**TENDER FILE / TERMS OF REFERENCE**

**(Competitive bidding procedure / Framework Contract)**

**Purchase of Translation service under the scope of the project “Strengthening Democratic Culture in Basic Education (SCoD)”**

The Council of Europe is currently implementing a Project on “Strengthening Democratic Culture in Basic Education” (SCoD). In that context, it is looking for maximum 4 Providers for the provision of translation service from English- Turkish to be requested by the Council on an as needed basis.

1. TENDER RULES

This tender procedure is a competitive bidding procedure. **In accordance with Rule 1395 of the Secretary General of the Council of Europe on the procurement procedures of the Council of Europe[[1]](#footnote-2), the Organisation shall invite to tender at least three potential providers for any purchase between €2,000 (or €5,000 for intellectual services) and €55,000 tax exclusive.**

This specific tender procedure aims at concluding a **framework contract** for the provision of deliverables described in the Act of Engagement (See attached). A tender is considered valid for 120 calendar days as from the closing date for submission. The selection of tenderers will be made in the light of the criteria indicated below. All tenderers will be informed in writing of the outcome of the procedure.

The tenderer must be either a natural person, a legal person or consortia of legal and/or natural persons.

Tenders shall be submitted **by email only** (with attachments) **to the email address indicated in the table below, with the following reference in subject: ’’Tender – SCoD Project-Translation service’’** Tenders addressed to another email address **will be rejected.**

The general information and contact details for this procedure are indicated on this page. You are invited to use the CoE Contact details indicated below for any question you may have. **All questions shall be submitted at least 3 (three) working days before the deadline for submission of the tenders and shall be exclusively addressed to the email address indicated below with the following reference in subject: ’’Questions –SCoD -Translation service’’**

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| **Type of contract ►** | Framework contract |
| **Duration ►** | Until 02 November 2022 |
| **Deadline for submission of tenders/offers ►** | 25 March 2022 |
| **Email for submission of tenders/offers ►** | **ankara.office@coe.int** |
| **Email for questions ►** | ankara.office@coe.int |
| **Expected starting date of execution ►** | 31 March 2022 |

1. EXPECTED DELIVERABLES

**Background of the Project**

The European Union – Council of Europe Joint Project on “Strengthening Democratic Culture in Basic Education” aims at integrating a democratic school culture that corresponds with universal core values as well as fundamental rights and freedoms into the Turkish education system, through strengthening democratic values and practices in school and school communities; the capacity of stakeholders including policy makers, education administrators both in the ministry and at provincial level, inspectors, school principals, teachers, parents, and local civil society organisations (CSO) on democratic school culture, and raising awareness on democratic school culture in and beyond schools.

The project aims to achieve four results:

ER1. Policy recommendations for a strategic action plan for the integration of competences for democratic culture with awareness of human rights and democracy into the basic education system and school practices are developed.

ER2. Education materials based on human rights, democracy and universal core values are developed for basic education institutions.

ER3. Basic education school teachers and education practitioners are equipped with competences for democratic culture.

ER4. Basic education institutions as well as school community and general public have an increased awareness and better understanding of democratic school culture.

The project will take the Council of Europe (CoE) Reference Framework of Competences for Democratic Culture which was adopted on 11-12 April 2016, at the 25th Session of the CoE Standing Conference of Ministers of Education of the 50 member States of the European Cultural Convention, as the main reference document for its components. The Framework includes the conceptual model of competences to participate effectively in a culture of democracy, its descriptors and a set of supporting documents targeting education policy-makers and practitioners. It will mainly be used to develop policy recommendations and education materials, as well as to develop a training programme for teachers.

The Project will provide two main groups of instruments aiming at strengthening competences for democratic culture (CDC) among the school community, and equipping teachers of pre-school and primary education with the skills and methods to act as role models and to support students in developing their competences. In addition, education materials targeting pre-school and primary school students will also be developed.

Besides, a ‘whole school model’ developed based on the whole school approach, which predicates on the idea that competences for a democratic culture should be developed on a systemic level, and thus intervention must be directed at the entire school context, including all stakeholders (school management, teachers, students, parents, local administrations, related CSOs) rather than just through individual courses, which tend to be confined to classroom environments. This model will be supported by policy recommendations for the integration of competences for democratic culture in the education system on a national level.

