Call for tenders for translations & foreign language proofreading/copy editing - framework contract (2022-2023)

Date of publication: December 15th 2021 - Deadline for submission: Wednesday January 5th 2022 midnight (CET).

Background
Eurodad is a network of 60 NGOs across Europe, working on development finance advocacy. Our focus is on strengthening the power of European CSOs, working as part of a global movement to push governments and powerful institutions to adopt transformative changes to the global economic and financial system. More information can be found on our website.

Within the framework of our grants from the European Union and other funders, we are looking for additional proofreaders and copy editors working in Spanish and Portuguese to help us to deliver the highest quality outputs to our European and global audiences.

For an overview of our publications, see https://eurodad.org/reports/index

Objectives and requirements of the framework contract
- Eurodad is looking to hire back-up providers for Spanish & Portuguese language translation and proofreading/copy editing to help our team of 15 advocacy and policy specialists make their pieces of research and analysis accessible to a wider audience (CSOs and activists, academics, policymakers on a European and global level, journalists).

- We are looking for individuals with demonstrable experience of working with similar organisations and of translating complex jargon and ensuring accessible copy-editing. An excellent understanding of technical terminology around development finance is a plus.

- Regular availability throughout the period of this contract – from 2022-2023 – is required.

Outputs for this contract
Eurodad produces around six major reports (20-30 pages) and 12 briefings (4-8 pages) per year. On top of that we produce multiple open letters, statements, position papers and other similar outputs. Not all these outputs require translation or foreign language copy-editing, and the final volume of outputs will also depend on the respective availability of the main translators on contract.

Proposed timeline
We would always aim to give as much notice as possible for pieces. However, there are times when we may urgently need shorter pieces to be reviewed so we are looking for some degree of flexibility.

During office hours of working days we would hope to allow for the following timeframes:
- We may ask for some short outputs to be produced by the following day, so we are looking for flexibility within reason.
- For a major report we would allow 7-10 days for translation / 3-5 for copyediting.
- For a briefing we would allow 3-5 days for translation / 2 for copyediting.
- For a shorter piece, we would allow 1 day.

We ask that you inform us of holiday periods when they are approaching so we can factor in other translators and foreign language proofreaders to help us during this time.
Confidential treatment of source texts for translation

The selected proofreaders must ensure confidential treatment of source texts for translation and deliverable target texts and ensure that all recipients of the texts for translation are aware of the strict application of this principle. They must not distribute or share the content of the documents to third parties before it has been made public by Eurodad.

Timeframe

Duration of the contract: from January 10th 2022 (or as soon as the tender has been evaluated) to December 2023 or if the threshold of 30,000 € in services paid (VAT included) has been surpassed, in which case a new call for tender will be launched.

Contract can be renewed once for an additional year under the following conditions: threshold has not been reached, eligibility criteria are still valid and services completed satisfactorily.

Exclusion Criteria

If any of the following are true for the bidder at the time of submitting their tender or at any time during the procurement process, they will be excluded from consideration for winning a contract with Eurodad.

By submitting a tender, the bidder declares that they are not in one of the following situations:

a) They are bankrupt, subject to insolvency, or being wound up, are having their assets administered by a liquidator or by a court, have entered into an arrangement with creditors, have suspended business activities, or are in any such situation arising from a similar procedure provided for in national (or EU) legislation or regulations;

b) They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with applicable laws;

c) It has been established by a court’s final judgment or by a final administrative decision that the bidder is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the bidder belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes a wrongful intent or gross negligence. This includes:

   i. misrepresenting the information required as part of this procurement procedure
   ii. entering into agreement with other persons with the aim of distorting competition
   iii. violating intellectual property rights
   iv. attempting to influence the decision-making process during this procurement procedure
   v. attempting to get confidential information that might give an unfair advantage in the procurement procedure

d) It has been established by a court’s final judgment that the bidder is guilty of any of the following:

   i. fraud
   ii. corruption
   iii. relations with a criminal organisation
   iv. money laundering or terrorist financing
   v. terrorist offences or offences linked to terrorist activities, or inciting, aiding, abetting or attempting to commit such offences
   vi. child labour or other offences related to trafficking of human beings

e) In the past, the bidder has shown significant failures in complying with the main obligations of a procurement contract with the client or financed by the European Union, which led to early termination or other contractual penalties, or which was discovered during checks or audits.
f) It has been established by a court’s final judgment or by a final administrative decision that the bidder has committed an irregularity: an act or omission that resulted in a loss of European Union funds.

g) It has been established by a court’s final judgment or by a final administrative decision that the bidder has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration or principal place of business.

h) It has been established by a court’s final judgment or final administrative decision that the bidder has been created with the intent described in point (g).

If Eurodad has any reason to be concerned that the bidder may be in one of these situations, Eurodad may request appropriate evidence. Additionally, if the bidder is selected for a contract, Eurodad will confirm that the contractor is not included in the list of EU restrictive measures (sanctions list).

Contact person
Antonia Vorner, Eurodad’s Head of Operations, will be the main point of contact and the proposals should be submitted via email to: avorner@eurodad.org with cc to operations@eurodad.org Please do not hesitate to get in touch by Tuesday December 21st lunchtime should you need any information of clarification in order to prepare your offer.

Privacy policy
If you decide to submit a tender to this call, please note that Eurodad will keep your information and offer for at least 10 years as it is legally required as supporting documentation for our donors even if you are not selected for the mission. For more information about our privacy practices please visit our website.

Bidding procedure and selection criteria
In order to be considered for this contract, proofreaders should:

- Complete the bidder information & sign the declaration on honor in this document
- Provide a proposal outlining:
  o Price in EUR, inclusive of VAT
  o Short sample translation (download file to translate here)
  o Ability to meet tight deadlines while delivering timely quality proofs:
    ▪ A CV and a list of current contracts and
    ▪ at least two previous employers’ references

All proposals will be assessed considering value for money, specific experience relevant to the context outlined above. You can send in proposals for both Spanish & Portuguese or just one of the two languages.

All proposals need to be received by January 5th 2022 midnight.
**Bidder information**

<table>
<thead>
<tr>
<th>Name of bidder</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal status of bidder</td>
<td></td>
</tr>
<tr>
<td>Legal registration number of bidder (or ID or passport number, if an individual)</td>
<td></td>
</tr>
<tr>
<td>VAT registration number</td>
<td></td>
</tr>
<tr>
<td>Full legal address of bidder</td>
<td></td>
</tr>
</tbody>
</table>

**Declaration on honour**

By signing this document, the supplier certifies that they have read and understood this Invitation to Tender and that they are not in one of the situations listed above under Exclusion criteria. The supplier also certifies that all the information provided about the company under Bidder information, and any documents submitted with the tender are truthful and correct at time of signature.

<table>
<thead>
<tr>
<th>Name of legal representative</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>------------------------------</td>
<td>----------</td>
</tr>
</tbody>
</table>