



**Local & Regional
Europe**

Call for tender

CITYinvest project - Translations of documents and promotional materials

| April 2015



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 649730

Invitation to tender for translations of promotional materials - CITYnvest project

About CITYnvest project

Promoting and implementing energy efficiency and renewable energy solutions are at the heart of CITYnvest project funded under the Framework Programme for Research and Innovation Horizon 2020. This project is running for a period of 36 months, led by Climate Alliance (CA), and implemented in partnership with the Council of European Municipalities and Regions (CEMR), EnergyInvest, REScoop.EU, InfoMurcia, Sofia Energy Centre and GRE Liège.

The current economic situation in Europe creates concerns for and barriers to the deployment of local sustainable energy services. Therefore, much attention needs to be placed on developing and introducing innovative financing models, as well as redefining and improving existing schemes. More incentives are needed to stimulate private investments and realise a wider implementation of successful solutions for financing energy efficiency renovation in buildings.

The innovative financing schemes such as the Energy Performance Contracting (EPC), Third Party Financing (TPF), revolving funds and cooperative models are developed across the European Union to provide adequate financing solutions to address large scale and deep energy efficiency renovations in buildings. Although these schemes have been proven successful in specific countries, they have not yet been widely implemented across Europe. Some barriers still hinder the replication of the experience and the realisation of a wider deployment in Europe. The public sector has an important role to play in supporting these schemes and bringing together different stakeholders (private and public) to enable energy efficiency investments in buildings. Therefore, local authorities play a key role in supporting and stimulating large-scale renovations and improving the energy performance of private and public buildings in their territory. However, local authorities are still facing many challenges when it comes to the implementation of solutions that reduce energy consumption in buildings.

CITYnvest has been launched to overcome those obstacles. The project introduces innovative financing models in 3 pilot regions in Belgium (Liège), Bulgaria (Rhodope) and Spain (Murcia) and will conduct a wide-scale capacity-building programme in 10 other EU Member States. CITYnvest's main objective is the promotion and replication of innovative financing schemes for energy efficiency in buildings by providing practical step-by-step guidance on opportunities and barriers and promotes successful case studies via a web-based interactive platform, training sessions and workshops.

How to apply

CEMR invites tenders to respond to this call for translation services. For a full description of the tender, please consult the **Tender Specifications** below. Tenderers can bid for translations in one or several languages mentioned in tender specifications.

If you wish to express your interest, please submit a tender electronically not later than **23th of May 2015** to the following email address: application@ccre-cemr.org .

For further information, please contact Agnieszka Pietruczuk, Project officer at Agnieszka.Pietruczuk@ccre-cemr.org; tel. +32 (0) 2 213 86 98, or Durmish Guri at Durmish.guri@ccre-cemr.org.

All questions should be addressed by email before the **20th of May 2015**.

I. Tender Specifications

Background

CITYnvest is planning to subcontract translation services over the duration of the project from 2015 to 2018. The required services consist in translating and quality check of documents and promotional materials such as project working documents, leaflets, press releases, texts for the website, case studies, policy recommendations, etc. The source texts of the above documents will be most often in English and will be translated into French, Spanish and Bulgarian. However, in some more limited cases a translation from French, Spanish or Bulgarian into English will be required.

Exemplary, not exhaustive list of materials that need to be translated:

Tool	Production language	Translation language	Tentative timeline
20 case studies	EN	EN, FR,ES, BG	June 2015
FAQs	EN	FR,ES, BG	June 2015
Press kit	EN	FR, ES, BG	June 2015
2 Press releases	EN	FR, ES, BG	August/September 2015, November 2017
Leaflets	EN	FR, ES, BG	June 2015
Booklet with recommendations	EN	FR, ES, BG	October 2017

Deliverables

Delivery of the translation services should take place within one week after the service was commissioned by the contractor but in exceptional cases, and upon an agreement, shorter deadlines may apply. Translated texts should be delivered to CEMR by e-mail in a text document format.

Quality

The subcontractor must ensure that:

- the delivered target text is complete (no omissions or additions);
- the target text is faithful, accurate and reflexes the tone (sound, tint) of the source text;
- references have been checked and quoted correctly;
- the terminology and lexis used are consistent throughout the text and with any relevant reference material;
- sufficient attention has been paid to the clarity the text;
- the translated text contains no syntactical, spelling, punctuation, typographical or other grammatical errors;
- the formatting of the source document has been maintained;

Therefore, a quality check procedure should be in place by the subcontractor.

Workload

The volume of work which is intended to be subcontracted cannot be exactly quantified at this stage. However, the amount of 33,000.00 EUR is available for all the translation services.

II. Form and structure of the tender

Language of the tender

Tenders must be written in English.

Structure of the tender

All tenders must include two sections:

Evidences

This section must provide information about the capacity to carry out the work under this contract. Tenderers shall provide with their offer:

- A cover letter containing the following information: organisation/company name, contact person and contact details;
- Detailed curriculum vitae (CV) of each person responsible for carrying out the translation services. The CVs shall be presented, preferably in europass format;
- A list of relevant similar services provided in the past two years with the dates and recipients provided as well;
- References or any other document certifying satisfaction of previous clients;

Technical proposal

A short description of the organisation including information on how the tenderer will meet the technical specification in terms of delivery, quality check and ability to scrupulously respect the deadlines is required. An example (maximum one page) of translated texts into the required languages in this call should be provided under this section as well.

Financial proposal

Tenderers are invited to present the price for the translation of a standardised page (300 words per page) from EN into FR, ES or BG and vis-versa, if applicable. The price must be fixed and not subject to revision during the performance of the contract. The price must be quoted in euros including VAT.

III. Selection Criteria

The tenderer will be selected based on the evidences provided to carry out the work under this call, and the best offer in terms of value for money.

During the selection process, emphasis will be put on:

- Price;
- Capacity to meet deadlines;
- Ability to ensure quality;
- Tenders demonstrating experience in translating texts in the field of energy and financial matters.

Contact

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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 50 national associations of municipalities and regions from 41 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 between its member associations and their elected officials and experts.

Moreover, CEMR is the European section of United Cities and Local Governments (UCLG), the worldwide organisation of local government.

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