

Invitation to Bid (ITB)
Translation and Interpretation Services
Reference no: PRF – 2/2021

Representative Office of Helvetas Swiss Intercooperation SRB *invites interested parties to provide translation and interpretation services for the period February 2021 – February 2022 as described below.*

1. Contract Description

Helvetas Swiss Intercooperation is an independent organisation for development based in Switzerland committed to bringing about real change for disadvantaged people in about thirty countries in Africa, Asia, Latin America and Eastern Europe.

The Representative Office of Helvetas Swiss Intercooperation SRB (Helvetas SRB) is publishing this call for the procurement of translation and interpretation services for the two Swiss Government funded projects it is currently implementing in Serbia: For an Active Civil Society Together – ACT and Municipal Economic Development in East Serbia – MED.

This Call is divided into two lots:

LOT 1: Translation services from Serbian to English and English to Serbian.

LOT 2: Interpretation services (simultaneous, consecutive and *chuchotage*) from Serbian to English and English to Serbian.

Description of Services

LOT 1 Translation services – written translation from Serbian to English and English to Serbian with and without court certification

Helvetas SRB needs written translation from Serbian to English and English to Serbian of various working documents, such as contracts, terms of reference, memoranda of understanding, grant scheme documents, project proposals, website content, news articles, etc. in the thematic fields listed below. Depending on the type of document, some translations will require certification by court-certified translators.

Foreseen quantity: 1,000 translation pages (1800 characters with spaces per page)

LOT 2 Interpretation services (simultaneous, consecutive and *chuchotage*) from Serbian to English and English to Serbian

Helvetas SRB needs interpretation from Serbian to English and English to Serbian for its online and offline events, and various types of meetings in the thematic fields listed below.

Foreseen quantity: 50 hours

Thematic Fields

Civil Society: citizen engagement and mobilisation in the decision-making processes, monitoring of laws and public policies, good governance, decentralisation, human and civic rights, gender equality and related topics, social inclusion and marginalised groups, environmental protection.

Economy: tax and tax policies, finance, tax reform, etc.

Law: laws, contracts, agreements, association documents, etc.

2. Timetable

	DATE	TIME - CET
Tender announcement	15.01.2021. - 01.02.2021.	-
Deadline for written enquiries	20.01.2021.	16:00h
Last date for Helvetas SRB to issue clarifications	25.01.2021.	16:00h
Deadline for submitting offers ¹	01.02.2021.	16:00h

3. Nature of the Contract

One-year Framework Agreement with a possibility of extension

4. Negotiations

Representative Office of Helvetas Swiss Intercooperation SRB reserves the right to enter into negotiations with all or part of eligible bidders in order to amend and/or complete their original offers.

Negotiations may concern the technical, financial, legal and other aspects of the contract.

5. Eligibility

Participation is open to all legal entities, excluding public authorities, registered in the Republic of Serbia for the provision of translation and/or interpretation services.

Consultants (translators and/or interpreters) included in an offer cannot be part of other bidders' offer, in which case they will be excluded from the procedure without further evaluation.

Civil servants and persons elected or appointed in a public function are ineligible to participate as consultants in the tender procedure for this contract. Any such person will be excluded from the bidder's offer.

¹ Any application received after this deadline will not be considered.

All eligible entities may apply, but groupings of such entities (consortia) are not allowed.

6. Costs for Preparing Offers

No costs incurred by the bidder in preparing and submitting the offers are reimbursable. Such costs fall under the responsibility of the bidder, including the costs incurred during negotiating and interviewing process.

7. Sub-contracting

Sub-contracting services to another legal entity is not allowed.

8. Provisional Commencement Date of the Contract

15 February 2021

9. Initial Period of Execution and Possible Extension of the Contract

Services are to be provided between February 2021 and February 2022 with a possibility of extension.

10. Evaluation of Offers

Each offer will be evaluated in accordance with the criteria and the weighting as detailed below. In the case of offers submitted by a consortium, these criteria will be applied to the consortium as a whole. The criteria for evaluation of goods/services or works will be examined in accordance with the requirements indicated in attachments.

