

## Call for Tenders

# Regular translations of EASPD newsletter in 5 languages (German, French, Spanish, Bulgarian, Romanian)

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EASPD is the European Association of Service providers for Persons with Disabilities. We are a European not-for-profit organisation and represent over 15,000 social service provider organisations across both Europe and disability. The main objective of EASPD is to promote equal opportunities for people with disabilities through effective and high-quality service systems.

## 1. Tender specification

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EASPD is looking for translators/translations agencies to translate **2 newsletters a month to 5 languages**: German, French, Spanish, Bulgarian, Romanian. This work will include translating the newsletter body itself (2/3 pages – **around 700 words**) and 1 article a month. (1 page - **around 400 words**)

An example of a newsletter can be found [here](#) and of article [here](#)

## 2. Tender Specification

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EASPD newsletters include are digital documents that are sent through e-mail to more than 3200 contacts. Two newsletters are produced each month, in English, by EASPD. You can check examples of the latest newsletters at [www.easpd.eu/en/content/newsletters-videoflash](http://www.easpd.eu/en/content/newsletters-videoflash) .

For 2018, we are looking for translation/translation agencies that are able to quickly and efficiently translate the newsletter in 7 languages: German, French, Spanish, Bulgarian, Romanian. This work will include translating the newsletter body itself (2/3 pages) and 2 articles a month. The articles and newsletter will be provided in MS Word documents, **2 days before they are due.**

**22 to 24 newsletters will be provided for translation.**

## 3. Timeframe

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Deadline for application: 18 January 2018

Response to application: 22 January 2018



The work is expected to start as soon as possible, in January 2018

## 4. Expertise required

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The applicants will be expected to demonstrate that they have:

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- Expertise in translation to 5 languages: German, French, Spanish, Bulgarian, Romanian,.
- Knowledge of disability-related terminology in the aforementioned languages.
- Capacity to produce translation in different languages on a very short notice: **final version of articles and newsletter will be given 2 days in advance.**
- Capacity to commit to a long-term contract: newsletters are planned to be translated all through 2018 (22 to 24 newsletters) and beyond.
- Flexibility and availability to correct changes.
- Only candidates from EU Member States are eligible for participating in the tender.

## 5. Selection and award criteria

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To apply to this contract, applicant should send an application package consisting of a work proposal contemplating the following aspects

- Price quotes
- Justification of expertise in the following languages: German, French, Spanish, Bulgarian, Romanian, Polish, Hungarian.
- Justification of expertise in disability-related terminology (description of previous work)
- Justification of capacity to execute the translations on very short notice (examples of similar project or other suitable justification)

The contract will be awarded to the candidate(s) whose offer represents the best value for money, taking into account the quality of submitted document and individual expertise. A selection committee composed by the Communications Officer, Membership Officer and Secretary General will analyse the offers.



## 6. Content of the bids

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The tenderer will ensure that their bid clearly identifies how they meet the selection criteria. It would also be useful to see examples of previous work demonstrating their ability.

## 7. Payments and standard contract

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The Contract will be drawn up between EASPD and the contractor.

Payments will occur every 2 months.

## 8. Price

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As we are a not for profit organisation, we expect very competitive offers.

## 9. Contact Details

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Please send bids to Mr André Félix, Communications Officer, European Association of Service providers for Persons with Disabilities (EASPD): [andre.felix@easpd.eu](mailto:andre.felix@easpd.eu)

