

TECHNICAL OFFER FORM

Open call of tender for the provision of services for translating, editing, proof-reading, transcribing for administrative purpose and interpreting for the European University Institute

Ref: **OP/EUI/REFS/2022/004**

The undersigned _____ tax identification n. _____
born in _____ on _____
address _____

representing the following legal person: *(only if the economic operator is a legal person)*

⇒ full official name:

⇒ official legal form:

⇒ full official address:

⇒ VAT registration number:

or

in his/her own name *(for a natural person)*

⇒ VAT registration number *(if any)*:

SUBMITS THE FOLLOWING TECHNICAL OFFER:

Table I				Maximum Score
TECHNICAL AND QUALITY ASPECTS TO BE EVALUATED				Maximum Score
A1	Service Organization System			<u>30</u>
	A1.1	Service of translation	7	
	A1.2	Service of transcription	3	
	A1.3	Service of interpretation	10	
	A1.4	Organizational structure of the company; urgently management; the availability of supervisor; absence management;	7	
	A1.5	Time frame for handing in the services of translation, transcription, editing and/or proof-reading, in normal conditions):	3	
	A1.5.1	30 pages within a maximum of three days	3	
	A1.5.2	30 pages within a maximum of 5 days	2	
	A1.5.3	30 pages within a maximum of 7 days	1	
A2	Personnel			<u>25</u>
	A2.1	Procedure and methodology of selection to guarantee professionalism and confidentiality	10	
	A2.2	Training projects and programs to guarantee the maintenance of high quality standards for the service.	10	
	A2.3	Will be evaluated training, professional competence and experience	5	
A3	Improvements			<u>5</u>
	The score will be assigned on the basis of point A3 of the technical offer		5	

The tenderer is required to submit a technical offer duly addressing all the aspects included in the above table, point by point.

Please, fill the table above by including the page numbers of the sections in the technical offer where the each aspect reported in the above table is properly addressed.

DESCRIPTION:

CRITERIA A1 ORGANIZATION SYSTEM FOR THE SERVICE

- **A1.1** - Please describe in detail the organisational arrangements for the **translation service**, making reference to Article 7 of the special tender specifications
- **A1.2** - Please describe in detail the organisational arrangements for the **transcription service**, making reference to Article 7 of the special tender specifications;
- **A1.3** - Please describe in detail the organisational arrangements for the **interpreting service**, making reference to Article 8 of the special tender specifications;
- **A1.4** - Presentation and description of the Company, with particular regard to the

experience matured in the management of services similar to that subject of this procedure and the operational procedures that the Company intends to put in place to manage staff absences, emergency management and the type of availability of the person in charge of the contract.

- **A1.5** - Time frame for handing in the services of translation, transcription, editing and/or proof-reading, of 30 pages in normal conditions;

CRITERIA A2 PERSONNEL

- **A2.1** - Describe in detail the staff selection procedure and methodology to ensure the confidentiality and professionalism required;
- **A2.2** - Provide training plans and programmes for staff involved in the contract to ensure that high quality standards are maintained during the term of the contract.
- **A2.3** - Submit in the appropriate Annex II G the curriculum vitae of the personnel that the Company intends to dedicate to the service from which one can deduce their training and professional competence as well as the previous experience necessary to carry out the required tasks

CRITERIA A3 IMPROVEMENTS

- **A3.1** - Indicate the improvements to the service that the candidate plans to offer without charging the Institute with any additional costs. Only those improvements deemed by the Evaluation Committee to be efficient and suitable to upgrade the service to be tendered will be taken into account. In case the Evaluation Committee considers that the proposed improvements are not suitable to upgrade the quality of the service to be tendered, the candidate will score 0 points. Similarly, whether the description provided does not allow to properly assess the proposal, the Evaluation Committee will not carry on with the evaluation and the candidate will score 0 points.

Date: 17/11/2022

Signature of the economic operator's legal representative:
