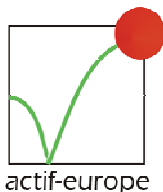




Leonardo da Vinci  
Programme



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<b>Author:</b> Yves Boisselier <b>Date of document:</b> 2 December (validated for general description by the Management Committee and for the specific content by ACTIF-Europe)	<b>Version:</b> 1.1 final. <b>Recipients:</b> Potential suppliers All MAC-SSIIM contractual partners for dissemination
<b>Object : Translation from English to French of the new global KT 3 Innovation Management module newly developed</b>	

## CALL FOR OFFERS

### Call for translation services from English into French

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Education and Culture

**Leonardo da Vinci**  
Pilot projects

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## 1 Context and definitions:

MAC-SSIIM Pilot Project is a European project supported by the European Commission in the framework of the Leonardo da Vinci programme. MAC-SSIIM project started on the 1<sup>st</sup> December 2002 and will end on the 31<sup>st</sup> December 2005 as a contracted project supported by the Leonardo programme. Beyond that date, the MAC-SSIIM project will pursue its activities as such via each partner and via a legal framework (MAC-Team aisbl, International non-profit organisation based in Belgium). MAC-SSIIM is an acronym which stands for **M**ulti **A**ctors **C**ooperation for **S**ustainable **S**MEs through **I**nformal **I**ntellectual property **M**anagement training.

### 1.1 Definitions

#### 1.1.a Contractor and contact person for the present call for offers is:

ACTIF-Europe

11, rue Charles Meert

B-1030 Bruxelles

Invoicing address:

Montée de Court

F- 30360 St Maurice de Cazevieille

Contact persons: M. Boisselier

Tel:+32 485 800 009 Fax:+32 2242 8701

[yb@actif-europe.com](mailto:yb@actif-europe.com)

VAT Number: FR19.401.440.193

#### 1.1.b For information: Coordinator of the MAC-SSIIM project:

SC-Research/Emineo Ltd

P.O.Box 44, Poutuntie 8

62101 Lapua

FINLAND

Tel:+358 20 124 5280 Fax:+358 20 124 5281

Contact person: Juha Vänskä

[Juha.Vanska@seamk.fi](mailto:Juha.Vanska@seamk.fi)

#### 1.1.c Supplier:

The supplier is the organisation who will be in charge of delivering the total process and products. Even if the Supplier is working with sub-contractors, the MAC-SSIIM project wants one contact point only for the present call who will also be the contracting part responsible for the delivery, quality and invoicing.

In the present offer, the organisations contacted for the present call are also called "Supplier".

### 1.2 Call principles

#### 1.2.a Choice process:

For equivalent proposals in terms of quality and services, the lowest price will be chosen.

Speed and quality will also be taken into consideration when it supports the dissemination impact of MAC-SSIIM and Leonardo results in a cost effective way.

#### 1.2.b Information:

All questions and information requests from the Supplier have to be made to the Contractor.

Once the offers received, the Coordinator may ask a Supplier for more information, details or samples of previous works achieved for other clients or samples of materials.

In case of a question of one Supplier rises an important complementary point of information, that information may be also send to other bidding Suppliers, but extra information will not be disseminated on a systematic basis to all Suppliers when it should be considered as minor impact or usual question to be put by professional translation services companies.

#### 1.2.c Language

The answer to the present call can be made in one of the following languages: English or French.

## 2 Content of the Call

### 2.1 Administrative process

- One global contract will be signed by the Contractor and by the Supplier.
- All technical points will be discussed between the Contractor and the Supplier
- Regular meetings (by phone or by web or face-to-face) will enable the definition and the validation of the developments achieved or to be undertaken.
- Invoicing by the Supplier will be made at the end of the global process independently to the pace of developments and meetings.
- The offer and invoice should clearly present each cost component using the units indicated in the present call for offer.

### 2.2 General structure and context of the training materials resulting from MAC-SSIIM project

For global information on MAC-SSIIM project, please refer to MAC-SSIIM web-site [www.mac-ssiim.com](http://www.mac-ssiim.com).

As a global summary, the MAC-SSIIM project aims at providing to main target groups with a training and support to better protect intellectual property (more widely intellectual/industrial knowledge) using informal ways of protection (by opposition or in complement to formal ones such as patents, ...).

The 2 main target groups are SMEs (and companies in general) and Universities (students at all levels). Secondary target groups are decision/policy makers and relay actors such Chambers of commerce, professional bodies ...).

