

Call for Tender

Service Agreement for interpretation, translation and proofreading/copy editing services

The Rosa-Luxemburg-Stiftung is one of the largest political education institutions in Germany today, with branches in many countries worldwide. The Brussels Office operates as a think tank reflecting on European and international issues such as the global power shift and the socio-ecological transformation of today's society.

The Brussels Office of the Rosa-Luxemburg-Stiftung would like to conclude a long-term service agreement for interpretation, translation and proofreading/copy-editing services, awarding these services through a bidding process to a skilled and efficient applicant. This call for offers comprehends three (3) different lots which are going to be treated separately. Any individual tenderer may submit an offer for one, two or all lots. Any tenderer has to submit a separate tender for each lot she/he is tendering for. The lots are independent of each other and may be awarded to different tenderers.

We hereby request you to submit your binding offer in English or German at julie.piette@rosalux.org. Only tenders submitted in English or German shall be deemed eligible.

We will only evaluate applicants who have submitted a full application with all the necessary documents.

We will only evaluate applicants who have a **Belgian Tax Authentication Number**.

The bid must be sent at the latest by **16.11.2021**, 20:00 Brussels Time.

We will send to all the applicants for the lots 2 (translation) and 3 (editing) a test task.

You will receive our final answer by 03.12.2021

If you need further information, please contact:

Julie Piette

+32 2 738 76 60

julie.piette@rosalux.org

Thank you in advance.

Best regards,

Julie Piette

Office Manager

Call for Tender

Service Agreement for interpretation, translation and proofreading/copy editing services

Appendix 1: Terms of order and agreement; **Lot 1 – Interpretation Services**

1. Subject matter of the general agreement

The Brussels Office of the Rosa-Luxemburg-Stiftung (referred to as “client”) intends to conclude a general agreement for interpretation services in order to foster mutual understanding of participants at the client’s events in Brussels and Belgium.

The contractual partner (referred to as “contractor”) shall deliver interpretation services assigned by the client. Important requirements are familiarity with the left political scene, knowledge of left social and political debates and knowledge of the relevant terminology.

2. Terms and execution periods

The agreement has a term of twelve (12) months and can be tacitly extended by another twelve (12) months unless it is cancelled upon written notice at least one (1) month to the agreed term of the agreement. The maximum length of this contract is thirty-six (36) months.

The execution of the agreement starts with the placement of the first order by the client.

3. Estimated volume of services

The Rosa-Luxemburg-Stiftung Brussels Office estimates following yearly order value:

Lot 1 – Interpretation services - 35.000 € net per year.

This number is a mere estimation and might vary. Needs may be higher or lower. However, a cumulative volume of 150.000€ net over the entire term will not be exceeded. If this maximum amount is reached, this contract will automatically expire. We cannot confirm the frequency of orders for 2022 and following years. Orders will not be placed at once but each prior to the respective event respecting the agreed deadlines.

The client reserves the option to fall back on relevant suppliers.

4. Detailed description of tasks

Lot 1 – Interpretation Services

Interpretation services require linguistic and technical competences in the relevant languages and knowledge of the left political scene (see also point 1). Interpretation is mostly required at the client’s events: conferences, work-shops, seminars or any other

Call for Tender

Service Agreement for interpretation, translation and proofreading/copy editing services

Appendix 1: Terms of order and agreement; **Lot 1 – Interpretation Services**

form of meeting where interpretation is needed to guarantee the mutual comprehension of participants.

The focus of the client's work lies on crisis and alternatives, global power shift, dangers of free trade agreements (TTIP), right-wing extremism, energy democracy, financialisation of nature/energy/commodities, sustainability and socio-ecological reorganisation, labour and labour unions, Left in Europe.

Main location of services: Brussels (ca. 80%) or online (webinars with Zoom).

Simultaneous interpretation under 45 minutes will be made by one interpreter, for interpretation services longer than 45 minutes two interpreters will be available per language combination (e.g. German/English).

In case of consecutive interpretation, the client and the contractor will agree case by case of one or two interpreters are necessary. The same condition applies to whispered interpretation.

The client will make sure – if possible – to deliver materials for the preparation of the interpreters for each assignment.

The interpretation services are mainly required for the following European languages: English, German, French, Spanish and Italian.

