

SERVICE PROCUREMENT NOTICE

Local interpreter/translator Albanian - English of the European Platform for Adult Learning in Europe (EPALE) in Albania”

1. Reference

580174-EPP-1-2016-1-AL-EPPKA2-EPALE-NSS

2. Procedure

Single tender, global price

3. Programme

EUROPEAN PLATFORM FOR ADULT LEARNING IN EUROPE (EPALE) NATIONAL SUPPORT SERVICES FOR ALBANIA

4. Financing

Financing agreement: *Agreement No. 2016 - 3042 / 001 – 001*

5. Contracting Authority

National Agency of Vocational Education, Training and Qualifications

CONTRACT SPECIFICATION

6. Nature of contract

Global price.

7. Contract description

The subject of this Contract is **Local interpreter/translator Albanian - English** for the project “EUROPEAN PLATFORM FOR ADULT LEARNING IN EUROPE (EPALE) NATIONAL SUPPORT SERVICES FOR ALBANIA” managed by the National Agency of Vocational Education, Training and Qualifications.

8. Number and titles of lots

N/A

9. Maximum budget

Maximum amount EUR 9000

CONDITIONS OF PARTICIPATION

10. Eligibility

Participation is open to all legal persons [participating either individually of tenderers] which are resident in Albania. The participation of natural persons is governed by the specific instruments applicable to the programme under which the contract is financed.

11. Number of tenders

No more than one tender can be submitted by a natural or legal person. In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

The tenderers may submit a tender for both lots. Contracts will be awarded for both lots and will form a contract.

12. Sub-contracting

Sub-contracting is not allowed

PROVISIONAL TIMETABLE

14. Provisional commencement date of the contract

July 2017

15. Implementation period of the tasks

The period of execution of the individual contract for **local interpreter/translator Albanian - English** shall be 6 months, starting from July December 2017.

SELECTION AND AWARD CRITERIA

16. Selection criteria

The following selection criteria will be applied to tenderers.

1) Professional capacity of tenderer

- Have at least 5 years of progressively responsible in translation (written translations and interpretation) with an international organization according to needs and requirements of the EPALE NSS project's activities.

2) Technical capacity of tenderer

- He/She is expected to have very good knowledge of Strong interpersonal and cross-cultural communications skills, Excellent presentation skills, Highest standards of integrity and loyalty' Excellent communication and report-writing skills in English and Albanian

17. Award criteria

Best ranked candidates based on Evaluations Grid.

TENDERING

18. Deadline for receipt of tenders

July 17th, 2017 at 16:30 PM.

19. How tenders may be submitted

Tenders must be submitted to the Contracting Authority, using the means specified in the request for expression of interest published in the below websites:

<http://www.akafp.gov.al>; <http://www.erasmusplus.al>.

Tenders submitted by any other means will not be considered.

20. Alteration or withdrawal of applications

Tenderers may alter or withdraw their applications by written notification prior to the deadline for submission of tenders. No application may be altered after this deadline.

21. Operational language

All written communications for this tender procedure and contract must be in Albanian and English.

22. Legal basis

Regulation (EU) No 1288/2013 of the European Parliament and the Council of 11 December 2013 establishing 'Erasmus+' programme: The Union programme for education, training, youth and sport.

PRAG 2016

24. Additional information, eg opening hours of the Contracting Authority.

National Agency of Vocational Education, Training and Qualifications

Monday – Thursday 08:00 – 16:30 hrs

Friday 08:00 – 14:00 hrs