



Unia Europejska



Gdańsk, 29.11.2019

Open tender

Translation Service in the framework of the project “GET UP AND GOALS! Global education time: an international network of learning and active schools for SDGs”

1. Background Information

The purchaser - Stowarzyszenie “Na Styku” is a Non-Governmental Organization (NGO) established in 2003, based in Gdańsk, Poland and aims at promoting diversity, human rights and social dialogue. The principles and aims of the organization are available on the website of Stowarzyszenie “Na Styku” www.nastyku.org

From November 2017 Stowarzyszenie “Na Styku” has been a partner organization in implementing a three years project (hereinafter “the project”) named **GET UP AND GOALS! Global education time: an international network of learning and active schools for SDGs**. The project, co-financed by the European Union and framed under the EC DEAR (Development Education and Awareness Raising) initiative, is implemented in partnership with other nonprofit entities in the following EU countries: Italy, Republic of Ireland, Czech Republic, Bulgaria, Hungary, Portugal, The Netherlands, Poland, Austria, Romania, Spain and United Kingdom.

Stowarzyszenie “Na Styku” is co-applicant of this action and will implement the activity in Poland.

The general objective of the project is “To contribute to structurally link formal education to Global Citizenship Education (GCE) and awareness on SDGs”, while the expected outcomes are the following:

- European teachers and other stakeholders (schools managers, institutions in charge for education) are aware of GCE and of the SDGs;
- Teachers participating in training have the competencies and the adequate materials to embed it in their teaching of SDGs;
- Students have improved their commitment on project issues through the participation in public awareness actions on SDGs; and
- Increased the coherence of quality assessment of GCE learning outcomes, in formal education, at a European level.

One important expected component of the project is a 3 volumes **textbook of world history, to be utilised in the European secondary schools** of the 12 countries involved in the project subsequently to its testing and further adaptation. The textbook will be composed of a main text and an educational apparatus (maps, exercises, boxes, charts...).

- The total number of characters - approximately 1 300 000 characters (spaces included).
 - The main text will be provided as DOC files (900 000 characters).
 - Additional text will be provided as PDF files (400 000 characters)

The whole text is written in English and has to be translated into Polish.

2. Nature and scope of the Translation Service

Stowarzyszenie “Na Styku” is seeking for a qualified translator in charge for a careful translation into Polish of the 3 volumes, including educational apparatus as above specified in line with accepted academic standards.

All three volumes and additional text will have to be translated into Polish within 50 days after the start of the assignment. The translation should be delivered partially: first volume within 20 days, then second volume within 15 days and then third volume within 15 days.

- Guidelines for the translation (including a glossary of some key terms) will be provided and the translator will be obliged to implement it.
- The translator should be consistent with gender sensitive language to avoid bias towards a particular sex or social gender. The translator should be consistent with language used in Global Education publication. Any doubts regarding the use of proper vocabulary and terms should be raised and discussed with the purchaser.
- During translation, the translator should update the provided glossary with vocabulary that raised doubts and the purchaser should have access to it.
- The purchaser will have the right to demand the corrections of the delivered Polish version text before final acceptance of the work two times with no limits of the characters.
- The Polish version text has to be delivered in the same format (including graphic structure) with clear correspondence to the original one.

3. How to apply

Interested applicants are invited to submit to Stowarzyszenie “Na Styku”, only through e-mail forwarded at the address: administracja@nastyku.org writing in the subject “**Translation service offer**” no later than **09.12.2019 at 12:00 (noon) local time**:

- CV or portfolio plus any attachment considered appropriate with evidenced ***academic qualifications, professional assignments undertaken***
- Any other information relevant to the subject of the translation service as indicated at paragraph 2 and 4.
- Economic offer

4. Evaluation Criteria

- Experience in the translation of English academic books, articles and papers, - (10%)
- Experience in the translation of English textbooks for students - (10%)
- Experience in the translation of English history publications, preferably in the field of world/global history - (10%)
- Experience in the translation of English texts containing language used in Global Education publication or/and gender sensitive language (10 %)
- Proof of being English translator with at least 2 years professional experience - (20%)
- Best value for money - (40 %)

5. Further procedures to be applied

Stowarzyszenie “Na Styku” will establish a selection committee to assess the appropriateness of the candidates in accordance to the criteria listed at paragraph 4. Only candidates meeting the required criteria, in accordance to unquestionable evaluations done by the selection committee, will be contacted. Should the committee consider it necessary, candidates will be asked to provide additional information and/or documentation.

Finally, Stowarzyszenie “Na Styku” will select the consultant or entity and propose her/him to sign a contract in accordance with the appropriate laws of Poland.

6. Additional information

1. The purchaser - Stowarzyszenie “Na Styku” reserves the right to cancel the proceedings according to the internal regulations of public procurement of Stowarzyszenie “Na Styku”.
2. The purchaser also reserves the right to change the contract concluded as a result of the procurement procedure in the following cases:
 - a. Force majeure, preventing the execution of the subject of the contract within the time limits specified in the contract,
 - b. changes in the generally applicable provisions of law in the scope affecting the implementation of the contract,
 - c. creating discrepancies or ambiguities within the meaning of the terms used in the contract, which cannot be removed in any other way, and the change will enable removing discrepancies and clarifying the contract for the purpose of the parties' clear interpretation of its provisions.
3. The selected translator will be paid only after completed translation of all three volumes.
4. The purchaser reserves the right to delay the payment in case of, not depending on the purchaser, waiting for the next tranche of European Commission funds under the Get up and goals project.
5. The bidder bears all its own costs related to the preparation and submission of the offer, regardless of the outcome of the proceedings.
6. The offer validity period is: 30 days from the day of the deadline for submission of bids specified in Request for offer.
7. The purchaser has the right to extend the contract for additional services that will not exceed 20 % of the value of the offer in the frame of this open tender procedure.
8. The signed contract with the contractor will contain, among others, following provisions:
 - a. the translation will be done by one person, but in case of translators team, the text will be unified and standardized in order to avoid text inconsistency;
 - b. the contracting authority will have the ability to verify the quality of the translation;
 - c. the contracting authority will be allowed to set a deadline for the contractor in order to correct translation errors;
 - d. the contracting authority may charge the contractor with fines calculated from the contract value, in particular for:
 - i. delay in translation performance,
 - ii. inadequacy to guidelines provided in 2. Nature and scope of the Translation Service and necessity of translation corrections,
 - iii. occurrence of obvious errors, verifiable in publicly available sources in the completed translation;
 - iv. withdrawal from the contract,
 - e. possibility to withdraw from the contract in the event of a material breach of contract conditions:
 - f. transfer of copyrights of the translated texts.
9. Submission of an offer as part of the open tender is tantamount to acceptance of the above rules.