The contractor guarantees the availability of the following European languages: Dutch, Greek, Danish, Swedish and Portuguese.

In specific cases other languages may be required, such as Russian. This list is not exhaustive.

The contractor agrees to provide the technical equipment if not provided by the event location: interpretation booths, microphones, headsets and recording facilities.

The client will place each order between 4 and 2 weeks prior to the respective event.

The contractor commits to confirm each order within 2 working days by submitting a financial offer according to appendix 2.

The stated prices on each individual offer, after agreed upon with the client, will be binding for the particular order.

5. Cancellation Fees

In case placed orders are cancelled, the following cancellation fees apply:

For cancellations up to two (2) weeks prior to the event: no fees apply. For cancellations up to five (5) days prior to the event: 25%. For cancellations up to three (3) days prior to the event: 50%. For cancellations up to 24 hours prior to the event: 100%.

The contractor shall also be reimbursed of the costs that have been verifiably incurred through the reservation of travel or accommodation.

6. Obligations of the contractor

The contractor agrees to give priority to local interpreters in recruitment provided they have the required languages and level of qualification. In the event that interpreters cannot be found on location, the contractor will hire the interpreter residing in the next nearest city.

The contractor agrees to treat as confidential all documents, files and data received from the client or its cooperation partners concerning the respective order, and to maintain secrecy towards third parties. If the contractor is not able to carry out the assigned order, he/she shall immediately inform the client. In case that the contractor cancels the order at short notice, the contractor shall provide a substitute supplier that fulfils the criteria set out in the order description. If he/she fails to do so, the client may charge him/her fees amounting up to 25% of the order value.

7. Individual assignments and accounting

For individual assignments, the conditions set out under the aforementioned points shall apply. Individual assignments shall always be made in writing (by email). Questions may be discussed in advance orally. By submitting a binding offer, the contractor agrees to the aforementioned terms of agreement.

The remuneration is defrayable after delivery and its billing. The bills are to be addressed to the client (by mail: invoices.brussels@rosalux.org) and have to contain all legal information, the delivery date as well as the sales tax identification number of the client, BE 0823.228.211. The client pays through bank transfers.

8. Liability

The contractor's liability for breach of contractual obligations towards the client is limited to intention and gross negligence.

The client declines all responsibilities for loss or damage of the contractor's technical equipment.

9. Copyrights

The client shall have the right to any and all working results protected by copyright law. Upon completion of the mandate the utilisation right shall pass on to the client. The client intends to re-use selected recordings of interpretations or parts of them for non-commercial means. This includes copying, distributing, displaying or reciting publicly on the internet, sending them via e-mail and editing them. These rights are

granted by the contractor to the client without local and time restrictions. The client can transmit the rights without any former notice to third parties.

The remuneration paid shall compensate for any and all copyright claims of the contractor.

The client will inform the contractor prior to each event if the interpretation will be recorded and if the client wishes to re-use the recorded material. The contractor shall include retribution for the right to re-use the material in the financial offer. Prices for re-use copyright shall apply as indicated in appendix 2.

10. General description of the suitability of tenderers

We will only evaluate applicants who have submitted a full application with all the necessary documents

10.1. Please complete, sign and submit following documents:

- Terms of order and agreement for interpretation services (appendix 1)
- Indicative financial offer (appendix 2)
- Three (3) significant references of services for similar clients (appendix 3)
- Self-declaration, see 11.2.
- Presentation of the company's business model, see 11.3.

10.2. Information to provide in the self-declaration:

The tenderer shall submit following information about her/his company

- Company's registered headquarters and main contact person
- Number of interpreters occupied by the company with the required skills and qualifications
- Proof of qualification: The qualification profile of the employed interpreters shall be presented for following languages (2-3 qualification profiles)
 - English
 - French
 - German

10.3. Presentation of the company's business model

In order to be able to assess the capacity and efficiency of the tenderer, the Rosa-Luxemburg-Stiftung kindly asks you to clearly demonstrate the following among others:

- Provide proving documents regarding compliance of payment standards for interpreters
- Provide proofs of the interpreter's skills and qualifications as well as proofs of fair treatment (equal treatment of women and men; transparent remuneration policy; union organisation of the employees...)

