



EUROPEAN UNION
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CONTRACT NOTICE

Works
 Supplies
 Services

Reserved for the Publication Office
 Date of receipt of the notice:
 Identifier:

Is this contract covered by the Government Procurement Agreement (GPA)? NO YES

SECTION I: CONTRACTING AUTHORITY

I.1) OFFICIAL NAME AND ADDRESS OF THE CONTRACTING AUTHORITY

Organisation ACTIF-Europe sarl	For the attention of M. Boisselier
Address Montée de Court	Postal code 30360
Town Saint Maurice de Cazevieille	Country France
Telephone +32 485 800 009	Fax +32 2242 8107
Electronic mail (email) yb@mac-ssiim.com	Internet address (URL) http://www.mac-ssiim.com/

I.2) ADDRESS FROM WHICH FURTHER INFORMATION CAN BE OBTAINED

As in I.1 *If different, see Annex A*

I.3) ADDRESS FROM WHICH DOCUMENTATION MAY BE OBTAINED

As in I.1 *If different, see Annex A*

I.4) ADDRESS TO WHICH TENDERS/REQUESTS TO PARTICIPATE MUST BE SENT

As in I.1 *If different, see Annex A*

I.5) TYPE OF CONTRACTING AUTHORITY*

Central level EU institution Other
 Regional/local level Body governed by public law

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

II.1.1) Type of works contract *(in case of works contract)*

Execution Design and execution Execution, by whatever means of work,
corresponding to the requirements specified
by the contracting authority

II.1.2) Type of supplies contract *(in case of supplies contract)*

Purchase Rent Lease
Hirepurchase A combination of these

II.1.3) Type of service contract *(in case of service contract)*

Service category

II.1.4) Is it a framework agreement? * NO YES

II.1.5) Title attributed to the contract by the contracting authority *

Translation from English to French of the new global KT 3 Innovation Management training module

II.1.6) Description/object of the contract

MAC-SSIIM Pilot Project is a European project supported by the European Commission in the framework of the Leonardo daVinci programme. MAC-SSIIM project started on the 1st December 2002 and will end on the 31st 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 Multi Actors Cooperation for Sustainable SMEs through Informal Intellectual property Management training.

For global information on MAC-SSIIM project, please refer to MAC-SSIIM web-site 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:

- + KT1 - Intellectual Capital and Knowledge Management
- + KT2 - Business Networking
- + KT3 - Innovation Management
- + KT4 - Change Management and Learning Organisations
- + KT5 - Formal and Informal Protection

- 2 DVDs made from interviews of 12 European SMEs:

- + DVD1 - Interviews of the 12 SMEs (presentation by SME)
- + 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 versions of the training module Key Theme 3 "Innovation Management" has been developed, one focused 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 22nd 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).

Outputs to be provided by the Supplier

- 1 training workbook in French formatted under the MAC-SSIIM house-style (provided by ACTIF-Europe 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 ACTIF-Europe).

II.1.7) Site or location of works, place of delivery or performance

Can be remote

NUTS code * BE100, FR812

II.1.8) Nomenclature

II.1.8.1) Common Procurement Vocabulary (CPV) *

	Main vocabulary	Supplementary vocabulary (<i>when applicable</i>)
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II.1.8.2) Other relevant nomenclature (CPA/NACE/CPC)

II.1.9) Division into lots (*for details about lots use Annex B as many times as needed*)

NO YES

Tenders may be submitted for: one lot several lots all lots

II.1.10) Will variants be accepted? (*where applicable*)

NO YES

II.2) QUANTITY OR SCOPE OF THE CONTRACT

II.2.1) Total quantity or scope (*including all lots and options, if applicable*)

50 pages (full without graphics) about 10000 words

in totality 90 pages for the word document including layout and pages which don't need to be translated.

20 powerpoint slides about 1000 words

Outpus have to respect original formatting.

II.2.2) Options (*if applicable*). Description and time when they may be exercised (*if possible*)

II.3) DURATION OF THE CONTRACT OR TIME LIMIT FOR COMPLETION

Either: Period in month/s -- and/or days 7 (*from the award of the contract*)

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or Starting // and/or ending 20/12/2005 (dd/mm/yyyy)

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) CONDITIONS RELATING TO THE CONTRACT

III.1.1) Deposits and guarantees required *(if applicable)*

III.1.2) Main terms of financing and payment and/or reference to the relevant provisions *(if applicable)*

Payment at reception and validation of outputs.