The entire evaluation procedure is confidential. The Purchasing Committee (PC) decisions are collective and its deliberations are held in closed session. The members of the PC are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the bidders nor to any party other than the Representative Office of Helvetas Swiss Intercooperation SRB.

10.1 Eligibility Criteria

Requirements	Documentary evidence
1. Application form	Signed application form
2. The bidder is registered in Serbia	The full Registration certificate
3. VAT number	VAT certificate (for businesses only)
4. Tax Identification Number (TIN)	TIN certificate
5. The bidder has: <ul style="list-style-type: none"> • no open case of a dispute, an execution procedure, reorganisation, bankruptcy or insolvency procedure; • no convictions of any of the criminal 	Signed Statement on Fulfilment of Conditions for Participation in the Procurement Procedure (Annex 1)

<p>offenses against the economy, the environment, of receiving or giving bribes, criminal offenses of fraud, etc.;</p> <ul style="list-style-type: none"> paid the due taxes, contributions and other public duties in accordance with the regulations of the Republic of Serbia. 	
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The bidders that pass the eligibility criteria will be processed for further evaluation.

10.2 Evaluation Criteria of Eligible Offers

Technical Offer Evaluation Criteria

Requirements	Documentary evidence
1. <i>LOT 1 - The bidder has carried out in the course of the past 3 years (2018, 2019 and 2020) at least 3,000 pages of written translation in the tender's thematic fields</i>	Signed Reference Certificate Form, LOT 1 by clients (Annex 6)
2. <i>LOT 1 – List of at least 5 translators and at least 2 translators with court certification</i>	Signed Personnel Capacity Statement Form, LOT 1 (Annex 2)
3. <i>LOT 2 - The bidder has carried out in the course of the past 3 years (2018, 2019 and 2020) at least 100 hours of interpretation in the tender's thematic fields</i>	Signed Reference Certificate Form, LOT 2 by clients (Annex 7)
4. <i>LOT 2 – List of at least 5 interpreters</i>	Signed Personnel Capacity Statement Form, LOT 2 (Annex 3)

The bidders that pass the Technical Evaluation will be processed for further evaluation.

Financial Offer Evaluation Criteria:

Requirements	Documentary evidence
Financial Offer according to instructions in PART 2 of this document	Financial Offer in RSD net of VAT

The weighting of the criteria for evaluation of technical and financial offers are as follows:

Criteria	
Technical Offer*	140 points
<i>LOT 1 - The bidder has carried out in the course of the past 3 years (2018, 2019 and 2020) at least 3,000 pages of written translation in the tender's thematic fields</i>	35 points
<i>LOT 1 – List of at least 5 translators and at least 2 with court certification</i>	35 points
<i>LOT 2 - The bidder has carried out in the course of the past 3 years (2018, 2019 and 2020) at least 100 hours of interpretation in the tender's thematic fields</i>	35 points
<i>LOT 2 – List of at least 5 interpreters</i>	35 points
Financial Offer	60 points
LOT 1 – Total cost of services	30 points
LOT 2 – Total cost of services	30 points

*Evaluation of the offers will be done progressively, namely lower quality of elements of the technical offer and higher financial offer will receive fewer points from the maximum points presented in the table. The scoring system gives preference to the number of thematic fields over the total number of pages/hours covered in the last three years.

After evaluation of offers, Representative Office of Helvetas Swiss Intercooperation SRB reserves the right to enter into negotiations with all or part of eligible bidders in order to amend and/or complete their original offers.

*Service Contract will be awarded to **5 (five)** highest scoring offers. Representative Office of Helvetas Swiss Intercooperation SRB reserves the right to contract only part of the required services or cancel this tender procedure should it not be satisfied with the quality of offers.*

Having selected 5 offers partly on the basis of list of translators/interpreters presented in the offers, Representative Office of Helvetas Swiss Intercooperation SRB expects the contract to be executed by these specific translators/interpreters. However, additional translators/interpreters may be proposed/contracted during the implementation period.

