



**PUBLIC NOTICE**  
**FOR EXPRESSION OF INTEREST**

**SUBJECT: Direct award procedure pursuant to Article 1, paragraph 2, letter a) of Law 120/2020, for the selection of the contractor to be awarded the service of simultaneous translation, consecutive translation and translation of documents for the activities of IPA Floods and Fires programme in Montenegro.**

This market survey is launched in order to identify, in compliance with the principles of free competition, equal treatment, non-discrimination and transparency, economic operators interested in participating in this procedure.

**SUBJECT OF THE CONTRACT:**

**Service of simultaneous translation, consecutive translation and translation of documents for the activities of IPA Floods and Fires programme in Montenegro.**

**DURATION OF THE CONTRACT:**

Presumably, the activity will start in July 2021 and end in November 2023.

**EVALUATION CRITERIA:**

The evaluation will be based on the criteria of lowest price pursuant to paragraph 4 of Article 95 of Legislative Decree 50/2016 as amended.

**SUBJECT OF THE CONTRACT:**

- A) Simultaneous and/or consecutive translation for online meetings and/or in presence for a maximum of 360 hours.
- In case of online simultaneous translation, the online platform will be made available by CIMA Foundation. The platform is a multichannel one allowing the use of more than one language.
- B) Translation of documents for a total of 200 pages.
- Translation of documents should always be made by native speakers.
  - With one page it is understood a page with 1500 words, including space.



## **MINIMUM ADMISSION REQUIREMENTS:**

Expressions of interest to participate may be submitted by those economic operators referred to in Article 45 of Legislative Decree 50/2016 as amended, who, on the date of the letter of invitation, meet the following requirements:

### **General Requirements**

Requirements provided for by the Directive EC 2014/24/UE with regard to financial and professional obligations (with particular reference to the article 57 of the same Directive) and can, therefore, be awarded contracts by public corporate bodies.

### **Professional Suitability Requirements**

1. Registered in the register of companies of the Chamber of Commerce, Industry, Crafts and Agriculture or in the register of provincial commissions for crafts, or in the competent professional orders pursuant the rules and regulations in the country in which it is resident. Proof of such registration can be either a registration certificate or by means of a sworn declaration or in accordance with the procedures in force in Montenegro.
2. Having an operative legal office in Montenegro.

It is understood that the request for expression of interest does not replace any declaration or proof of possession of the requirements for the purpose of awarding the service; the requirements will be requested in the invitation to submit an offer and verified by CIMA Foundation during the tendering process.

## **PROCEDURE FOR SUBMITTING EXPRESSIONS OF INTEREST:**

The expression of interest, drawn up in the format attached to this notice (annex A), must be sent to the following address:

Fondazione CIMA via Magliotto, 2 - 17100, Savona (Italia)

Email: [ipaffselezioni@cimafoundation.org](mailto:ipaffselezioni@cimafoundation.org)

It must be signed by the legal representative of economic operator, enclosing a copy of identification document of the signatory and must be sent via email. The subject of the email should be: **"Expression of interest for the service of translation for the activities of IPA Floods and Fires programme in Montenegro"**.

CIMA Foundation declines any responsibility for dispatch / transmission or other problems, of any nature, which might prevent the delivery of the aforementioned documentation within the deadline indicated below.



**DEADLINE FOR SUBMITTING THE EXPRESSION OF INTEREST:**

**11 June 2021 at 17:00**

**REQUESTS FOR CLARIFICATIONS:**

For information and clarifications please contact: [anduela.kaja@cimafoundation.org](mailto:anduela.kaja@cimafoundation.org)

**Questions may be submitted no later than 8 June 2021 at 14:00.**

Answers to questions will only be published, anonymously, on Fondazione CIMA's website at the same place of publication of this expression of interest.

**PROCESSING OF PERSONAL DATA:**

With this document, Fondazione CIMA is authorized to process personal data of the subjects involved in the relationship referred to in the subject, exclusively for the purpose of carrying out the same, pursuant to art. 13 of Legislative Decree 196/2003 (EU Reg. 2016/679). The data will be collected, processed, and stored by the CIMA Foundation preferably in digital format, through the systems owned or placed under its control but owned by third parties, with which the Foundation has entered into suitable agreements to ensure adequate technical standards of protection. The maximum data retention time will not exceed two years from the end of the relationship. The data controller is CIMA Foundation.

**FURTHER CLARIFICATIONS:**

This notice, aimed at a market research, does not constitute a contractual proposal and does not bind in any way Fondazione CIMA which will be free to start other procedures.

Fondazione CIMA reserves the right to discontinue at any time, for reasons within its exclusive competence, the procedure initiated, without the applicants being able to claim any right, including the hypothesis that the number of operators expressing interest does not guarantee effective competition and the possibility of compliance with the principle of cost-effectiveness for the Foundation.

It should be noted that the subsequent procedure will be carried out upon completion of a negotiated procedure, without a call for tenders, pursuant to Article 1, paragraph 2, letter a) of Law 120/2020, with an invitation to the competitors identified as a result of this survey.

A letter of invitation and the documents attached thereto will contain more detailed elements concerning the subsequent course of the procedure, service operating methods and contractual provisions.

Fondazione CIMA will proceed with the sending of the letter of invitation even in case of only one valid expression of interest.



Person in charge of this procedure: Dott.ssa Luisa Colla

This notice is published on the institutional website of Fondazione CIMA - section "Avvisi e Bandi Aperti/Notices and Open Calls".

Savona, 31 May 2021

Managing Director

Luisa Michela Colla

A handwritten signature in black ink that reads "Luisa Michela Colla". The signature is written in a cursive style with a horizontal line at the end.