**Service provider’s application form[[1]](#footnote-1) for Translator/Interpreter**

**FSM-2024-02-07**

1. **Economic Operator/Applicant:**

…………………………………………………………………………

*(Full name (Physical person)/company (name, address, e-mail, phone number, tax identification number if relevant)*

represented by:

…………………………………………………………………………

*(Name, surname, position/the basis for representation)*

By joining the public procurement procedure conducted by Solidarity Fund PL in Georgia for **the selection of translator/interpreter** you submit the following offer and confirm the following:

1. I declare that I have read the requirements of the Contracting Authority regarding the subject of the order, included in the Call for Service and I do not raise any objections to them.

2. I undertake to perform the subject of the contract on the financial conditions specified in the request for proposal.

3. I declare that I have fulfilled theinformation obligation on the protection of individuals with regard to the processing of personal data and on the free movement of such data towards natural persons from whom personal data (employees, associates) or indirectly (third parties) have been acquired and made available in order to apply for the award of a public contract in these proceedings.

4. I declare that I consider myself bound by this offer for a period of 30 days from the deadline for submission of tenders.

5. I declare that I am not subject to exclusion due to the fact that I haven’t been convicted for a crime of:

1. Participation in an organized criminal group or association aimed at committing a crime or a fiscal offense
2. Human trafficking
3. Supporting terrorist offences
4. Money laundering
5. Crime against credibility of documents
6. Tax offence

6. I declare that I am not subject to exclusion due to the fact that I am not a person against whom a final court judgment or a final administrative decision has been issued in arrears with the payment of taxes, fees or social or health insurance contributions and who has not complied with the above indicated judgments or administrative decision.

7. I declare that I am not subject to exclusion due to the fact that I haven’t been legally prohibited from applying for public contracts.

8. I declare that I am not subject to exclusion due to the fact that in relation to the entity I represent, liquidation has been opened, bankruptcy has been announced, assets are managed by a liquidator or court, an arrangement with creditors has been concluded, business activity is suspended or the entity is in a different situation of this type resulting from a similar the procedure provided for in the provisions of the place of initiation of this procedure.

9. In the event of the offer being secret, the Contractor shall be able to demonstrate that the proprietary information is a trade secret not later than on the submission date. A trade secret is specific information if it meets 3 conditions in total:

9a. is technical, technological, organizational information of the enterprise or information of other economic value,

9b. has not been disclosed to the public,

9c. the necessary measures have been taken to maintain confidentiality.

**10.Languages of translation/interpretation/proofreading services:**

From ----------------------   To-----------------

From ----------------------   To-----------------

From ----------------------   To-----------------

From ----------------------   To-----------------

Proofreading languages

---------------------------

--------------------------

**11. Translation/interpretation experience:**

|  |  |
| --- | --- |
| **Type**  | **EXPERIENCE (number of years)**  |
| Oral (simultaneous, whispering, consecutive)  |   |
| Written  |   |
| Online (Zoom, El.Conferences, Meetings, Workshops, etc.)  |   |
| Proofreading   |   |

**12. Information on the level of professional communication skills in the required languages**

Please mark X in the relevant place on the table

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|   | No skills  | A1  | A2  | B1  | B2  | C1  | C2  |
| Georgian  |   |   |   |   |   |   |   |
| Polish  |   |   |   |   |   |   |   |
| English  |   |   |   |   |   |   |   |

Justification for language assessment (e.g. certificates, XYZ experience of years of working in an environment using selected language, language of education received, etc.)

…………………………………………..

13 **References and recommendations**

|  |  |  |
| --- | --- | --- |
| Name of referrer   | Organization  | Contact phone  |
|   |   |   |
|   |   |   |
|   |   |   |

**14. Price, availability and translation speed**

* *In the 1st column please indicate the price in GEL.*
* *In the 2nd, 3d, and 4th columns please circle or mark on of the options.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Translation type** | **Price in GEL**(Indicate if the price is NET or GROSS)  | **Availability**Are you availabe within 24, 48 or 72 hours? Circle or mark your answer. | **Translation speed** **(Written text)** How many pages of translated text are you able to produce in a day? Circle or mark your answer. | **Translation speed** **(Oral Translation)**How many hours are you able to work/orally translate per day?Circle or mark your answer. |
| Oral Translation (Simultaneous, whispering, consecutive) - Price per hour |   | 24 hours 48 hours72 hours | [ ] 3 pages[ ]  2 pages[ ]  1 page | [ ] 8 hours4 hoursLess than 4 hours |
| Written Translation - Price per page (1800 signs with spaces) |   |   |   |  |
| Online Translation (Zoom, El.Conferences, Meetings, Workshops, etc.) - Price per hour |   |   |   |  |
| Proofreading - Price per page (1800 signs with spaces)  |   |   |   |  |

**15.** Regarding the price offer

I declare that the price includes all costs incurred by the Contracting Authority as part of the service provided by the Contractor (taxes, compulsory social security, health and retirement contributions), computer equipment, cellular communication and software (word processor / spreadsheet) as well as the costs of accommodation in Georgia, food, insurance, local travel (unless travel is ordered separately by Contracting Authority), computer equipment, cellular communication and software (word processor / spreadsheet / power point).

*/ optionally "I declare that the price offer does not include the following costs incurred by the Employer: (list)"*

16. I declare that all information and statements given in the above offer are up-to-date

and truthful and have been presented with full awareness of the consequences of misleading the ordering party in presenting the information.

17. The attachments to this form, which form an integral part of the offer, are:

1) CV of the person designated to perform the contract

2) References to the person designated to perform the contract, confirming his/her chosen professional experience *(optional attachment)*

3) Photocopies of certificates confirming language skills *(optional attachment, but will be an asset)*

|  |  |  |
| --- | --- | --- |
| *(place, date)*  |   | *(signature of an applicant, or authorized representative* *to represent the applicant)*  |

1. Failure to provide the information requested on this application, or late submission, may result in not considering your application. [↑](#footnote-ref-1)