11. Submission of Offers

Offers must be submitted using the standard forms provided by the Representative Office of Helvetas Swiss Intercooperation SRB (PART 1 and PART 2), in electronic format only. Offers must be submitted to the email address procurement.srb@helvetas.org marked as **Translation and Interpretation Services, Ref: PRF – 2/2021**. This email shall contain three separate documents clearly marked as 'Eligibility Documents', 'Technical Offer', and 'Financial Offer'.

PART 1 –Application Package including documentary evidence in the following order:

1. Eligibility Documents

- Application form

Bidders have to supply scanned signed Application Form. The Application Form should be accompanied by the following documentation for the bidder:

- Full registration certificate
- VAT number
- TIN
- Annex 1 – Signed Statement on Fulfilment of Conditions for Participation in the Procurement Procedure

2. Technical Offer form

Bidders have to supply the Technical offer form, accompanied by the following documentation for the bidder:

- LOT 1 - The bidder has carried out in the course of the past 3 years (2018, 2019 and 2020) at least 3,000 pages of written translation in the tender's thematic fields – Annex 6 – Reference Certificate Form, LOT 1
- LOT 1 – List of at least 5 translators and at least 2 with court certification - Annex 2 - Personnel Capacity Statement Form, LOT 1
Annex 4 - Translator's Participation Statement Form
- LOT 2 - The bidder has carried out in the course of the past 3 years (2018, 2019 and 2020) at least 100 hours of interpretation in the tender's thematic fields –
Annex 7 – Reference Certificate Form, LOT 2
- LOT 2 – List of at least 5 interpreters
Annex 3 - Personnel Capacity Statement Form, LOT 2
Annex 5 - Interpreter's Participation Statement Form

PART 2 - Financial Offer

The bidder has to submit a financial offer for one or both lots, expressing a price as follows:

LOT 1

- Price per translation page (1800 characters with spaces)
- Price per translation page with court certification (1800 characters with spaces)

LOT 2

- Price per interpretation hour – if the price for simultaneous, consecutive and *chuchotage* interpretations differ, state price per hour for each type of interpretation.

The Financial Offer must be presented in Serbian dinars (RSD). The fees proposed in this offer should be all inclusive; the contractor will cover all costs to perform their tasks (e.g. office accommodation, transport, internet access and equipment, administrative and secretarial support, interpretation etc.). **Helvetas Swiss Intercooperation projects in Serbia are exempt from VAT, thus the fees offered should be expressed net of VAT.** The contractor is responsible for all other taxes and duties in compliance with the legislation of the Republic of Serbia.

Offers must be submitted in English language exclusively to the following email address:

Reference no. PRF – 2/2021

procurement.srb@helvetas.org

No later than 1 February 2021 by 16.00h

Applications submitted after the deadline will not be considered.

12 Alteration or Withdrawal of Applications

Candidates may alter or withdraw their offers by written notification prior to the deadline for submission of tenders. No offer may be altered after this deadline.

Representative Office of Helvetas Swiss Intercooperation SRB retains ownership of all offers, which have not been withdrawn. Consequently, bidders do not have the right to have their offers returned to them.

13 Validity of Offers

Bidders are bound by their tenders for 90 days after the deadline for submitting offers. In exceptional cases, before the period of validity expires, Representative Office of Helvetas Swiss Intercooperation SRB may ask bidders to extend the period of validity for a specific number of days, which may not exceed 40.

14 Contract(s) Signing

Within 10 days of receipt of the service contract already signed by the Representative Office of Helvetas Swiss Intercooperation SRB, the selected bidders shall sign and date the contracts. Failure of the selected bidder to comply with this requirement may constitute grounds for annulling the decision to award the contract. In this event, Representative Office of Helvetas Swiss Intercooperation SRB may award the tender

to another bidder or cancel the tender procedure.

15 Payment Terms

Representative Office of Helvetas Swiss Intercooperation SRB is not a payer of Value Added Tax (VAT). Prices in the application must be submitted taking into account all expenses.

The payment will be made via bank account transfer to the winners of the tender in RSD according to the terms of contract within a maximum of 30 working days from the date of execution of individual services. Cases of non-performance of obligation and their legal consequences will be separately indicated in the contract.

