



## **Open procedure: “Copy-editing of academic texts for the German Development Institute / Deutsches Institut für Entwicklungspolitik (DIE)”**

### **Announcement: Invitation to submit a bid**

#### **1. Brief profile of DIE**

The German Development Institute / Deutsches Institut für Entwicklungspolitik gGmbH (DIE), Tulpenfeld 6, 53113 Bonn, Germany, is one of the world’s leading research institutions in the field of development policy. It develops policy-related concepts, advises ministries, governments and international organisations, and comments on current policy issues. DIE runs three training programmes: the Postgraduate Programme, the Managing Global Governance Academy, and BMZ’s African-German Leadership Academy. These programmes are integrated into the research and advisory process.

#### **2. Tendering process**

DIE intends to conclude a Framework Agreement for creating a pool of professional copy-editors. Procurement will be carried out as part of an open procedure pursuant to Section 119 (1) of the German Act Against Restraints of Competition (GWB) and Section 15 of the German Regulation on the Award of Public Contracts (VgV). All tender documents can also be downloaded here: [www.die-gdi.de/publikationen](http://www.die-gdi.de/publikationen).

As the Client, DIE will act in this context in accordance with the provisions of Part 4 of the GWB and the provisions of the VgV, though these provisions will not form part of the agreement. Bidders are legally entitled to have these provisions applied.

The total volume over a four-year term is expected to amount to EUR 300,000. In order to meet demand, there will be at least three copy-editors in the pool for German texts and at least eight copy-editors in the pool for English texts.

**Specification of categories:** The call for tenders is divided into the following categories:

Category 1	Copy-editing of academic texts / German
Category 2	Copy-editing of academic texts / English

Category 1 is open to native speakers of German only, and Category 2 is open to native speakers of English only (disqualification criterion).

If the Bidder is an office consisting of several individuals, including if it works with freelance staff, only the individual who has been selected as part of this call for tenders and who is specified in the personalised Framework Agreement with DIE for the relevant category will be permitted to take on work. DIE must be notified accordingly if this individual is not available. The Contractor will not be permitted to pass on copy-editing work to other staff members or even sub-contractors.



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### **3. Term of agreement and volume**

The term of the agreement begins with the awarding of the agreement (expected date: 28.03.2022) and runs for an initial period of 24 months. Unless a given Framework Agreement is terminated by DIE in writing no later than three months before the end of its term, it will be automatically extended on up to two occasions by a further twelve months in each case. The agreement can be terminated by giving six months' written notice to the end of the month. This will not affect the right to terminate the contract without notice for good cause.

Specific copy-editing services are commissioned under the Framework Agreement by means of DIE issuing individual jobs (referred to as issuing a call from the Framework Agreement). The services called upon during the agreement term are determined solely according to demand on the part of DIE. The option to call upon these services begins on the day following the award of the Framework Agreement and ends on the last day of the term of the Framework Agreement. The Agreement will end once the maximum value is exhausted.

The delivery times and deadlines for the individual job orders will be agreed with DIE in each case. Jobs can be assigned at short-notice across the entire range of services. Contractors must ensure that these jobs are completed in a timely and correct manner.

As contractors, the copy-editors in each pool will be required to deliver the services listed in the Terms of Reference throughout the term of the agreement. DIE is not obligated to call upon the services of these copy-editors. The individual agreements, based on the terms and conditions agreed in the Framework Agreement, will prevail.

Approximately (on average) ca. 50 Discussion Papers (95% of them in English), ca. 65 Policy Briefs (45 in English, 20 in German, formerly “Briefing Papers” and “Analysen und Stellungnahmen”) and ca. 4 Studies (mainly in English, but also in German in exceptional cases) are published in total over a two-year period. The volume of these publications will vary. You can view existing publications at [www.die-gdi.de/en/publications/](http://www.die-gdi.de/en/publications/) to gain an impression of their average length.

