



## **Call for tender**

CEMR-EPSU joint project “Localising the European Semester”

### **About CEMR**

The Council of European Municipalities and Regions (CEMR) is the broadest organisation of local and regional authorities in Europe. Its members are over 60 national associations of municipalities and regions from 42 European countries. Together these associations represent some 150 000 local and regional authorities. CEMR’s objectives are twofold: to influence European legislation on behalf of local and regional authorities and to provide a platform for exchange of information and knowledge between its member associations and their elected officials and experts.

#### **1. Purpose of the Contract**

The work is part of a project supported by the European Commission, DG Employment, Social Affairs and Inclusion, under budget line 04.03.01.08, VP/2017/001 “Support for Social Dialogue”, introduced by CEMR (Council of European Municipalities and Regions) and its partner EPSU (European Federation of Public Service Unions) in the European Sectoral Social Dialogue Committee on Local and Regional Governments.

#### **2. Tender Specifications for “Localising the European Semester”**

Tender specification to provide translations of 3 documents related to the European Semester and particularly the theme of the involvement of local and regional governments as well as European and national social partners in the European Semester yearly cycle.

#### **3. Publication of the tender specifications**

Date of publication on the CEMR website: 06 December 2019. In order to ensure a large visibility to this tender, CEMR and EPSU (European Federation of Public Service Unions) will publish it on their websites. CEMR will keep this tender on line until 17 December 2019 (midday).

#### **4. Language of the tender**

The offers must be written in English.

#### **5. Deadline**

The deadline for the submission of the tender is on Tuesday 17 December 2019 (midday).

#### **6. Tasks to be performed by the Contractor**

##### **6.1 Description of tasks**

The contractor will translate 3 documents that will be provided in English:

- a) Document 1, titled “Localising the European Semester. Joint CEMR-EPSU project. Final report 2018-2020”, consisting of 41 pages, to be translated into 10 languages: French, Italian, Spanish, Danish, Swedish, Finnish, Lithuanian, Latvian, Estonian, and German;
- b) Document 2, titled “Handbook”, consisting of a maximum of 10 pages, to be translated into 10 languages: French, Italian, Spanish, Danish, Swedish, Finnish, Lithuanian, Latvian, Estonian, and German;
- c) Document 3, titled “Final joint declaration”, consisting of 1 page, to be translated into all the 23 official languages of the European Union (the original text being written in English): Bulgarian, Croatian, Czech, Danish, Dutch, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, and Swedish.

#### **7. Expertise required**

The contractor would be expected to demonstrate experience of translating documents related to the thematic of European policies.

#### **8. Time schedule**

The deadline for the contractor to send all translated documents is 12 January 2020.

#### **9. Payments and standard contract**

The contract will be drawn up between CEMR and the contractor. The payment will be in 2 phases: 30% at the signature of the contract; 70% after acceptance by CEMR of all translated documents.

## **10. Selection criteria**

The contractor will be expected to demonstrate the expertise as listed in section 7 of the present document. The contract will be awarded to the tenderer whose offer represents the best value for money, taking into account the above-mentioned criteria.

## **11. Content of the bids**

The tenderer will provide information about the capacity to carry out the work under this contract. Tenderers will provide with their offer:

- a) A cover letter containing the following information: organisation name/name of the tenderer if self-employed, contact person and contact details, the VAT number, and the registration number;
- b) A financial proposal: the price offer must be quoted in euros and indicate the rate per word per language and per document. Prices can be subject to revision if the provided number of pages of the document is modified in the meantime.

## **12. Process**

The offers will be reviewed on 18 December. The final decision will be communicated to all applicants. The contract will be signed and documents will be sent no later than 20 December 2019.

### **How to apply**

If you wish to express your interest, please submit a tender electronically no later than Tuesday 17 December 2019 (midday) to the following email address: [louise.eischorn@ccre-cemr.org](mailto:louise.eischorn@ccre-cemr.org). Any further question may be sent to Louise Eischorn. Additional information is available on the [CEMR website](#) and [EPSU website](#).

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