11. Evaluation criteria

The offers shall be evaluated according to following criteria:

Price	60%
Business model (cf. 10.3)	40%

12. Status and miscellaneous

The contractor is responsible for the tax treatment of the agreed remuneration. As a precaution, the client advises that he is obliged by Belgian law to report both the identity and the amount concerning every charge to the Belgian tax authorities not later than March 31st of the following year.

The placing of an order by the client to the contractor constitutes a binding agreement.

Modifications and amendments to this agreement shall be made in writing. Should individual provisions of the agreement become invalid, this will not affect the validity of the remaining provisions.

The contractor shall ensure that all persons entrusted by him/her with the fulfilment of contractual obligations carefully observe statutory regulations on data protection, and refrain from forwarding information, unless it is evident, received from the client to third parties or use it otherwise.

13. Jurisdiction

The municipal or district court Brussels shall have jurisdiction over legal disputes arising from this service agreement, its termination and liquidation.

Date /signature of the client

Date/signature of the contractor

Anna Schröder
Rosa-Luxemburg-Stiftung, Brussels Office
Head of Office

Call for Tender

Service Agreement for interpretation, translation and proofreading/copy editing services

Appendix 2: Indicative Financial Offer; **Lot 1 – Interpretation Services**

N°	Description	Price in euros (excl. VAT)
1.	Remuneration for interpretation service per interpreter per day/normal daily remuneration, max. 9 hours Main languages ¹	
2.	Remuneration for interpretation service per extra hour, max. 3 hours Main languages	
3.	Remuneration for interpretation service per half day, small remuneration, max. 3 hours Main languages	
4.	Remuneration for interpretation service per interpreter per day/normal daily remuneration, max. 9 hours Other European languages ²	
5.	Remuneration for interpretation service per extra hour, max. 3 hours Other European languages	
6.	Remuneration for interpretation service per half day, small remuneration, max. 3 hours Other European languages	
7.	Remuneration for interpretation service per interpreter per day/normal daily remuneration, max. 9 hours Extra-European languages ³	
8.	Remuneration for interpretation service per extra hour, max. 3 hours Extra-European languages	
9.	Remuneration for interpretation service per half day, small remuneration, max. 3 hours Extra-European languages	
10.	Remuneration for recording and copyright for re-using the recorded materials as set out in appendix 1, point 10, max. 9 hours	
11.	Remuneration for recording and copyright for re-using the recorded materials as set out in appendix 1, point 10, half day, max. 3 hours	
12.	Remuneration for recording and copyright for re-using the recorded materials as set out in appendix 1, point 10, per extra hour, max. 3 hours	

¹ English, German, French, Spanish and Italian

² Dutch, Greek, Danish, Swedish and Portuguese

³ Russian and others

Call for Tender

Service Agreement for interpretation, translation and proofreading/copy editing services

Appendix 2: Indicative Financial Offer; **Lot 1 – Interpretation Services**

13.	Fee per interpretation booth	
14.	Fee for head-sets, price per person	
15.	Fee per speaker microphone	
16.	Fee per independent microphone (for questions)	
17.	Fee for translation of webinars per hour	
18.	Total financial offer (sum of all positions above)	

The indicative prices apply to the term of agreement.

Name, legally binding signature, date.

Call for Tender

Service Agreement for interpretation, translation and proofreading/copy editing services

Appendix 3: References; **Lot 1 – Interpretation Services**

Reference letters demonstrating the experience of the contractor, in particular in providing similar services to an international organization, an institution or a public service – If necessary (insufficient space for example), several copies of the Appendix can be used.

A large, empty rectangular box with a thin black border, occupying the majority of the page below the text. It is intended for the contractor to provide reference letters as specified in the text above.

Call for Tender

Service Agreement for interpretation, translation and proofreading/copy editing services
Appendix 4: Terms of order and agreement; **Lot 2 – Translation Services**

1. Subject matter of the general agreement

The Brussels Office of the Rosa-Luxemburg-Stiftung (referred to as “client”) intends to conclude a general agreement for translation services to guarantee high quality standards in regard to the client’s publications and website.

The contractual partner (referred to as “contractor”) shall deliver written translation services assigned by the client. Important requirements are familiarity with the left political scene, knowledge of left social and political debates and knowledge of the relevant terminology.