The training modules contractually planned with the Leonardo Agency include:

- 1 CD-ROM regrouping all documents necessary for the training: the training manuals split into 5 Key Themes regrouping initial sub-modules. The CD-ROM also includes the pool of slides and a user guide plus eventually some complementary tools in the forms of checklists or table tools. These 5 Key Themes are all related to the IIPP (Informal Intellectual Property Protection) in a way or another:
  - o KT1 – Intellectual Capital and Knowledge Management
  - o KT2 – Business Networking
  - o KT3 – Innovation Management
  - o KT4 – Change Management and Learning Organisations
  - o KT5 – Formal and Informal Protection
- 2 DVDs made from interviews of 12 European SMEs:
  - o DVD1 – Interviews of the 12 SMEs (presentation by SME)
  - o DVD2 – Interviews by KT (extract of the interviews, including new parts of the interviews).

In complement to these outputs, tests on an e-Learning platform are also under development.

It should be kept in mind that all these outputs are primarily targeted to SMEs and to their facilitators (accompanying actors, consulting bodies, coach ...).

### **2.3 Innovation Key Theme training module to be translated**

2 versions of the training module Key Theme 3 "Innovation Management" has been developed, one focussed on the Agro-food sector and another one more global to SME context and global innovation management. As we have had several interests indicated by SMEs and Relay actors about the MAC-SSIIM training materials with a key point to start with Innovation management (especially at our Annual conference of the 22<sup>nd</sup> November in Brussels and from feedbacks from our mass-mailing dissemination of the conference), we want to have that KT 3 module translated into French for the global version of it. Depending on results and how that translated module has been welcomed by SMEs and Relay actors, we may decide at a later stage to translate all the MAC-SSIIM materials into French or a selection of these materials.

In terms of language and approach the key target group of users/readers is the SME.

The present material to be translated is the training manual KT3 – Innovation Management in its final layout.

That manual should represent at the end a total number of pages of about 90 pages but which in fact when you take out pictures, frames, table of contents (automated), list of references/bibliography (not to be translated) etc., makes an average volume of 50 pages.

In complement to these 50 pages, slides which are included in the text have to be translated (about 10 to 20 PowerPoint slides).

### **2.4 Outputs to be provided by the Supplier**

- 1 training workbook in French formatted under the MAC-SSIIM house-style (provided by MAC-Team aisbl to the Supplier), as a result of the translation.
- 1 set of slides in French, as a result of the translation process (under the MAC-SSIIM house-style also provided by MAC-Team aisbl).

## **3 Dates and delivery of the services**

Translation process will take place when final version of the English version of the KT3-module is available.

Provisional final English version is based on the version available for the 22<sup>nd</sup> November conference.

Final translated document should be provided within one week after MAC-Team aisbl is providing the English masters (word and PowerPoint documents) to be translated and should be not later than the end of the MAC-SSIIM contract with the Leonardo Office.

We may decide to provide the Supplier with the masters documents a little delay, but in any case the Supplier shall be able to deliver the translation within one week after receiving the master documents and

not later than the end of the MAC-SSIIM contract with the Leonardo Office. In case that flexibility is applied, it should not occur extra costs compared to the offer.

#### 4 Offer in reply to the present call

Initial publication date of this call for offers is 2<sup>nd</sup> December 2005 on MAC-SSIIM web-site. Publication on TED server is to be made by the 4<sup>th</sup> December 2005 if possible.

The dead-line for submitting the offer by the Supplier is the 11<sup>th</sup> November 2005 00:00.

Meetings and working session can take place web or phone conferencing tools when needed.

As development period is planned to be very short, payment of the services provided by the Supplier will be made globally at the reception of the materials awaited from the Supplier and validated by ACTIF-Europe.

The offer should clearly state:

- the price for the global offer including every thing. Any travel or other costs required should be already included in the offer. No other costs will be accepted later on.
- The acceptance of the calendar flexibility as indicated in point 3.

In case of extra workload needed, the Supplier should indicatively give his/her daily cost which could then be applied.

The offer should be stated in EURO.

#### 5 Synthesis submission table

French translation of MAC-SSIIM KT 3 documents							
Supplier details:		Cost in Euro without VAT (please indicate VAT rate)					
		Estimated sizes of documents			From English to French	Layout	Other (to be detailed)
Description	pages	Number of word	Number of documents	Unit cost:	Unit cost:		
	KT 3 – Training Manual	90	17000	1			
KT 3 – Text content only	50	10000	1				In €
KT 3 - slides	20	1000	1				
<b>Total</b>	<b>70+extra</b>	<b>11000+</b>	<b>2</b>				
Comments							

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