III.1.3) Legal form to be taken by the grouping of suppliers, contractors or service providers to whom the contract is awarded *(if applicable)*

III.2) CONDITIONS FOR PARTICIPATION

III.2.1) Information concerning the personal situation of the contractor, supplier or service provider and information and formalities necessary for the evaluation of the minimum economic, financial and technical capacity required

III.2.1.1) Legal position - means of proof required

III.2.1.2) Economic and financial capacity - means of proof required

III.2.1.3) Technical capacity - means of proof required

Evidence of previous experience of translation linked to training materials, caching documents, SMEs context and Innovation and Intellectual Property context.

III.3) CONDITIONS SPECIFIC TO SERVICES CONTRACTS

III.3.1) Is provision of the service reserved to a specific profession?

NO YES

If yes, reference of the relevant law, regulation or administrative provision

III.3.2) Will legal entities be required to state the names and professional qualifications of the personnel responsible for execution of the contract?

NO YES

SECTION IV: PROCEDURE**IV.1) TYPE OF PROCEDURE**

Open Accelerated restricted
 Restricted Accelerated negotiated
 Negotiated

IV.1.1) Have candidates already been selected? *(for negotiated procedure only and if applicable)*

NO YES

If yes, provide details under Other information (section VI)

IV.1.2) Justification for the choice of accelerated procedure *(if applicable)***IV.1.3) Previous publication concerning the same contract** *(if applicable)***IV.1.3.1) Prior information notice concerning the same contract** *(if applicable)*

Notice number in OJ content list ___ /S ___ - ___ of / / *(dd/mm/yyyy)*

IV.1.3.2) Other previous publications

Notice number in OJ content list ___ /S ___ - ___ of / / *(dd/mm/yyyy)*

IV.1.4) Envisaged number of suppliers which will be invited to tender *(if applicable)*

Number or: ___ or or: minimum ___ maximum ___

IV.2) AWARD CRITERIA

A) Lowest price

or

B) The most economically advantageous tender in terms of:

B1) criteria as stated below *(in descending order of priority where possible)*

1		4		7	
2		5		8	
3		6		9	

In descending order of priority: NO YES

or

B2) criteria as stated in contract documents

IV.3) ADMINISTRATIVE INFORMATION**IV.3.1) Reference number attributed to the file by the contracting authority ***

MAC-SSIIM-KT3 Translation

IV.3.2) Conditions for obtaining contractual documents and additional documents

Obtainable until 8 / 12 / 2005 *(dd/mm/yyyy)*

Price *(where applicable)* _____ Currency _____

Terms and method of payment

IV.3.3) Timelimit for receipt of tenders or requests to participate *(depending whether it is an open, restricted or negotiated procedure)*

11 / 12 / 2005 *(dd/mm/yyyy)* or ___ days from dispatch of notice

Time *(where applicable)* 00:00

IV.3.4) Dispatch of invitations to tender to selected candidates *(In restricted and negotiated procedure)*

Estimated date / / *(dd/mm/yyyy)*

IV.3.5) Language or languages in which tenders or requests to participate can be drawn up

ES DA DE EL EN FR IT NL PT FI SV Other(s) - third country

IV.3.6) Minimum time frame during which the tenderer must maintain its tender *(in case of an open procedure)*

Until 20 / 12 / 2005 *(dd/mm/yyyy)* or ___ months and/or ___ days from the deadline stated for receipt of tenders

IV.3.7) Conditions for opening tenders

IV 3.7.1) Persons authorised to be present at the opening of tenders *(where applicable)*

IV.3.7.2) Date, time and place

Date: 11 / 12 / 2005 *(dd/mm/yyyy)* Time _____

Place: Brussels

SECTION VI: OTHER INFORMATION

VI.1) IS THIS NOTICE A NON-MANDATORY ONE?

NO YES

VI.2) IF APPLICABLE, INDICATE WHETHER THIS PROCUREMENT IS A RECURRENT ONE AND THE ESTIMATED TIMING FOR FURTHER NOTICES TO BE PUBLISHED

VI.3) DOES THE CONTRACT RELATE TO A PROJECT/PROGRAMME FINANCED BY EU FUNDS?*

NO YES

If yes, indicate the project/programme and any useful reference

Leonardo da Vinci Programme, Pilot Project MAC-SSIIM reference FIN-02-B-F-PP-126736

VI.4) ADDITIONAL INFORMATION *(if applicable)*

VI.5) DATE OF DISPATCH OF THIS NOTICE

05 / 12 / 2005 *(dd/mm/yyyy)*

ANNEX A

1.2) ADDRESS FROM WHICH FURTHER INFORMATION CAN BE OBTAINED

Organisation ACTIF-Europe	For the attention of M Boisselier
Address 11, rue C Meert	Postal code 1030
Town Bruxelles	Country Belgium
Telephone +32 485 800 009	Fax +32 2242 8107
Electronic mail (email) mb@mac-ssiim.com	Internet address (URL) www.mac-ssiim.com

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