**CALL FOR QUOTATIONS**

**Translation and interpreting activities in the Western Balkans**

***IMPORTANT:*** This document has no contractual value. CFI can at any time and until the effective conclusion of a contract with the selected service provider(s), decide unilaterally not to pursue the project without any justification. CFI reserves the right to modify all or part of the elements of the present document or to conclude a similar contract with the service provider of its choice. No company will be able to raise any complaint on this subject nor claim any indemnity whatsoever.

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|  | **CLOSING DATE AND TIME FOR SUBMISSION OF QUOTATIONS: 24/07/23 at 12:00 (GMT+01:00 Paris, Brussels, Copenhagen, Madrid).**  Email to the following address: [charlotte.morel@cfi.fr](mailto:charlotte.morel@cfi.fr) with the subject line “MAGOV4619 / Call for quotations / Translation and Interpreting” |

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# BACKGROUND

## Introduction to CFI

CFI, the French media development agency, works to promote the development of media worldwide, particularly in Sub-Saharan Africa, the Arab world and countries in the vicinity of the European Union. We engage with the media to foster dialogue between local authorities and citizens, in order to enable people to be as well-informed as possible. The fight against misinformation, the promotion of equality between women and men, protection of the environment, the promotion of democracy and community engagement are all central to what we do.

CFI is an operator of the French Ministry of Europe and Foreign Affairs and a subsidiary of the France Médias Monde Group.

## Context of the Call for quotations

Due to recent developments (COVID-19 and Russia's 2022 invasion of Ukraine), the phenomenon of disinformation, already considered endemic throughout the Western Balkans, is increasing. The study of the region's media landscape from 2018 to 2022 revealed four key disinformation challenges: (1) antipathy toward the EU and frustration around the accession process; (2) revived nationalist narratives; (3) disinformation about the Russian invasion of Ukraine; and (4) the increasing use (and influence) of disinformation around elections and referenda.

In this context, CFI is implementing an **18-month Project, to be deployed in Serbia, Kosovo, Montenegro and Bosnia-Herzegovina** aiming to promote media capacity building in fact-checking and increase the accountability and reliability of print, broadcast, online media and CSOs.

The purpose of this Call for Quotation is to define the contractual terms of the future contract, hereinafter referred to as the "contract", subsequently concluded between CFI and the selected service provider. The terms of the contract set forth in this Call for Quotation are provisional/informative and may be subject to unilateral modification by CFI prior to its conclusion.

# PUPORSE OF THE CALL FOR QUOTATIONS

## Purpose

The purpose of this Call for quotations is to identify one or more service provider(s) capable of providing translation and interpreting services from English to Albanian, Macedonian, and BCMS and from those languages to English. This Call for quotations does not constitute a promise of award of the future contract to any applicant company.

The Contract between CFI and the chosen service provider(s) will be a service contract[[1]](#footnote-2) governed by the provisions of the [French Public Procurement Code](https://www.legifrance.gouv.fr/codes/texte_lc/LEGITEXT000037701019/2019-04-01).

## Estimated services of the contract

### Description of the services

The services entrusted to the provider will be as follows:

* Translation of different types of content from English to Albanian, Macedonian, and BCMS.
* Translation of different types of content from Albanian, Macedonian, and BCMS to English or another language listed above.
* Provision of an interpreter, to translate live from English to Albanian, Macedonian, or BCMS, and from Albanian, Macedonian, or BCMS to English.
* Provide the necessary equipment during interpreting services (audio and translation system, headsets, stative and microphones…).

*Estimated deliverables and due dates*

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| **PERIODIC DELIVERABLES** | |
| **Type of deliverables** | **Due dates** |
| Translated documents:  For the translation of documents, the Service Provider must send CFI’s Project Manager a document with the full translation of the original document in the language(s) asked by CFI. The format (page layout…) and the medium (word, powerpoint, PDF…) must be the same as the original document. | No later than ten (10) days after CFI’s express request |
| List of interpreters:  For each interpreting activity, the Service Provider must send CFI’s Project Manager a list of the interpreters working that day and their contact | No later than ten (10) days after CFI’s express request |
| Report on the interpreting activities:  For interpreting activities, the Service Provider must send CFI’s Project Manager a report of the day or days of the Service including:  - a summary of the Services performed  - a brief report on the relationship with CFI and the logistical coordination on the day of the event;  - a brief report on relations with the other service providers present on site on the day of the forum;  - Suggestions for improvement in order to improve the relationship between CFI and its Service Providers. | No later than ten (10) days after the interpreting activity |

Deliverables will have to be written in English.