2. Terms and execution periods

The agreement has a term of twelve (12) months and can be tacitly extended by another twelve (12) months unless it is cancelled upon written notice at least one (1) month to the agreed term of the agreement. The maximum length of this contract is thirty-six (36) months.

The execution of the agreement starts with the placement of the first order by the client.

3. Estimated volume of services

The Rosa-Luxemburg-Stiftung Brussels Office estimates following yearly order value:

Lot 2 – Translation services - 65.000 € net per year.

This number is a mere estimation and might vary. Needs may be higher or lower. However, a cumulative volume of 200.000€ net over the entire term will not be exceeded. If this maximum amount is reached, this contract will automatically expire. We cannot confirm the frequency of orders for 2022 and following years. Orders will not be placed at once but each prior to the respective event respecting the agreed deadlines.

The client reserves the option to fall back on relevant suppliers.

4. Detailed description of tasks

Lot 2 – Translation Services

Translation services require linguistic and technical competences in the relevant languages and knowledge of the left political scene (see also point 1). Translation, are required in the context of the client’s written communication: publications (such as

booklets, brochures, books, articles; print or online), flyers and invitations, texts such as news announcements and project reports for the website.

The focus of the client's work lies on crisis and alternatives, global power shift, dangers of free trade agreements (TTIP), right-wing extremism, energy democracy, financialisation of nature/energy/commodities, sustainability and socio-ecological transformation, labour and labour unions, Left parties and civil society movements in Europe.

The translation services are mainly required for the following European languages: English, German, French, Spanish and Italian.

The contractor guarantees the availability of the following languages: Dutch, Greek, Danish, Swedish and Portuguese. This list is not exhaustive.

Periods for delivery

The basis for calculation is 65 signs per line.

N°	Description	Volume	Period for delivery
1.	Translation	Up to 2 pages	1 day, including proofreading*
2.	Translation	Up to 10 pages	4 days, including proofreading*
3.	Translation	Up to 50 pages	20 days, including proofreading*
4.	Translation	Up to 80 pages	32 days, including proofreading*

* The contractor shall carry out the proofreading by a third person (not the translator) to guarantee the delivery of a clean text, ready to be published.

The contractor commits to confirm each order within 2 working days by submitting a financial offer according to appendix 5.

The stated prices on each individual offer, after agreed upon with the client, will be binding for the particular order.

5. Obligations of the contractor

The contractor agrees to treat as confidential all documents, files and data received from the client or its cooperation partners concerning the respective order, and to maintain secrecy towards third parties. If the contractor is not able to carry out the assigned order, he/she shall immediately inform the client. In case that the contractor cancels the order at short notice, the contractor shall provide a substitute supplier that fulfils the criteria set out in the order description. If he/she fails to do so, the client may charge him/her fees amounting up to 25% of the order value.

6. Individual assignments and accounting

For individual assignments, the conditions set out under the aforementioned points shall apply. Individual assignments shall always be made in writing (by email). Questions may be discussed in advance orally. By submitting a binding offer, the contractor agrees to the aforementioned terms of agreement.

The remuneration is defrayable after delivery and its billing. The bills are to be addressed to the client (by mail: invoices.brussels@rosalux.org) and have to contain all legal information, the delivery date as well as the sales tax identification number of the client, BE 0823.228.211. The client pays through bank transfers.

7. Liability

The contractor's liability for breach of contractual obligations towards the client is limited to intention and gross negligence.

The client declines all responsibilities for loss or damage of the contractor's technical equipment.

8. Copyrights

The client shall have the right to any and all working results protected by copyright law. Upon completion of the mandate the utilisation right shall pass on to the client. The client intends to re-use translations or parts of them. This includes copying, distributing, displaying or reciting publicly on the internet, sending them via e-mail and editing them. These rights are granted by the contractor to the client without local and time restrictions. The client can transmit the rights without any former notice to third parties.

The remuneration paid shall compensate for any and all copyright claims of the contractor.

9. General description of the suitability of tenderers

We will only evaluate applicants who have submitted a full application with all the necessary documents

9.1. Please complete, sign and submit following documents:

- Terms of order and agreement for translation services (appendix 4)
- Indicative financial offer (appendix 5)
- Three (3) significant references of services for similar clients (appendix 6)
- Self-declaration, see 9.2.
- Presentation of the company's business model, see 9.3.