16 Terms of Cooperation

In the case of contracting, the parties will have to perform according to the established time and in accordance with Representative Office of Helvetas Swiss Intercooperation SRB – service contract. Representative Office of Helvetas Swiss Intercooperation SRB has the right to increase or decrease the number of ordered items. Representative Office of Helvetas Swiss Intercooperation SRB has the right to choose a service provider on the given offer according to its own discretion. Representative Office of Helvetas Swiss Intercooperation SRB has the right to reformulate the Request) to its own discretion, if any additional items are needed. In case of failure or non-compliance with contractual obligations, Representative Office of Helvetas Swiss Intercooperation SRB has a unilateral right to terminate the contract without incurring any legal obligation.

The Applicant has to be familiar with all instructions, forms and requirements mentioned in this document. The responsibility for the submission of the offer in accordance to these requirements lies entirely with the Applicant.

Representative Office of Helvetas Swiss Intercooperation SRB signs a service contract with the winning bidder. The contract will come into force upon signature by both parties.

17 Ethics Clauses/Corruptive Practices

Bidders making false declarations may be subject to financial penalties representing 10% of the total value of the service contract being awarded. This rate may be increased to 20% in the event of a repeated offence.

Any attempt by a company/organisation to obtain confidential information, enter into unlawful agreements with competitors or influence the PC or the Representative Office of Helvetas Swiss Intercooperation SRB during the process of examining, clarifying, evaluating and comparing offers will lead to the rejection of its offer and may result in penalties as described above.

Companies/organisations must not be affected by any conflict of interest with other bidders or parties involved in the project. Representative Office of Helvetas Swiss Intercooperation SRB reserves the right to suspend or cancel the procedure and/or service contract if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract.

Companies/organisations will be rejected or service contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company/organisation which has every appearance of being a front company/organisation.

Contractors found to have paid unusual commercial expenses related to this project are liable, depending on the seriousness of the facts observed, to have their contracts terminated and/or be penalised.

Representative Office of Helvetas Swiss Intercooperation SRB reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities or fraud. If substantial errors, irregularities or fraud are discovered after the award of the service contract, the Representative Office of Helvetas Swiss Intercooperation SRB may refrain from concluding the service contract and/or terminate the said contract.

18 Operational Language

All written communications for this tender procedure must be in English and service contract must be in Serbian and English.

19 Additional Information

The conclusion of the tender and the award of any service contract are subject to the availability of funds.

Representative Office of Helvetas Swiss Intercooperation SRB reserves the right to annul this tender procedure at any time, without any liability on its side.

PART 1 – APPLICATION PACKAGE
APPLICATION FORM
1. SUBMITTED by (i.e. the identity of the bidder)

	BIDDER'S INFORMATION
Name of legal entity	
TIN	
VAT number	
Address	
Email	
Telephone	
Legal Representative	

2. CONTACT PERSON (for this application)

Name	
Telephone	
e-mail	

3. STATEMENT²

I, the undersigned, the authorised signatory of the above bidder, hereby declare that we have examined the tender dossier for the contract referred to above. We hereby accept its provisions in their entirety, without reservation or restriction.

We agree to become one of the parties of the framework contract and to submit an offer whenever requested by the Representative Office of Helvetas Swiss Intercooperation SRB in accordance with the terms of the tender dossier and the conditions laid down, without reservation or restriction.

We are making this application for this tender in our own right. We confirm that we are not tendering for the same contract in any other form. We understand that our consultants may be excluded if we propose consultants who have been involved in offers of other bidders.

We will inform Representative Office of Helvetas Swiss Intercooperation SRB immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded and/or managed by the Representative Office of Helvetas Swiss

² Statement should be signed by each member of consortium, if a consortium.

Intercooperation SRB and that penalties may be applied as specified in the tender dossier.

We note that the Representative Office of Helvetas Swiss Intercooperation SRB is not bound to proceed with this tender and that it reserves the right to award only part of the contract and that it will incur no liability towards us should it do so.

