**APPENDIX I**

**TENDER PROPOSAL FORM**

Fill in the red boxes below and attach the requested documents

|  |
| --- |
| **General information ▼** |
| **Tenderer’s Name ►** |  |
|  |
| **Eligibility criteria ▼** |
|  |
| **Eligibility criterion 1** Required documents **►** | **Being a registered company or freelance translator** constitutes an eligibility criterion (see Terms of Reference, Section G).If the Tenderer is a legal person, make sure to attach registration documents, otherwise the Tenderer will be declared **ineligible.** |
|  |
| **Eligibility criterion 2** Required documents **►** | **When the tenderer is a legal person:****Being able, as a registered company[[1]](#footnote-1), to demonstrate 5 (five) years[[2]](#footnote-2) of experience of providing translation services to international organisations or national public administrations or institutions** constitutes an eligibility criterion (see Terms of Reference, Section V).Make sure to attach any documents demonstrating that the tenderer (legal person) has completed the requested years of experience, otherwise the Tenderer will be declared **ineligible.****When the tenderer is a natural person:****Being able, as a freelance translator, to demonstrate 5 (five) years[[3]](#footnote-3) of experience of providing translation services to international organisations or national public administrations or institutions** constitutes an eligibility criterion (see Terms of Reference, Section G).Make sure to attach any documents demonstrating that the tenderer (natural person) has completed the requested years of experience, otherwise the Tenderer will be declared **ineligible.** |

|  |
| --- |
|  |
|  |
| **Award criteria ▼** |
|  |
| **Qualifications and experience of the translators proposed in international or institutional context (25%)** ▼Indicate below the list of translators proposed, per category (see Section II.G of the Terms of reference)Make sure to attach **the detailed CVs of all translators proposed** as well as **any documented proof of the qualifications and professional experience of any translators proposed** (see Section VI of the Terms of reference) |
|  |
|  |
| **Qualifications and experience of legal translation, qualifications in law would be an asset (25%)** ▼Indicate below whether the tenderer has the capacity to provide legal translation (not compulsory).If yes, make sure to indicate below which translators proposed can perform legal translation and make sure that their CVs reflect their qualifications and experience of legal translation. |
|  |
|  |
| **Technical tender detailing assurance and confidentiality measures put in place by the tenderer (20%)** ▼Describe below (no more than 4 pages) the tenderer’s quality assurance procedures, specifically geared to meeting the requirements of the Council; it must also include procedures in place to ensure that the confidentiality required in the framework contract will be constantly ensured, specifically if the Provider intends to resort to external resources, both human and technical, for the performance of the contract.You may attach to this form any documents you may deem necessary to demonstrate the quality assurance and confidentiality measures the tenderer intends to put in place. Those measures shall apply to any lot for which the tenderer will be selected. |
|  |

**Financial offers (corresponding to 30% of the weighted score) must be indicated in the Act of Engagement (See Section A. Table of fees). The Act of Engagement must be completed and signed by the Tenderer and attach to its tender.**

1. The experience of a tenderer’s employee(s) cannot be taken into account for the tenderer's experience required in the eligibility criteria. Only the experience of the Provider itself will be taken into account. [↑](#footnote-ref-1)
2. Translation experience quoted in “words” in contracts or reference letters must be converted into “standard pages” as described under “Definitions”; 1,000 standard pages shall count as one year of experience as an employed translator/reviser/reviewer. [↑](#footnote-ref-2)
3. *Ibid.* [↑](#footnote-ref-3)