9.2. Information to provide in the self-declaration:

The tenderer shall submit following information about her/his company

- Company's registered headquarters and main contact person
- Number of translators occupied by the company with the required skills and qualifications
- Proof of qualification: The qualification profile of the employed translators shall be presented for following languages (2-3 qualification profiles per language)

- English
- French
- Spanish

9.3. Presentation of the company's business model

In order to be able to better assess the capacity and efficiency of the tenderer, the Rosa-Luxemburg-Stiftung kindly asks you to clearly demonstrate the following among others:

- Provide proving documents regarding compliance of payment standards for translators
- Provide proofs of the interpreter's skills and qualifications as well as proofs of fair treatment (equal treatment of women and men; transparent remuneration policy; union organisation of the employees...)

10. Evaluation criteria

The offers shall be evaluated according to following criteria:

Price	60%
Work samples (cf. test task)	15%
Business model (cf. 9.3)	25%

11. Status and miscellaneous

The contractor is responsible for the tax treatment of the agreed remuneration. As a precaution, the client advises that he is obliged by Belgian law to report both the identity and the amount concerning every charge to the Belgian tax authorities not later than March 31st of the following year.

The placing of an order by the client to the contractor constitutes a binding agreement.

Modifications and amendments to this agreement shall be made in writing. Should individual provisions of the agreement become invalid, this will not affect the validity of the remaining provisions.

The contractor shall ensure that all persons entrusted by him/her with the fulfilment of contractual obligations carefully observe statutory regulations on data protection, and refrain from forwarding information, unless it is evident, received from the client to third parties or use it otherwise.

Call for Tender

Service Agreement for interpretation, translation and proofreading/copy editing services

Appendix 4: Terms of order and agreement; **Lot 2 – Translation Services**

12. Jurisdiction

The municipal or district court Brussels shall have jurisdiction over legal disputes arising from this service agreement, its termination and liquidation.

Date/ signature of the client

Anna Schröder

Rosa-Luxemburg-Stiftung, Brussels Office

Head of Office

Date/signature of the contractor

Call for Tender

Service Agreement for interpretation, translation and proofreading/copy editing services

Appendix 5: Indicative financial offer; **Lot 2 – Translation Services**

N°	Description	Price in euros (excl. VAT)
1.	Remuneration for translation, price per line (65 signs) normal level of difficulty main languages ¹	
2.	Remuneration for translation, price per line (65 signs) high level of difficulty main languages	
2.	Remuneration for translation, price per line (65 signs) normal level of difficulty Remaining European languages ²	
3.	Remuneration for translation, price per line (65 signs) high level of difficulty Remaining European languages	
4.	Remuneration for copy-editing, price per line (65 signs) normal level of difficulty main languages	
13.	Total financial offer (sum of all positions above)	

The indicative prices apply to the term of agreement.

Name, legally binding signature, date.

¹ English, German, French, Spanish and Italian

² Dutch, Greek, Danish, Swedish and Portuguese

Call for Tender

Service Agreement for interpretation, translation and proofreading/copy editing services

Appendix 6: References; **Lot 2 – Translation Services**

Reference letters demonstrating the experience of the contractor, in particular in providing similar services to an international organization, an institution or a public service - If necessary (insufficient space for example), several copies of the Appendix can be used.

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Call for Tender

Service Agreement for interpretation, translation and proofreading/copy editing services

Appendix 7: Terms of order and agreement;

Lot 3 – Proofreading/Copy editing Services

1. Subject matter of the general agreement

The Brussels Office of the Rosa-Luxemburg-Stiftung (referred to as “client”) intends to conclude a general agreement for copy editing and proofreading services to guarantee high quality standards in regard to the client’s publications and website.

The contractual partner (referred to as “contractor”) shall deliver editing and proofreading services assigned by the client. Important requirements are familiarity with the left political scene, knowledge of left social and political debates and knowledge of the relevant terminology.

2. Terms and execution periods

The agreement has a term of twelve (12) months and can be tacitly extended by another twelve (12) months unless it is cancelled upon written notice at least one (1) month to the agreed term of the agreement. The maximum length of this contract is thirty-six (36) months.

The execution of the agreement starts with the placement of the first order by the client.

3. Estimated volume of services

The Rosa-Luxemburg-Stiftung Brussels Office estimates following yearly order value:

Lot 3 – Copy Editing/Proofreading services - 25.000 € net per year.

