

PUBLIC TENDER

for the 33rd ICA WORLD COOPERATIVE CONGRESS
to be held in Seoul (Republic of Korea), from 28 November to 3 December 2021

1. REASON FOR THE TENDER

Within the framework of the «33rd ICA World Cooperative Congress » (Seoul, 28/11 to 3/12/2021), a tender is issued to find candidates for simultaneous translation services.

Designed as a hybrid event, the 33rd ICA World Cooperative Congress will combine both in-person and virtual experiences (attendees and speakers).

The event will comprise a Research Cooperative Conference, an International Cooperative Law Forum, regional and sectoral meetings, statutory meetings and the ICA World Cooperative Congress alternating plenary sessions and seminars in parallel subdivided over 6 days.

2. SERVICE TO BE PROVIDED

The International Cooperative Alliance is seeking to engage with a team of linguistically highly qualified and resourceful interpreters in order to facilitate dialogue and exchange between worldwide co-operators in English, Spanish and French. The quality of interpretation must be of an excellent professional standard. Interpreters must be comfortable with the cooperative jargon. As it is necessary to involve regional components, it should be noted that a specific tender will be launched specifically for professional Korean and Japanese interpreters. Therefore, it will be requested to both shortlisted candidates to coordinate efforts – including before the event - to enlist competent resources in the right place and at the right time, with a view to attaining interpretation objectives.

3. ELIGIBILITY REQUIREMENTS

Tender participation is open on equal terms to all legal persons.

Professionalism

Priority will be given to interpretation team providing interpreters having a second active language and able to do a retour (interpreters having an excellent command of a language other than the native language and who are able to work into that language from one or more of their other languages).

Costs

Tenderers are expected to present a detailed description of the costs the total budget required for the supply of services including:

- Salaries
- Travel
- Accommodation
- Per diem allowances (if appropriate)
- Allowances for travel time (if appropriate)

The offers must be established **in euros**.

Submissions should include the attached annex duly completed.

Policy insurances

It is recommended that tenderers' businesses are protected against potential mistakes and risks to their financial security. Tenderers should outline details of their Professional Indemnity Insurance and/or their Public Liability Insurance.

References

Tenderers should also provide a reference list reflecting their experience in the cooperative movement.

4. CANCELLATION BY FORCE MAJEURE

No party to the contract shall be responsible for a cancellation caused by force majeure. Force majeure, as used in this Article, means acts of God (natural disasters), pandemic, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force which are beyond the control of the parties

5. PRESENTATION OF THE OFFER

By submitting a tender, the tenderers are expected to have checked their offer carefully ensuring that it is honest and true and capable of delivering the ICA's requirements to ensure that the event is a success.

The International Cooperative Alliance reserves the right to modify, at the moment of the conclusion of the contract agreement, the quantities envisaged. The increase or reduction of the global value of supplies resulting from this modification cannot exceed 30% of the tender amount.

The offers must satisfy the requirements stipulated in this call for tender. Offers submitted after the deadline will not be considered.

All offers must be submitted in English and received **before 15 September 2021** and be sent by email and by post to:

INTERNATIONAL COOPERATIVE ALLIANCE - ICA
Avenue Milcamps 105
BE – 1030 Brussels
guarrella@ica.coop

All the offers will be examined on the basis of criteria defined in points 3 and 4. ICA will inform the candidates on whether if they have been selected or not.