Prishtinë 20/07/2022  
Ref. No. RfQ 01-07/22

**Subject: Request for quotation for** **provision of translation and interpretation services**

**About European Union Kosovo Justice Sector Programme**

*“European Union/Kosovo Justice Sector Programme”* is an EU-funded project implemented by a consortium consisting of the German Foundation for International Legal Cooperation (IRZ), the Centre for International Legal Cooperation (CILC), and the Ministry of Justice and Public Administration of Croatia. The project seeks to support the reforms of the Kosovar justice sector in line with European and international standards.

European Union/ Kosovo Justice Sector Programme is requesting the quotation for the provision of translation and interpretation services for the pairs of languages English – Albanian - English, English – Serbian - English, and Albanian - Serbian – Albanian. Detailed specifications are provided in ***Appendix 1***.

To be eligible to bid, the following documents are required:

* Business Unique Identification Number Certificate.
* VAT Certificate, if applicable.
* At least three CVs of the translators/ interpreters with a minimum of 3 years experience in requested language pairs.

In case your offer is selected, it is intended to enter into a Framework Agreement until 31 August 2023, with the possibility of extension for up to six months upon mutual agreement between the two parties. The contract is expected to start on 15.08.2022.

In addition, please be informed that in case your offer is selected you will be required to submit the following document, within three working days upon request:

* Tax Certificate, as proof that your company has no outstanding tax obligations.

If the bidders have debts towards KTA and the respective agreement with KTA for payment of those debts in installments, whereas the payments are executed according to such agreement, the bidder will be considered eligible in this procurement procedure.

Furthermore, by submitting an offer your company gives consent that **it is not** in one of the following situations:

* it is bankrupt, it is subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under Union or national law.
* the company is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the company belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence;
* the company is guilty of fraud/corruption/conduct related to a criminal organization/money laundering terrorist financing/terrorist offenses or offenses linked to terrorist activities/ child labor or other offenses concerning trafficking in human beings.
* it has shown significant deficiencies in complying with the main obligations in the performance of a contract or an agreement financed by the Union’s budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by a contracting authority, the European Anti-Fraud Office (OLAF) or the Court of Auditors;
* the company has created an entity under a different jurisdiction with the intent to circumvent fiscal, social, or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business.

**PLEASE NOTE THAT THIS IS NOT A PURCHASE ORDER**

**Award Criteria**

Evaluation will be done based on the prices offered. A maximum of 10 points will be awarded to the lowest price for each service listed in the table below. All other price offers will receive points in proportion to the lowest price.

The final ranking will be determined based on the percentages assigned to each service in the table below.

In the event of price equality, the decision will be made by drawing lots.

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| --- | --- |
| **Service** | **Percentage** |
| Simultaneous/ consecutive Interpretation for language pairs English- Albanian -English, English - Serbian-English, and Albanian – Serbian - Albanian (full day) | 25% |
| Simultaneous/ consecutive Interpretation for language pairs English- Albanian -English, English - Serbian-English, and Albanian – Serbian - Albanian (half a day) | 25% |
| Written translation for language pairs English- Albanian -English, English – Serbian - English, and Albanian – Serbian - Albanian (per word) | 40% |
| Proofreading/editing of documents in English, Albanian and Serbian (per word) | 5% |
| Comparison of documents (per word) | 5% |

European Union Kosovo Justice Sector Programme reserves the right to award the contract without discussion (negotiation) based upon the initial proposals.

**PRICE**

The Offeror's proposed price should include the VAT (if applicable), but please be informed that the European Union Kosovo Justice Sector Programme as an EU-funded project, is exempted from paying VAT according to subparagraph 2.1 of Article 30 of Law No.05/L-037 on VAT and pursuant on sub-paragraph 3.1 of Article 33 of Law No.05/L-037 on VAT.

Offer validity: at least 30 days after closure of the deadline for submission of offers.

Request for Appendix 1, and any other request for information and clarifications are to be directed in written only, to the following email addresses: [info@eukojust.eu](mailto:info@eukojust.eu), cc: [sara.seferi@eukojust.eu](mailto:sara.seferi@eukojust.eu), [rondinella.gashi@eukojust.eu](mailto:rondinella.gashi@eukojust.eu), [ahmeti@irz.de](mailto:ahmeti@irz.de), and [schmieder@irz.de](mailto:schmieder@irz.de), at latest until Friday, 29th July 2022.

**Date/time of closure**

Offers should be submitted in pdf format to the contacts above, with the subject line: Provision of translation and interpretation services, at the latest by Friday, 5th August 2022, at 16:00.