This number is a mere estimation and might vary. Needs may be higher or lower. However, a cumulative volume of 125.000€ net over the entire term will not be exceeded. If this maximum amount is reached, this contract will automatically expire. We cannot confirm the frequency of orders for 2022 and following years. Orders will not be placed at once but each prior to the respective event respecting the agreed deadlines.

The client reserves the option to fall back on relevant suppliers.

4. Detailed description of tasks

Editing and proofreading services require linguistic and technical competences in the relevant languages and knowledge of the left political scene (see also point 1). Editing and proofreading are required in the context of the client’s written communication: publications (such as booklets, brochures, books, articles; print or online), flyers and invitations, texts such as news announcements and project reports for the website.

Call for Tender

Service Agreement for interpretation, translation and proofreading/copy editing services

Appendix 7: Terms of order and agreement;

Lot 3 – Proofreading/Copy editing Services

The focus of the client's work lies on crisis and alternatives, global power shift, dangers of free trade agreements (TTIP), right-wing extremism, energy democracy, financialisation of nature/energy/commodities, sustainability and socio-ecological transformation, labour and labour unions, Left parties and civil society movements in Europe.

The proofreading/copy editing services are mainly required for the following European languages: English, German, French, Spanish and Italian.

The contractor guarantees the availability of the following languages: Dutch, Greek, Danish, Swedish and Portuguese. This list is not exhaustive.

Periods for delivery

The basis for calculation is 65 signs per line.

N°	Description	Volume	Period for delivery
1.	Copy editing	Up to 2 pages	1 day, including proofreading*
2.	Copy editing	Up to 10 pages	3 days, including proofreading*
3.	Copy editing	Up to 50 pages	12 days, including proofreading*
4.	Copy editing	Up to 80 pages	25 days, including proofreading*
5.	Proofreading	Up to 2 pages	1 day
6.	Proofreading	Up to 10 pages	2 days
7.	Proofreading	Up to 50 pages	10 days
8.	Proofreading	Up to 80 pages	15 days
9.	Page proof correction*	Up to 2 pages	1 day
10.	Page proof correction*	Up to 10 pages	1 day
11.	Page proof correction*	Up to 50 pages	2 days
12.	Page proof correction*	Up to 80 pages	2 days

*The contractor shall carry out the verification of the page proofs delivered by a lay-out company. The page proofs are delivered in pdf, the contractor shall check if table of contents, page breaks, hyphenation, footnotes etc. are correctly displayed in the lay-out and check for any remaining spelling or typing errors.

The contractor commits to confirm each order within 2 working days by submitting a financial offer according to appendix 8.

The stated prices on each individual offer, after agreed upon with the client, will be binding for the particular order.

5. Obligations of the contractor

The contractor agrees to treat as confidential all documents, files and data received from the client or its cooperation partners concerning the respective order, and to maintain secrecy towards third parties. If the contractor is not able to carry out the assigned order, he/she shall immediately inform the client. In case that the contractor cancels the order at short notice, the contractor shall provide a substitute supplier that fulfils the criteria set out in the order description. If he/she fails to do so, the client may charge him/her fees amounting up to 25% of the order value.

6. Individual assignments and accounting

For individual assignments, the conditions set out under the aforementioned points shall apply. Individual assignments shall always be made in writing (by email). Questions may be discussed in advance orally. By submitting a binding offer, the contractor agrees to the aforementioned terms of agreement.

The remuneration is defrayable after delivery and its billing. The bills are to be addressed to the client (by mail: invoices.brussels@rosalux.org) and have to contain all legal information, the delivery date as well as the sales tax identification number of the client, BE 0823.228.211. The client pays through bank transfers.

7. Liability

The contractor's liability for breach of contractual obligations towards the client is limited to intention and gross negligence.

The client declines all responsibilities for loss or damage of the contractor's technical equipment.

8. Copyrights

The client shall have the right to any and all working results protected by copyright law. Upon completion of the mandate the utilisation right shall pass on to the client.

The client intends to re-use proofread texts or parts of them. This includes copying, distributing, displaying or reciting publicly on the internet, sending them via e-mail and editing them. These rights are granted by the contractor to the client without local and time restrictions. The client can transmit the rights without any former notice to third parties.