Signed on behalf of the bidder

Name	
Signature	
Date	

Annex 1 - STATEMENT ON FULFILMENT OF CONDITIONS FOR PARTICIPATION IN THE PROCUREMENT PROCEDURE³

LOT 1

LOT 2

[select one or both lots you are bidding for]

_____ [name of legal representative], as a representative of the bidder, with the address in _____, under full material and criminal liability, I give the following

STATEMENT

The bidder _____ [name of the bidder] in the procurement procedure of translation and/or interpretation services, PRF–2/2021, meets all the conditions stated in the Eligibility Criteria, as follows:

- The bidder is registered with the competent authority, i.e. entered in the appropriate business registry;
- The bidder has no open case of a dispute, an execution procedure, reorganisation, bankruptcy or insolvency procedure;
- The bidder and its legal representative have not been convicted of any of the criminal offenses as a member of an organised criminal group, have not been convicted of criminal offenses against the economy, criminal offenses against the environment, criminal offenses of receiving or giving bribes, criminal offenses of fraud;
- The bidder has paid the due taxes, contributions and other public duties in accordance with the regulations of the Republic of Serbia.

Place and date:

BIDDER

Note: Before making the Decision on awarding the contract, the bidder whose bid was evaluated as the most favourable will be obliged to, at the invitation of the procuring entity, submit a copy of the required evidence of fulfilment of conditions.

³ Bidders are reminded that the provision of false information in this tender procedure may lead to their exclusion from the tendering process.

Technical Offer**Annex 2 - PERSONNEL CAPACITY STATEMENT FORM, LOT 1**

I, _____ [name of legal representative], as the representative of the bidder, with the address in _____, under full moral, material and criminal responsibility, give the following

STATEMENT

_____ [name of legal entity] as a bidder in the procedure of public procurement of translation services for the needs of the Representative Office of Helvetas Swiss Intercooperation SRB, PRF-2/2021, has a staff capacity of _____ [specify number] of translators with relevant qualifications, as follows (state name, surname, Unique Personal Identification Number (JMBG), language combination ENG-SRB and/or SRB-ENG of translators, and court certification):

	<i>Translator name and surname</i>	<i>Unique ID no.</i>	<i>Language combination</i>	<i>Court-certified (YES/NO)</i>
1.				
2.				
3.				
4.				
5.				

**Add more rows if needed*

Place and date:**BIDDER**

Annex 3 - PERSONNEL CAPACITY STATEMENT FORM, LOT 2

I, ____[Name of legal representative]____, as the representative of the bidder, with the address in _____, under full moral, material and criminal responsibility, give the following

STATEMENT

[name of legal entity] as a bidder in the procedure of public procurement of interpretation services for the needs of the Representative Office of Helvetas Swiss Intercooperation SRB, PRF-2/2021, has a staff capacity of _____ [specify number] of interpreters with relevant qualifications, as follows (state name, surname, Unique Personal Identification Number (JMBG) and language combination ENG-SRB and/or SRB-ENG of translators):

	<i>Translator name and surname</i>	<i>Unique ID no.</i>	<i>Language combination</i>
1.			
2.			
3.			
4.			
5.			

**Add more rows if needed*

Place and date:

BIDDER

Annex 4 - TRANSLATOR'S PARTICIPATION STATEMENT FORM, LOT 1

__[Name of translator]_____, Unique ID no. (JMBG) _____, by
occupation _____, with address in
_____, under full moral, material and criminal responsibility
gives the following

S T A T E M E N T

I confirm that I have been hired as a translator by the bidder
_____, who participates in the public procurement procedure for
the translation services PRF-2/2021 LOT 1 for the needs of the Representative Office of
Helvetas Swiss Intercooperation SRB, Belgrade, no. 12 Makedonska Street, in order to
perform the services in question.

I confirm that this is the only bidder with whom I have accepted participation in this procedure
for this LOT.

