

Contracting Authority

SŁUPSK, 18.02.2020

Centrum Inicjatyw Obywatelskich

ul. Sienkiewicza 19, 76 – 200 Słupsk

POLAND

ESTIMATING THE VALUE OF THE CONTRACT
for translation services

- I. Centrum Inicjatyw Obywatelskich in Słupsk has started the project: „Facilitation of the Innovation” financed by European Union Funds (European Social Fund) implemented together with Transnational Partner: Ajuntament De Sant Boi De Llobregat, Spain. Hereby, Centrum Inicjatyw Obywatelskich requests for information about the price of translation services, both consecutive and written translation services, to estimate the value of the contract during project implementation.
- II. Description of the assignment.
 1. The aim of the services is to translate from Spanish into Polish language materials and meetings connected with knowhow transfer in the field of the use of methodology of facilitation innovation 4H (Quadruple Helix), at the disposal of Transnational Partner: Cobo Lab., which is an organizational unit of the local government: Ajuntament De Sant Boi De Llobregat. The services includes the following tasks:
 - 1.1. Written materials translation:**
 - original methodology of facilitation of the innovation from Spanish into Polish – 84 pages of the material prepared in the same format as delivered (necessary to preserve the graphic format)
 - translation of the tools and content of the tools created during the adaptation of the methodology to the needs of the OWES (Social Economy Support Centre) target groups – 30 pages of the materials
 - 1.2. Consecutive translation:**
 - consecutive translation during the online trainings for the teams of the entities leading OWES in Słupsk subregion - 4 days x 4 hours of translation, i.e. 16 hours of consecutive translation
 - consecutive translation during meetings connected with adaptation of the methodology - 10 hours of consecutive translation
 - consecutive translation during the summary supervision meeting – 2 hours of consecutive translation
 2. Service delivery time – 31st May 2021, including:
 - translation of the original methodology – app. 42 pages – 10.03.2021, app. 42 str. – 5.04.2021
 - training translation: 2 sessions in March, 2 sessions in April 2021
 - supervision summary meeting – May 2021

3. There are requested to submit the proposals entities which have the ability to translate from Spanish into Polish.
4. Place of the services delivery: online.
5. Language of communication with the contracting authority: English and Polish
6. Regardless of the currency in which the bid price is given the settlements with the contractor will be conducted in PLN.
7. The contractor is obliged to inform the contracting authority about the service delivery at the end of each month, including the documentation of the service delivery through:
 - documents and materials developed during service delivery
 - service delivery protocol (and monthly timesheet – in case of the contractors who are not companies or selfemployed)
8. CONTACT PERSON: Inga Kawalek tel. + 48 59 840 29 20.
9. DATE AND METHOD OF SUBMITTING PROPOSALS:
The proposals should be submitted no later than 1st March 2021, at 3 P.M, via e-mail: cio@cio.slupsk.pl or via post or delivered personally to: Centrum Inicjatyw Obywatelskich, ul. Sienkiewicza 19, 76-200 Słupsk. The date of delivery to the headquarters of the contracting authority counts. The bidders are requested to provide the net and gross prize (with and without VAT) in PLN. For the comparison of offers, the contracting authority will convert the price of each offer expressed in a currency other than Polish using the average exchange rate of the National Bank of Poland on the day the request for proposals is published on the website of the contracting authority.

Appendix 1

To the Estimating the value of the contract for translation services within the project „Facilitation of the Innovation” financed by the European Social Fund within the Operational Programme „Wiedza Edukacja Rozwój” PO WER (Knowledge, Education, Development).

DATA:

Full Name	
Address	
Tel./fax	
E-mail	
NIP/Tax number	
Contact Person	
Contact Persons' e-mail:	
Contact Persons' phone no:	

In response to the request for information about the price of translation services under the project entitled: "Facilitation of the Innovation" I/we present this offer:

WRITTEN TRANSLATION SERVICES

Net price 1 page of translation	Gross price 1 page of translation
..... (price in words:.....) (price in words:.....)
Net price for 114 pages of translation	Gross price for 114 pages of translation
..... (price in words:.....) (price in words:.....)

CONSECUTIVE TRANSLATION SERVICES

Net price 1 hour of translation	Gross price 1 hour of translation
..... (price in words:.....) (price in words:.....)
Net price 28 hours of translation	Gross price 28 hours of translation
..... (price in words:.....) (price in words:.....)

.....
.....

Place and date

Signature of the legal representative/s of the Bidder

