

INVITATION TO TENDER

Subject: Framework contract for the provision of services in the fields of translation and interpretation

The Permanent Secretariat of the Alpine Convention (hereafter referred to as the PSAC) located in Innsbruck, Austria, with a branch office in Bolzano/Bozen, Italy, is looking for a service provider for the provision of translation and interpretation services. In this connection, the PSAC calls for tenders of companies that have expressed their interest in participating in the corresponding public procurement procedure within the deadlines set.

Operators interested in the advertised contract (contract notice relating to the above mentioned contract) should submit a tender in English including the mentioned supportive evidence by e-mail to the address languages2023@alpconv.org not later than 30 calendar days after having received the invitation to tender.

Tenders received after the deadline set will be rejected.

The e-mail containing the actual tender must include the technical specifications and the financial bid in two separate attachments. These attachments must be clearly labelled ("Technical" and "Financial").

The tender specifications, listing all award criteria that will be considered when assessing the tenders and the draft contract are attached. For all points mentioned in the tender specifications supporting evidence must be produced.

Tenders must be drawn up in accordance with all tender documents, including the invitation to tender, the tender specifications and the draft contract. They must be accurate and concise, and clearly show that the tenderer meets the requirements and is able to provide the services on the terms stipulated. They must include all information that the PSAC needs to evaluate them on the basis of the award criteria, and all required supporting documents.

Tenders must be signed by the tenderer or his duly authorised representative and must be perfectly legible so that there can be no doubt as to words and figures.

The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect is from the deadline for receipt of tenders until 31 July 2027.

Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the tender specifications and in the draft contract and waiver

of the tenderer`s own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.

The tenderers shall bear any and all costs related to the preparation and/or submission of their tender, regardless of whether the tender was awarded or not. The PSAC shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement procedure.

Contacts between the PSAC and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the final date for submission of tenders:

At the request of the tenderer, the PSAC may provide additional information solely for the purpose of clarifying the nature of the contract. Any requests for additional information must be made in writing only to languages.2023@alpconv.org. Requests for additional information received less than five working days before the closing date for submission of tenders will not be processed.

The PSAC may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the procurement documents.

Any additional information including that referred to above will be sent simultaneously to all candidates invited to tender.

After the opening of tenders:

If clarification is required or if obvious clerical errors in the tender need to be corrected, the PSAC may contact the tenderer provided the terms of the tender are not modified as a result.

This invitation to tender is in no way binding on the PSAC. The PSAC`s contractual obligation commences only upon signature of the contract with the successful tenderer.

Up to the point of signature, the PSAC may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated, and the candidates or tenderers notified.

Tenderers will be informed whether or not their tender has been accepted.

Date: 3 March 2023

Attachments:

1. Tender specifications
2. Draft contract