The language of communication for this service, meetings and all deliverables shall be English.

Any deliverable not written in English will be rejected by CFI, and the service provider will have to make the modifications in order to comply with the imposed language within a period of time that will be transmitted by CFI without this being the object of any remuneration or compensation of any nature or amount.

# ESTIMATED TERM

The term of the contract will be nine (9) months.

The contract will not subject to renewal.

# PLACE OF SERVICE PERFORMANCE

Services will be performed in the Service Provider’s usual place of work. Interpreting activities will either be done in person in Bosnia-Herzegovina, Kosovo, Montenegro and Serbia, or remotely through an online tool.

Work meetings and discussions may be done by video conference.

# TOTAL ESTIMATED VALUE

## Amount and form of prices

The maximum amount of the contract is twenty-five thousand four hundred euros (25 400 €) excluding tax.

The services of the contract will be paid for using a unit price set out in the estimated and signed quotation of the applicant company.

# CONDITIONS FOR SENDING PROPOSALS

## Content of proposals

Any incomplete proposal will be rejected by CFI without the possibility for the applicant company to complete it.

Each applicant must submit a complete proposal that includes all of the following documents and information or CFI will not consider the proposal:

1. The resume of each member of the team or person dedicated to this Contract within the applicant company;
2. **A quotation on the Annex 1: Unit Price List format**, excluding mission fees, detailing the unit price and the total price excluding tax of the services.
3. **A note (maximum 2 pages, Arial 10)**detailing the experience of the Service Provider in the provision of similar services

Only the unit prices in the quotation have contractual value and are deemed firm. Estimated quantities set by CFI and the total estimated amount have no contractual value.

All of these documents are written in English by the applicant company or its proposal will be eliminated by CFI.

## Conditions for sending quotations

Applicant company must submit their proposal to the address indicated on the cover page of this Call for quotations.

Complete proposals will be sent to reach the destination **before the deadline indicated on the cover page of this Call for quotations.**

Only proposals received at the latest on the closing date and time specified on the cover page of this Call for quotations will be received. Proposals received or delivered after this date and time will not be opened.

Once selected, the service provider will provide CFI with additional documentation[[2]](#footnote-3).

## Quotations validity period

The quotation validity period is sixty (60) calendar days from the quotation’s submission closing date.

By responding to this Call for quotations, the applicant company is deemed to have unconditionally accepted conditions. Its application and offer shall undertake the entire period stipulated in this article. The applicant company cannot withdraw before this period expires.

# SELECTION OF PROPOSALS

## Expected qualifications and skills of the team tasked with providing the services

* Fluency in English, Albanian, Macedonian and BCMS
* Capacity to translate formal documents and keep the same level of language used in English, Albanian and BCMS
* Capacity to interpret during live events in English, Albanian, Macedonian and BCMS

## Quotation selection criteria

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| **Criteria** | | **Weighting** |
| ***Criterion 1*** | ***Technical value of the bid*** | **80%** |
| Sub-criterion 1.1 | Detailed experience and references in the Provision of similar services, especially in the Western Balkans | 30 |
| Sub-criterion 1.2 | Sufficient number of staff assigned to the Contract | 30 |
| Sub-criterion 1.3 | Capacity to be readily available for live interpreting activities in Bosnia-Herzegovina, Kosovo, Montenegro and Serbia | 20 |
| ***Criterion 2*** | ***Value of the bid price*** | **20%** |
|  | Price | 20 |

**END OF CALL FOR QUOTATIONS**

1. Pursuant to Article L. 1111-4 of the French Public Procurement Code [↑](#footnote-ref-2)
2. Once selected, Service Provider is to provide CFI with the following documents:

   * + **A tax clearance certificate or equivalent,** less than six months old, certifying that its returns and payments for to income tax, corporation tax and value added tax are all in order This certificate is issued by the tax authorities with jurisdiction over the applicant.
     + **A social security certificate or equivalent,** less than six months old, certifying that the company is up-to-date with its returns and payments of employers’ and employees’ social security contributions (in France, this certificate is issued online by the URSSAF website).
     + **For companies domiciled abroad:** A document issued by the authorities maintaining the business register or an equivalent document certifying its registration or a document mentioning its name, registered name, full address and nature of the entry in the business register
     + **Bank details of the bank with the registered name of the Service Provider appearing in the contract and the currency of the account**

   [↑](#footnote-ref-3)