

Request for Offer – Terms of Reference

Language checking of the first ESPON 2013 Synthesis Report

Technical and Administrative Terms and Conditions

*Implementation Framework: The ESPON 2013 Operational Programme
Adopted by the European Commission
Decision C(2007) 5313 of 7 November 2007*

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The ESPON Coordination Unit hereby invites you to make an offer for the language checking of the first ESPON 2013 Synthesis Report under the ESPON 2013 Programme. The target group of this publication comprehends policy makers and experts from 31 European countries working in the field of territorial development at European, cross-border, national, regional and local levels. The language and style of the report should reflect this and communicate the messages using an easy and simple English language (UK version).

Please read these terms of reference carefully, in order to send in a correct offer.

I. Our needs:

For being the language editor of the first ESPON 2013 Synthesis Report the following service is requested:

English Language Review of the first ESPON 2013 Synthesis Report. The version of the report to be reviewed will be available on 31 August 2010.

It comprehends approx. 80 pages, including maps and figures and is written in English language.

The service should be completed and delivered by 9 September 2010 (1 week after the receipt of the document from the ESPON CU).

In order to accomplish the service requested the following tasks should be carried out:

- 1) Reading, editing and suggesting language changes in the ESPON report in order to ensure the correctness of the use of the English language (UK version) throughout the report and the consistency in terminology and style considering the target group of this report.
- 2) Correcting typographical errors, punctuation, grammar and issues related to sentence construction in order to guarantee logic, relevance and clarity to the ESPON report.
- 3) Changes proposed should be visible in track changes mode in order to easy identify the language changes proposed.
- 4) No change of content is allowed i.e. change of reasoning, messages, etc.

The above indicated services are considered as one single package and an offer shall cover the entire package.

No travel is foreseen as part of the service provision.

II. How to send in your offer:

1. Please address your offer to:

Ministry of Sustainable Development and Infrastructures
Department for Spatial Planning and Development
1, Rue du Plébiscite
L – 2341 Luxembourg
Grand Duchy of Luxembourg

2. Your offer should be in the English language

3. Content of the offer:

- a) Your offer should have a cover letter, **signed and stamped**.
- b) Your offer should mention the services described in Section I, the total price and a confirmation that you will respect the deadlines for deliveries.
- c) Your offer should indicate your experience as a language editor, your familiarity with the ESPON Programme and your knowledge in the field of territorial competitiveness and cohesion.

4. Budget:

The total available budget for this contract is maximum € 5.000 inclusive of all taxes and as well the 15% VAT applicable in Luxembourg (see Council Regulation 2008/8/EC of 12 February 2008).

5. Evaluation of the offer:

The following evaluation criteria (in total 10 points) will be used to evaluate your offer:

- a) Experience as language editor (max. 4 points);
- b) Proven knowledge and understanding in the field of territorial development and cohesion (max. 6 points).

6. Please send your offer to:

ESPON Coordination Unit
CRP HT - P.O. Box 144
L-4221 Esch-sur-Alzette
GRAND-DUCHÉ DE Luxembourg

7. Service providers interested in this contract shall submit a tender in English language, in a sealed envelope which is inside the envelope used for posting the tender to the address indicated above mentioning "ESPON Synthesis Report – Language Review", within 5 working days from 29/07/2010, the date of publication of this request for offers on the ESPON website.

III. Contract award:

The contract will be awarded to the tender, presenting the highest scoring on the evaluation criteria (highest number of points obtained).

The Awarding/Contracting Authority reserves the right not to select any tender if the budget envisaged for this service exceeds the amount tendered.

After the award decision has been taken, the Awarding/Contracting Authority will inform tenderers, including on the reasons for any decision not to award a contract or to recommence the procedure.

IV. Invoicing:

Should your offer be selected, you can send the invoice to the following address:

Ministry of Sustainable Development and Infrastructures
Department for Spatial Planning and Development
1, Rue du Plébiscite
L – 2341 Luxembourg
Grand Duchy of Luxembourg

The invoice needs to include:

- Date of invoice
- Legal name and address of the service provider
- IBAN and SWIFT numbers for international payments
- Reference: Editor of the first ESPON Scientific Report
- A list of the services provided with the total price
- The amount of VAT

The total amount shall be paid, following the receipt of the invoice, within 30 days after the approval of the services/deliveries by the contracting authority.

Applicable law and jurisdiction

In case of dispute, the laws of Luxembourg only will apply. Luxembourg courts only will have jurisdiction.

Any conflict between the parties resulting from the interpretation or application of the contract which cannot be settled amicably will be brought before the Luxembourg court.

V. Additional Information:

You can find more information on the ESPON 2013 programme on our website:
<http://www.espon.eu>