Finally, a teacher training programme, with its accompanying teacher training materials, developed to make the teachers of the pilot schools familiar with these new materials and the whole school model and to equip them with necessary competences.

The whole school model, teacher trainings and education materials will be tested in selected schools in pilot provinces and finalized based on the results of the testing and feedback received from the field.

The Council of Europe (CoE) is looking for a maximum of **4 Providers** in order to support the implementation of the project with a particular expertise and human resources for provision of translation services **from English- Turkish and Turkish-English** specifically on educated-related subjects.

The translations delivered must be of such a quality that they can be used as they stand, upon delivery, without any further revision, review and/or correction by the Council. To this end, the Provider shall thoroughly revise and review in its entirety each translation produced.

The Provider must ensure, *inter alia*, that:

* The translated text is complete (no omissions or additions are permitted);
* The translated text is a faithful, accurate and consistent rendering of the source text;
* References to documents already published have been checked and quoted correctly;
* The terminology and lexis used are consistent throughout the translated text and with any relevant reference material;
* Sufficient attention has been paid to the clarity and register of the translated text;
* The translated text contains no syntactical, spelling, punctuation, typographical or other grammatical errors;
* The formatting of the source text has been maintained (including codes and tags if applicable);
* Any specific instructions given by the Council – whenever this is the case – are followed and the agreed deadline is scrupulously respected.
* Provider’s remarks on terminology, source text content or any other translation issue arising are appreciated. They are to be submitted in a separate file together with the translated text.

This Contract is currently estimated to cover up providing translation services for more than 20 activities to be held by 02 November 2022. This estimate is for information purposes only and shall not constitute any sort of contractual commitment on the part of the Council of Europe. The Contract may potentially represent a higher or lower number of activities, depending on the evolving needs of the Organisation.

For information purposes only, the total budget of the project amounts to 4.000.000 Euros and the total amount of the object of present tender **shall not exceed 55,000 Euros tax exclusive** for the whole duration of the Framework Contract. This information does not constitute any sort of contractual commitment or obligation on the part of the Council of Europe**.**

**Scope of the Framework Contract**

Throughout the duration of the Framework Contract, pre-selected Providers may be asked to provide the deliverables listed in the Act of Engagement (See Section A – Terms of reference). This list is considered exhaustive.

1. FEES

Tenderers are invited to indicate their fees, by completing and sending the table of fees, as attached in Section A to the Act of Engagement. These fees are final and not subject to review. Tenders proposing fees above the exclusion level indicated in the Table of fees will be **entirely and automatically** excluded from the tender procedure.

The Council will indicate on each Order Form (see Section D below) the number of units ordered, calculated on the basis of the unit fees, as agreed by this Contract.

1. HOW WILL THIS FRAMEWORK CONTRACT WORK? (Ordering PROCEDURE)

Once the selection procedure is completed, you will be informed accordingly. Deliverables will then be delivered on the basis of Order Forms submitted by the Council to the selected Provider (s), by post or electronically, on **an as needed basis** (there is therefore no obligation to order on the part of the Council).

**Pooling**

For each Order, the Council will choose from the pool of pre-selected tenderers the Provider who demonstrably offers best value for money for its requirement when assessed – for the Order concerned – against the criteria of:

* quality (including as appropriate: capability, expertise, past performance, availability of resources and proposed methods of undertaking the work);
* availability (including, without limitation, capacity to meet required deadlines and, where relevant, geographical location); and
* price.

Each time an Order Form is sent, the selected Provider undertakes to take all the necessary measures to send it **signed** to the Council within **2 (two) working days** after its reception. If a Provider is unable to take an Order or if no reply is given on his behalf within that deadline, the Council may call on another Provider using the same criteria, and so on until a suitable Provider is contracted.

**Providers subject to VAT**

The Provider, **if subject to VAT**, shall also send, together with each signed Form, a quote[[2]](#footnote-3) (Pro Forma invoice) in line with the indications specified on each Order Form, and including:

- the Service Provider’s name and address;

- its VAT number;

- the full list of services;

- the fee per type of deliverables (in the currency indicated on the Act of Engagement, tax exclusive);

- the total amount per type of deliverables (in the currency indicated on the Act of Engagement, tax exclusive);

- the total amount (in the currency indicated on the Act of Engagement), tax exclusive, the applicable VAT rate, the amount of VAT and the amount VAT inclusive.