Place and date:

TRANSLATOR

Annex 5 - INTERPRETER'S PARTICIPATION STATEMENT FORM, LOT 2

__[Name of interpreter]__, Unique ID no. (JMBG) _____, by
occupation _____, with address in
_____, under full moral, material and criminal responsibility
gives the following

S T A T E M E N T

I confirm that I have been hired as an interpreter by the bidder
_____, who participates in the public procurement procedure for
the interpretation services PRF-2/2021 LOT 2 for the needs of the Representative Office of
Helvetas Swiss Intercooperation SRB, Belgrade, no. 12 Makedonska Street, in order to
perform the services in question.

I confirm that this is the only bidder with whom I have accepted participation in this procedure
for this LOT.

Place and date:

INTERPRETER

Annex 6 - REFERENCE CERTIFICATE FORM, LOT 1

Client: _____

Address: _____

TIN: _____

Contact person: _____

REFERENCE CERTIFICATE

We hereby confirm that the bidder _____, with address in _____, in the period from _____ to _____, with satisfactory quality, translated from English into Serbian and vice versa, a total of _____ (specify the number of translation pages - 1800 characters with spaces) translation pages in the following thematic fields (check the relevant boxes):

Civil Society: citizen engagement and mobilisation in the decision-making processes, monitoring of laws and public policies, good governance, decentralisation, human and civic rights, gender equality and related topics, social inclusion and marginalised groups, environmental protection, etc.

Economy: tax and tax policies, finance, tax reform, etc.

Law: laws, contracts, agreements, association documents, etc.

During the execution of the work, the bidder acted with due care in everything and executed the contract.

The certificate is issued for participation in the public procurement procedure PRF-2/2021 LOT 1 for the translation services for the needs of the Representative Office of Helvetas Swiss Intercooperation SRB, Belgrade, no. 12 Makedonska Street, which has the right to perform subsequent verification of the data contained in the certificate by requesting acts that undoubtedly link performed work with the information contained in the submitted certificate, undertaking to keep the business secret of the issuer of the certificate, as follows:

1. an account with a clear specification of services, name of documents and number of parties and bank statements with recorded payment, and / or
2. all translated documents to which the certificate relates.

Place and date:

Client

Name of legal representative

Signature

Annex 7 - REFERENCE CERTIFICATE FORM, LOT 2

Client: _____

Address: _____

TIN: _____

Contact person: _____

REFERENCE CERTIFICATE

We hereby confirm that the bidder _____, with address in _____, in the period from _____ to _____, with satisfactory quality, interpreted from English into Serbian and vice versa, a total of _____ (specify the number of hours) interpretation hours in the following thematic fields (check the relevant boxes):

Civil Society: citizen engagement and mobilisation in the decision-making processes, monitoring of laws and public policies, good governance, decentralisation, human and civic rights, gender equality and related topics, social inclusion and marginalised groups, environmental protection, etc.

Economy: tax and tax policies, finance, tax reform, etc.

Law: laws, contracts, agreements, association documents, etc.

During the execution of the work, the bidder acted with due care in everything and executed the contract.

The certificate is issued for participation in the public procurement procedure PRF 2/2021 LOT 2 for the translation services for the needs of the Representative Office of Helvetas Swiss Intercooperation SRB, Belgrade, no. 12 Makedonska Street, which has the right to perform subsequent verification of the data contained in the certificate by requesting acts that undoubtedly link performed work with the information contained in the submitted certificate, undertaking to keep the business secret of the issuer of the certificate, as follows:

1. an account with a clear specification of services, name of documents and number of parties and bank statements with recorded payment.

Place and date:

Client

Name of legal representative

Signature

PART 2 - FINANCIAL OFFER
Financial Offer

Representative Office of Helvetas Swiss Intercooperation SRB projects are exempt from VAT, thus the cost should be expressed net of VAT. The contractor is responsible for all other taxes and duties in compliance with the Law of the Republic of Serbia.

Services Items – specifications	Qty	Price unit / RSD	Total
LOT 1 - Translation of one translation page (1800 characters with spaces)	1		
LOT 1 - Translation of one translation page with court certification (1800 characters with spaces)	1		
LOT 2 – Interpretation hour*	1		
Total cost (sum of units)			

**If the price of simultaneous, consecutive and chuchotage interpretations differ, please add prices per hour for each*

Signed on behalf of the bidder

Name	
Signature	
Date	