

## Call for proposals

The Hungarian Competition Authority (1054 Budapest, Alkotmány u. 5, hereafter: “GVH” or “the contracting authority”) calls for proposals for the provision of interpretation and translation services for the OECD-GVH Regional Centre for Competition in Budapest (Hungary) (“RCC”).

**Please note that tenderers have the opportunity to submit offers separately for the interpretation and the translation services.**

### 1. Interpretation services:

In 2021, the RCC plans to organise 5 competition law seminars for which interpretation services from English to Russian and from Russian to English will be required. The interpretation will be simultaneous; therefore, two interpreters will be required for each event. The RCC is planning to hold in-person seminars in the second semester of 2021. However, it will be prepared to transition to online solutions depending on the developments of the COVID-19 pandemic. The RCC will provide for the accommodation and travelling for the in-person seminars where necessary. The interpretation fee will only be paid for actual workdays, travel days will not be included. For the expected dates, places, and topics of the seminars, please see the table below.

Expected 2021 Programme of the RCC		
Date	Length	Place
2-4 March 2021	3 days	Virtual
Late September 2021	3 days	Moldova
Early November 2021	1 day	Budapest
Late November 2021	3 days	Russia
6-9 December 2021	4 days	Budapest

The contracting authority will evaluate the offers based on the following criteria:

- Experience in simultaneous interpretation on competition law, competition economics seminars/conferences: the bidder must have done simultaneous interpretation for at least ten events on competition law, competition economics or competition policy in English and Russian languages;
- Quality of reference works;
- Lowest price.

The tenderer must submit the following documents to the contracting authority (“offer”):

- A price offer for the service.
- A brief English- and Russian-language introduction which includes the tenderer's references and experience in relation to interpretation services provided at events related to competition law, competition economics or competition policy.

The interpretation fee should be specified in a daily fee per interpreter. All prices should be gross, either in HUF or EUR. Prices given in EUR will be converted to HUF using the official euro exchange rates of the Hungarian National Bank on the day of the submission of the proposal.

Offers for Interpretation services should be sent to [banhegyi.milan@gvh.hu](mailto:banhegyi.milan@gvh.hu) by **16 February 2021**.

## 2. Translation services:

The RCC calls for proposals for translating the seminar materials corresponding to the 2021 programme. The seminar materials shall be translated within short deadlines (ca. one week). The documents will either be in Word or PowerPoint format. The materials usually contain images or charts with text to translate, it is of utmost importance that the translators have a thorough understanding of textboxes and similar PowerPoint and Word functions. The length of the documents to be translated varies between 3000 and 20000 words per event.

The RCC will also issue two newsletters and an annual report for which the services of translation will be needed. It is hard to predict the length of these documents, thus we recommend that you use the publications of previous years as a basis for the expected length: <http://www.oecdgvh.org/contents/about/newsletters>.

Expected publication	
Newsletter 17	July 2021
Annual Report	November 2021
Newsletter 18	February 2022

The contracting authority will evaluate the offers received on the basis of the following criteria:

- Proficiency in methods and techniques of English to Russian and Russian to English translation: at least 4 years of experience in translating materials on competition policy, competition law, and competition economics from English to Russian, and from Russian to English;
- Quality of reference works;
- Lowest price.

The tenderer must submit the following documents to the contracting authority (“offer”):

- A price offer for the service.
- A brief English- and Russian-language introduction which contains the tenderer's references and experience in translating materials of competition policy, competition law and competitive economics.

The translation fee should be specified separately for a unit of 100 words in a PowerPoint document and a unit of 100 words in a Word document. All prices should be gross, either in HUF or EUR. Prices given in EUR will be converted to HUF using the official euro exchange rates of the Hungarian National Bank on the day of the submission of the proposal.

Offers for translation services should be sent to [banhegyi.milan@gvh.hu](mailto:banhegyi.milan@gvh.hu) by **16 February 2021**.

Please be informed that as a result of the tender procedure, the Hungarian Competition Authority may only conclude a contract with an organization that complies with the provisions of Act CXCVI of 2011 on National Assets and is considered to be a transparent organization within the meaning of Section 3(1)(1) of the Act. Therefore, you are requested to complete the transparency declaration attached to this email.

The GVH may, at its discretion, ask any bidder for clarification about its qualifications and experience and request an additional translation and/or interpretation test.

Please note that this call for proposals does not result in an obligation to conclude a contract pursuant to Section 6:74. (1) of the Act V of 2013 on the Civil Code. Please also be informed that the contracting authority reserves the right to withdraw the call for proposals or to declare the procedure unsuccessful.

If you have any questions regarding the procedure, please feel free to reach out to our colleague:

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Phone number: +3614728925

E-mail: [Banhegyi.milan@gvh.hu](mailto:Banhegyi.milan@gvh.hu)

## Statement of Transparency

I, the undersigned [Name] ([mother 's name, place of residence, date of birth]) as the representative of [tenderer' s name] ([registered office, tax number]), on the basis of Section 50(1a) of the Government Decree 368/2011. (XII.31) on the implementation of the Act on Public Finance, declare that the organization I represent complies with the provisions of Section 3(1)1 of Act CXCVI of 2011 on the National Assets and qualifies as a transparent organization pursuant to those provisions.

I acknowledge that in the event of a change in the contents of this declaration, I am obliged to inform the contracting authority immediately during the tender procedure or – if it results in an order or a contract – as long as the contracting authority has a payment obligation to the organization that I represent based on a pecuniary arrangement.

I acknowledge that if my declaration is untrue, as a result of the tendering procedure no contract may be awarded to the organisation that I represent, or the contracting authority shall terminate the contract that has already been concluded, or – if it has not yet been fulfilled, withdraw from it. In such a case, the organization that I represent cannot demand compensation for the damage resulting from the termination or withdrawal.

Date:

[Signature]  
[Name of the Tenderer]