The remuneration paid shall compensate for any and all copyright claims of the contractor.

Call for Tender

Service Agreement for interpretation, translation and proofreading/copy editing services

Appendix 7: Terms of order and agreement;

Lot 3 – Proofreading/Copy editing Services

9. General description of the suitability of tenderers

We will only evaluate applicants who have submitted a full application with all the necessary documents

9.1. Please complete, sign and submit following documents:

- Terms of order and agreement for Proofreading/Copy editing services (appendix 7)
- Indicative financial offer (appendix 8)
- Three (3) significant references of services for similar clients (appendix 9)
- Self-declaration, see 9.2.
- Presentation of the company's business model, see 9.3.

9.2. Information to provide in the self-declaration:

The tenderer shall submit following information about her/his company

- Company's registered headquarters and main contact person
- Number of editors occupied by the company with the required skills and qualifications
- Proof of qualification: The qualification profile of the employed editors shall be presented for following languages (2-3 qualification profiles per language)
 - English
 - French
 - Spanish

9.3. Presentation of the company's business model

In order to be able to better assess the capacity and efficiency of the tenderer, the Rosa-Luxemburg-Stiftung kindly asks you to clearly demonstrate the following among others:

- Provide proving documents regarding compliance of payment standards for editors
- Provide proofs of the editor's skills and qualifications as well as proofs of fair treatment (equal treatment of women and men; transparent remuneration policy; union organisation of the employees...)

10. Evaluation criteria

The offers shall be evaluated according to following criteria:

Price	60%
Work samples (cf. test task)	15%
Business model (cf. 9.3)	25%

Call for Tender

Service Agreement for interpretation, translation and proofreading/copy editing services

Appendix 7: Terms of order and agreement;

Lot 3 – Proofreading/Copy editing Services

11. Status and miscellaneous

The contractor is responsible for the tax treatment of the agreed remuneration. As a precaution, the client advises that he is obliged by Belgian law to report both the identity and the amount concerning every charge to the Belgian tax authorities not later than March 31st of the following year.

The placing of an order by the client to the contractor constitutes a binding agreement.

Modifications and amendments to this agreement shall be made in writing. Should individual provisions of the agreement become invalid, this will not affect the validity of the remaining provisions.

The contractor shall ensure that all persons entrusted by him/her with the fulfilment of contractual obligations carefully observe statutory regulations on data protection, and refrain from forwarding information, unless it is evident, received from the client to third parties or use it otherwise.

12. Jurisdiction

The municipal or district court Brussels shall have jurisdiction over legal disputes arising from this service agreement, its termination and liquidation.

Date/ signature of the client
Anna Schröder
Rosa-Luxemburg-Stiftung, Brussels Office
Head of Office

Date/signature of the contractor

Call for Tender

Service Agreement for interpretation, translation and proofreading/copy editing services

Appendix 8: Indicative financial offer; **Lot 3 – Proofreading/Copy editing Services**

N°	Description	Price in euros (excl. VAT)
1.	Remuneration for copy editing, price per line (65 signs) normal level of difficulty main languages ¹	
2.	Remuneration for copy editing, price per line (65 signs) high level of difficulty main languages	
3.	Remuneration for copy editing, price per line (65 signs) normal level of difficulty Remaining European languages ²	
4.	Remuneration for copy editing, price per line (65 signs) high level of difficulty Remaining European languages	
5.	Remuneration for proofreading, price per line (65 signs) normal level of difficulty main languages	
6.	Remuneration for proofreading, price per line (65 signs) high level of difficulty main languages	
7.	Remuneration for proofreading, price per line (65 signs) normal level of difficulty Remaining European languages	
8.	Remuneration for proofreading, price per line (65 signs) high level of difficulty Remaining European languages	
9.	Remuneration for page proof correction, price per line (65 signs)	
10.	Total financial offer (sum of all positions above)	

By signing, you agree to the conditions of order and agreement as set out in this document.

The indicative prices apply to the term of agreement.

Name, legally binding signature, date.

