



EU-funded Twinning Light Project: "Support to the modernization of the system for post-secondary education"
(MK 13 IPA SO 01 15 TWL)

Warsaw, 05.10.2016

ANNOUNCEMENT

1. Description of the tender:

Consecutive and simultaneous interpreting services from Macedonian to English and from English to Macedonian for the Educational Research Institute [Instytut Badań Edukacyjnych] in order to carry out the "Support to the modernization of the system for post-secondary education" Twinning Light project (Reference Number: MK 13 IPA SO 01 15 TWL).

The tender specifications are provided in Appendix 4.

2. Duration of the contract:

Till 28/02/2017 (6 months) or until funds are used.

3. Conditions for participating in the tender:

3.1. Experience and qualifications:

- a) The Contractor shall demonstrate to the Contracting Authority that it has or will have at its disposal 3-5 (three to five) translators, including:
 - 3 translators experienced in performing consecutive interpreting (English and Macedonian);
 - 2 translators experienced in performing simultaneous interpreting (English and Macedonian).
- b) The translators who will be providing the services described in the tender shall meet the following requirements in terms of education and experience:

Type of translation	Education	Experience
Consecutive interpreting (Macedonian – English – Macedonian)	Completed at least 3 years of higher education in philology, in the English language or	Performed at least two consecutive interpreting services in a minimum of 3-hour long sessions at international meetings
Simultaneous interpreting (Macedonian – English – Macedonian)	completed post-graduate studies in the field of English translation	Performed at least two simultaneous interpreting services in a minimum of 3-hour long sessions at international meetings

The same person might be indicated both as a consecutive and simultaneous translator.





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- c) The required experience of the Contractor in consecutive interpreting: the Contractor must have a minimum of two consecutive interpreting services from English to Macedonian or vice versa at international meetings of a duration not less than 4 clock-hours each.

3.2. In case of any substitutions, these persons will have the at least the same experience and level of education as indicated in this tender.

4. Assessment criteria of the offers and assessment methods

When choosing the best offer, the Contracting Authority will be guided by the following criteria and their importance and will assess the offers by the individual criteria in the following manner:

No.	Criterion	Number of points (weight)
1.	Price	60
2.	Experience	40
	TOTAL	100

In criterion I - „**Price**” the highest number of points (60) will be awarded to the offer with the lowest gross price, and each successive offer will be assessed according to the following formula:
Number of points of the Offer = (price of the lowest offer x 60) : price of the Offer being assessed.

In criterion II - „**Experience**” the number of points for each offer will be calculated as the sum of the following sub-criteria:

a) Experience of the Contractor in consecutive interpreting

The highest number of points (13) will be awarded to the Contractor who demonstrates the highest number (required minimum of two) of the consecutive interpreting services rendered from English to Macedonian or vice versa, at international meetings, in sessions of not less than 4 clock-hours each; a Contractor shall receive 1 point for every service meeting the described conditions (a Contractor can demonstrate no more than 13 services that meet the specified conditions).

b) Experience of the translators in consecutive interpreting

The highest number of points (15) will be awarded to the Contractor, demonstrating that it has at its disposal translators for consecutive interpreting from English to Macedonian and vice versa. For each additional service above the required minimum that fulfills the requirements described in point 3.b, each of the three required translators will be awarded 1 point, to a maximum of 5 points.





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c) Experience of the translators in simultaneous interpreting

The highest number of points (12) will be awarded to the Contractor, demonstrating that it has at its disposal translators for simultaneous interpreting from English to Macedonian and vice versa. For each additional service above the required minimum that fulfills the requirements described in point 3.b, each of the two required translators will be awarded 1 point, to a maximum of 6 points.

The assessment will be made to two decimal places for each criterion. The points are then allocated to the individual criteria of a given offer and added together. The Contracting Authority will award the contract to the Contractor whose offer has received the highest number of points.

5. Required documents:

- Information on the company and translators' qualifications and experiences (appendix 1),
- Completed Tender Form (appendix 2),
- Declaration of eligibility (appendix 3),
- Extract of the company's court registration (if applicable)

All documents must be in **English**.

6. Manner, place and date of submitting the tender

The tender must be submitted using the Tender Form, which is Appendix 2 to this Announcement, by 13.10.2016, 12:00 p.m., which will be determined by the date and time the tender is received. Submitted tenders must be in **English**.

The tender is submitted by:

- traditional post or courier to:

Instytut Badań Edukacyjnych,

ul. Górczewska 8, 01-180 Warszawa, Poland

The envelope in which the tender is delivered must include the name and address of the Contractor and the title of the tender.

- or by email to: u.obrebska@ibe.edu.pl and a.poczmanska@ibe.edu.pl

7. Negotiations may be conducted with Contractors who have submitted a tender to determine the specific conditions of performing the contract.

The Contracting Authority reserves the right to change or cancel this announcement, as well as the conditions described therein.