**Signature of orders**

An Order Form is considered to be legally binding when the Order, signed by the Provider, is approved by the Council, by displaying a Council’s Purchase Order number on the Order, as well as by signing and stamping the Order concerned. Copy of each approved Order Form shall be sent to the Provider, to the extent possible on the day of its signature.

1. ASSESSMENT

*Exclusion criteria and absence of conflict of interests*

(by signing the Act of Engagement, you declare on your honour not being in any of the below situations)**[[3]](#footnote-4)**

Tenderers shall be excluded from participating in the tender procedure if they:

* have been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering, terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or trafficking in human beings;
* are in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or are subject to a procedure of the same kind;
* have received a judgment with res judicata force, finding an offence that affects their professional integrity or serious professional misconduct;
* do not comply with their obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of their country of incorporation, establishment or residence;
* are an entity created to circumvent tax, social or other legal obligations (empty shell company), have ever created or are in the process of creation of such an entity;
* have been involved in mismanagement of the Council of Europe funds or public funds;
* are or appear to be in a situation of conflict of interest;
* are or if their owner(s) or executive officer(s), in the case of legal persons, are included in the lists of persons or entities subject to restrictive measures applied by the European Union (available at [www.sanctionsmap.eu](http://www.sanctionsmap.eu)).

***Eligibility Criteria***

* Minimum four (4) years of proven professional experience in providing translation services at national and/or international level from English to Turkish and Turkish to English.

*Award criteria*

* Quality of the offer (70%), including:
  + Qualifications and experience of the translators proposed (40%)
  + Experience in providing translation services in education-related subjects (30%)

Financial offer (30%)

Multiple tendering is not authorised.

1. NEGOTIATIONS

The Council reserves the right to hold negotiations with the bidders in accordance with Article 20 of Rule 1395.

1. DOCUMENTS TO BE PROVIDED

* A completed and signed copy of the **Act of Engagement[[4]](#footnote-5)** (See attached);
* A detailed CV, preferably in Europass Format, of the translators that take part in this service;
* Cover letter demonstrating clearly how the tenderer fulfils the eligibility and award criteria, summarising experience, previous works undertaken of a similar nature in general and specifically education-related subjects;
* List of previous translations provided during the last four (4) years;
* 3 contacts of the references for past works undertaken by the bidder;
* A scanned copy of a valid photographic proof of identity (e.g. passport), for natural persons only;
* Registration documents (scanned copies of the original documents in Turkish), for legal persons only;
* A list of all owners and executive officers, for legal persons only;

**All documents (except the certificate of registry) shall be submitted in English, and failure to do so will result in the exclusion of the tender.**

**If any of the documents listed above are missing, the Council of Europe reserves the right to reject the tender.**

**The Council reserves the right to reject a tender if the scanned documents are of such a quality that the documents cannot be read once printed.**

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1. The activities of the Council of Europe are governed by its [Statute](https://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=0900001680306052) and its internal Regulations. Procurement is governed by the Financial Regulations of the Organisation and by [Rule 1395 of 20 June 2019 on the procurement procedures of the Council of Europe](https://search.coe.int/intranet/Pages/result_details.aspx?ObjectId=090000168094853e). [↑](#footnote-ref-2)
2. It must strictly respect the fees indicated in the Act of Engagement. In case of non-compliance with these fees, the Council of Europe reserves the right to terminate the Contract with the Provider, in all or in part. [↑](#footnote-ref-3)
3. The Council of Europe reserves the right to ask tenderers, at a later stage, to supply the following supporting documents:

   An extract from the record of convictions or failing that an equivalent document issued by the competent judicial or administrative authority of the country of incorporation, indicating that the first three and sixth above listed exclusion criteria are met;

   A certificate issued by the competent authority of the country of incorporation indicating that the fourth criterion is met;

   For legal persons, an extract from the companies register or other official document proving ownership and control of the Tenderer;

   For natural persons (including owners and executive officers of legal persons), a scanned copy of a valid photographic proof of identity (e.g. passport). [↑](#footnote-ref-4)
4. The Act of Engagement must be completed, signed and scanned in its entirety (i.e. including all the pages). The scanned Act of Engagement may be sent page by page (attached to a single email) or as a compiled document, although a compiled document would be preferred. For all scanned documents, .pdf files are preferred. [↑](#footnote-ref-5)