¹ English, German, French, Spanish and Italian

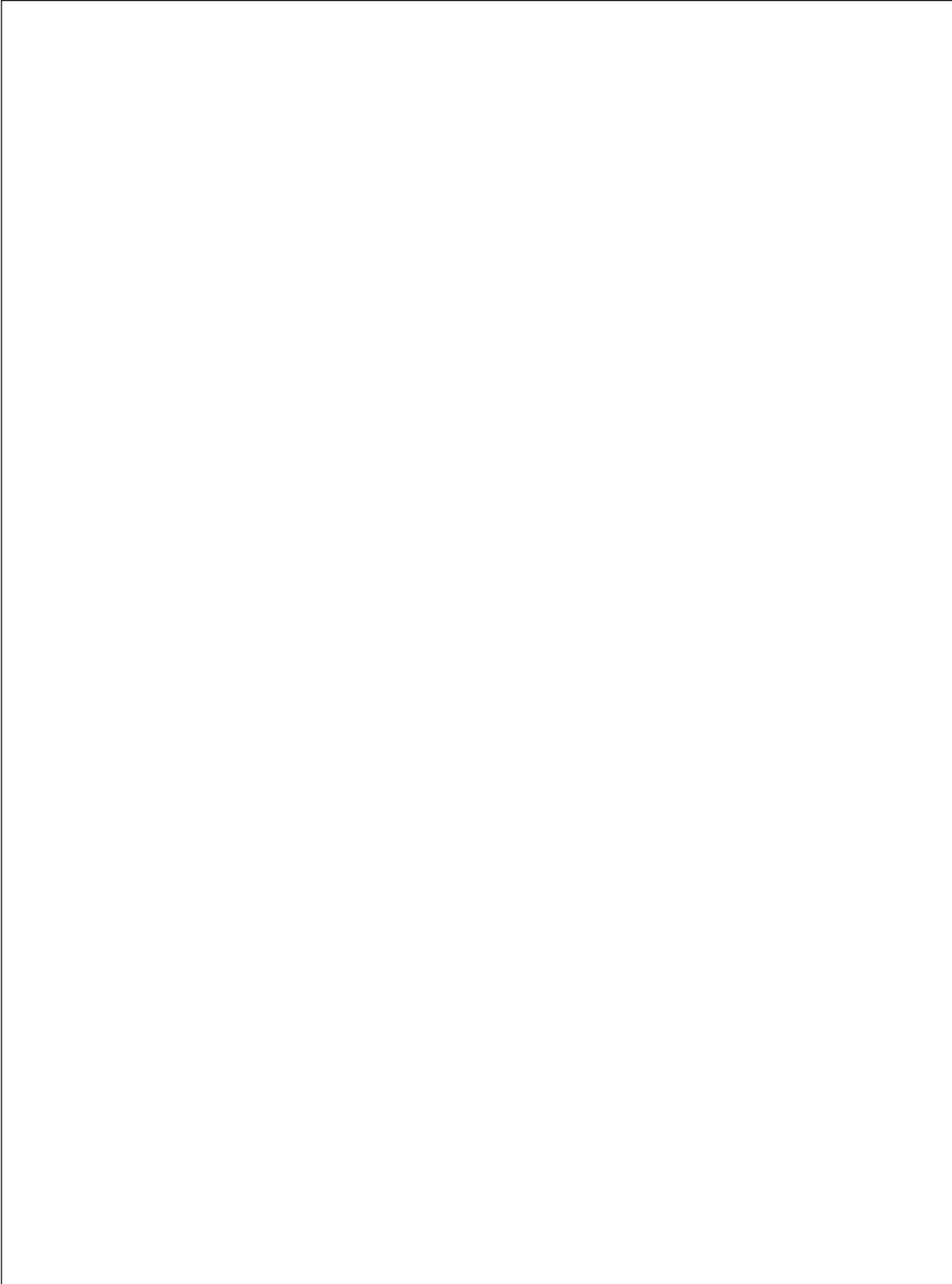
² Dutch, Greek, Danish, Swedish and Portuguese

Call for Tender

Service Agreement for interpretation, translation and proofreading/copy editing services

Appendix 9: References; **Lot 3 – Proofreading/Copy editing Services**

Reference letters demonstrating the experience of the contractor, in particular in providing similar services to an international organization, an institution or a public service – If necessary (insufficient space for example), several copies of the Appendix can be used.

A large, empty rectangular box with a thin black border, occupying the majority of the page below the text. It is intended for the contractor to provide reference letters as specified in the text above.