

CALL FOR QUOTATIONS

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.

CLOSING DATE AND TIME FOR SUBMISSION OF QUOTATIONS: 4th of March 2024 at 8:00pm (GMT+01:00 Paris, Brussels, Copenhagen, Madrid).

Email to the following address: charlotte.morel@cfi.fr

with the subject line “EB2/ Call for quotations / Interpreting activities

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1. BACKGROUND

1.1. Introduction to CFI

Canal France International: a government agency to support media

CFI actively promotes the development of media in sub-Saharan Africa, the Mediterranean and the Levant. We are committed to working together with media organisations to promote dialogue between local authorities and citizens so that people can be as informed as possible. Combating disinformation, protecting the environment, and promoting human rights and gender equality underpin everything we do. CFI is an operator of the French Ministry of Europe and Foreign Affairs and a subsidiary of the France Medias Monde Group.

1.2. Context of the Call for quotations

In the Western Balkans, as elsewhere in Europe, the last few years have been affected by strong disinformation linked to the Covid epidemic. More recently, Russia's invasion in Ukraine seems to have intensified the influence and disinformation campaigns waged by both local and foreign interests.

In this context, the youth of the Balkans are deprived of an essential right to information and self-expression, insufficiently protected in its diversity. Yet this right is essential to guarantee democratic debate.

This is why the "Balkan Expressions II" project aims to strengthen young people's participation in regional dialogue by supporting their media and digital expression and combating misinformation.

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.

2.PURPOSE OF THE CALL FOR QUOTATIONS

2.1. Purpose

The purpose of this Call for quotations is to identify one or more service provider(s) capable of providing 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 contract¹ governed by the provisions of the [French Public Procurement Code](#).

2.2. Estimated services of the contract

2.2.1. Description of the services

The services entrusted to the provider will be:

- 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 (Interpretation booth, microphone desk, headsets).

2.2.2. Estimated deliverables and due dates

PERIODIC DELIVERABLES	
Type of deliverables	Due dates
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	No later than ten (10) days after CFI's express request

¹ Pursuant to Article L. 1111-4 of the French Public Procurement Code

contact	
<p>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:</p> <ul style="list-style-type: none"> - 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. 	<p>No later than ten (10) days after the interpreting activity</p>

Deliverable must be one-page long maximum.

Deliverables will have to be written in English.

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

3. ESTIMATED TERM

The term of the contract will be five (5) months.

The contract is subject to one (1) renewal under the conditions defined in this article. The maximum total duration of the Contract, including renewal(s), shall not exceed seventeen (17) months.

Renewal is tacit.

In the event of non-renewal, the service provider will not be able to request payment of compensation and the right to payment acquired will not apply.

The service provider may not refuse the renewal².

4. PLACE OF SERVICE PERFORMANCE

Services will be performed in Montenegro, Albania, Bosnia-Herzegovina, Kosovo, North-Macedonia and Serbia

² Pursuant to the article R2112-4 of the French Public Procurement Code.

Work meetings and discussions may be done by video conference.

5. TOTAL ESTIMATED VALUE

5.1. Amount and form of prices

The maximum amount of the contract is twenty-five thousand euros (25000 €) 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.

6. CONDITIONS FOR SENDING PROPOSALS

6.1. 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.
- 1) **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.
- 2) **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.

6.2. 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.

6.3. 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.

7. SELECTION OF PROPOSALS

7.1.Expected qualifications and skills of the team tasked with providing the services

- Fluency in English, Albanian, Macedonian and BCMS
- Capacity to interpret during live events in English, Albanian, Macedonian and BCMS

7.2.Quotation selection criteria

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