

Invitation to Tender (ITT)

For: *Translation and Interpretation Services ('Framework Contract') for B&S Europe and Kosovo Legal Services Company, Kosovo.*

1. Overview of B&S Europe and Kosovo Legal Services Company (the "Customer Organisation")

B&S Europe and Kosovo Legal Services Company are consulting firms that provides technical assistance services to companies, public organizations and institutions, particularly within the scope of programmes and projects financed by international or bilateral bodies. B&S Europe has its headquarters in Brussels, Belgium and a regional office in Pristina, Kosovo, whereas, Kosovo Legal Services Company has its headquarters in Pristina. The Consumer Organisation is currently implementing two EU funded projects in Kosovo, namely; 'EU Support to the Kosovo Competition Authority and State Aid Commission'.

2. Introduction and Background

The Customer Organisation interacts with non-English speaking persons in Kosovo on a daily basis. These interactions include formal and semi-formal face-to-face meetings/discussions, along with conferences, workshops and training events. In addition to personal interactions, the Customer Organisation also produces and receives large volumes of English and non-English language documents. In order to be able to efficiently conduct the growing volume of non-English language interactions (both verbal and documentary) the Customer Organisation now requires additional translation capacity.

3. Timescales

The following timescales shall apply to this Procurement Process:

Activity	Date / time
Issue of Contract Notice / availability of ITT documents	21/10/2019
Deadline for clarification questions (Clarification Deadline)	25/10/2019
Customer Organisation to respond to clarification questions	29/10/2019
Deadline for submission of offers by potential suppliers (Tender Response Deadline)	04/11/2019 at 12.00am CET
Practical Skills Testing Process	7 to 8/11/2019
Contract concluded with service provider Cascade Position Allocation	15/11/2019
Contract start date	15/11/2019

All interested parties may contact jobs@klsc.eu for the complete Tender Dossier.