a  Member State of the European Union or in a eligible country or territory as defined under Article 8 of Regulation (EU) No 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.

**11. Number of tenders**

No more than one tender can be submitted by a 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 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 2.6.10.1. of the practical guide.

Tenderer included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

**13. Sub-contracting**

Subcontracting is allowed.

**PROVISIONAL TIMETABLE**

**14. Provisional commencement date of the contract**

Second week of June 2022

**15. Implementation period of the tasks**

2 weeks following the signing of the contract

**SELECTION AND AWARD CRITERIA**

**16. Selection criteria**

Capacity-providing entities

An economic operator (i.e. candidate or tenderer) may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links it has with them. If the economic operator relies on other entities, it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by 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 and notably that of nationality as the economic operator relying on them and must comply with the selection criteria for which the economic operator relies on them. **Furthermore, the data for this third entity for the relevant selection criterion should be included in a separate document**. Proof of the capacity will also have to be provided when requested by the contracting authority.

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 tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

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.

The tenderer shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

The selection criteria for each tenderer are as follows:

**Professional capacity of the tenderer (**based on items 4 of the tender form).

The reference period which will be taken into account will be the last five years preceding the submission deadline.

Criteria for legal persons:

1- has a professional certificate appropriate to this contract, such as certified translators

2 - has sufficient ongoing (at least 1 translator per language) staff resources and expertise to be able to handle the proposed contract

**Technical capacity of tenderer** (based on items 5 and 6 of the tender form). The reference period

which will be taken into account will be the last 5 years preceding the submission deadline.

This means that the service contract the tenderer refers to could have been started at any time during the indicated period but it does not necessarily have to be completed during that period, nor implemented during the entire period. Tenderers are allowed to refer either to service contracts completed within the reference period (although started earlier) or to service contracts not yet completed. Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (-statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a tenderer has implemented the service contract 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.

Criteria for legal persons:

1 - the tenderer has provided services of translation in the relevant languages (English, Albanian, Italian, Montenegrin) and corporation of terminology at least 5 years preceding the submission deadline.

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 fee-based service contract.

Summarising, the following selection criteria will be applied to the tenderers:

* At least 5 years of professional experience in translation field and corporation of terminology;
* The pool of translators engaged in the translation are qualified as reviewers and editors and certified as official translators;
* Previous experience in translation from English, Albanian, Italian and Montenegrin Language;

**Additional elements/qualifications to be considered as an asset**:

* Professional experience in translation of similar documents related to the thematic.

**17. Award criteria**

Best price-quality ratio.

**TENDERING**

**18. Deadline for submission of tenders**

The deadline for submission of tenders is specified in point 8 of the instruction to tenderers.

The application must be sent no later than 04.06.2022.

**19. Tender format and details to be provided**

**Tenders must be submitted using the standard tender form** for simplified 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 on 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 9 of the instructions to tenderers.

**22. Operational language**

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

**23. Additional information**

Financial data to be provided by the candidate in the standard application form must be expressed in EUR.