Jobs are assigned in accordance with the cascade principle to copy-editors in the pool of copy-editors who have been awarded agreements as part of this tendering process. As soon as the finished manuscript is submitted for copy-editing, an e-mail request for the job will be sent to the bidder with the most points (provided he or she is not already busy to capacity with working on another DIE paper at that point in time). If this individual does not respond within 24 hours, then the request will lapse and a request will be sent to the individual with the second highest points score, and so on. However, if the copy-editor delivers unsatisfactory work on a total of three occasions, then DIE reserves the right to adjust the ranking established as part of the tendering process.



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**4. Submission and form of bids**

The tendering process will be conducted electronically. Bids must be submitted electronically by uploading them to the e-Vergabe electronic tendering platform (<https://www.dtv.de/Satellite/notice/CXP4Y19RKQ6>) by 21.02.2022, 10:30 a.m. CET. No advanced or qualified electronic signatures are required for this purpose. It is not permitted to submit bids in any other way, whether in writing, by-email, by fax or as a message attachment sent via the tendering platform. Please note that the Bidder is responsible for submitting the bid on time. Only bids submitted on time via the e-Vergabe platform will be considered.

The bid must be completed in German (Category 1) or English (Category 2). Only the forms specified by DIE must be used. All documents to be submitted must be completed in full in German or English (depending on the category) in the spaces indicated and the name of the Bidder (text form pursuant to Section 126b of the German Civil Code (BGB)) or his or her signature must be added. What is important is for the name of the company and the natural person submitting the declaration to be provided in legible form.

If the Bidder intends to retract or change a submitted bid, then he or she must withdraw the submitted bid via the tendering platform before the deadline expires. If the Bidder wishes to submit a modified bid, then he or she must submit this bid again via the tendering platform before the bid submission deadline ends.

It is not permitted to make changes and amendments to the tender documents (Section 57 (1), no. 4 of the German Regulation on the Award of Public Contracts (VgV). Any such changes or amendments will lead to disqualification from the tendering process.

Incomplete bids may be disregarded. Observing the principles of transparency and equal treatment, DIE may subsequently request missing documents, ask for missing information to be supplied and inaccuracies to be corrected, or seek clarification, on several occasions if relevant, concerning the bid content.

The following documents must be enclosed with the bid:

Annex 1	Covering letter / price sheet
Annex 2	Personal declaration of the absence of grounds for disqualification pursuant to Sections 123 and 124 of the German Act Against Restraints of Competition (GWB) in conjunction with Section 42 of the German Regulation on the Award of Public Contracts (VgV)
Annex 3	Personal declaration on professional performance (disqualification and award criteria)
Annex 4	Career and overview of references
Annex 5	Framework Agreement
Annex 6	Copy-edited sample text
Annex 7	Declaration of bidder consortiums ( <i>if applicable</i> )



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Costs for preparing applications and bids will not be reimbursed. The documents, samples, etc. enclosed with the application or the bid will become the property of DIE, with no entitlement to remuneration or return on the part of the Bidder.

### **5. Queries from bidders / other details of the electronic tendering process (“e-Vergabe”)**

Bidders are requested to check immediately after accessing the tendering platform that the tendering documents are complete and whether there are any uncertainties regarding these documents. They should also check whether they can open all files and use their functions without any issues.

If the Bidder believes that the rules in the tendering documents are unclear or that the documents raise issues that could influence the bid preparation process, then he or she should notify the contact point of this situation immediately via the communication area of the tendering platform. Any self-evident ambiguities and inconsistencies of which a bidder fails to provide notification despite being aware of them or due to grossly negligent ignorance will detrimentally affect his or her bid.

Bidders' questions about the tendering process must be submitted in text form via the e-Vergabe tendering platform only. All questions and answers of general relevance will be published in anonymised form on this platform. The Client reserves the right in this context to add more specific information to the tendering documents. Questions and answers and any more specific information that have been published on the e-Vergabe platform are binding for the tendering process and the services to be provided.

Bidders are responsible for using the platform to keep abreast of updates and changes during the course of the tendering process and for amending their own documents accordingly. It is therefore advisable to refrain from sending off the bid too early.

In order to answer any questions about the tendering process as comprehensively as possible, all requests for information must be submitted by 08.02.2022, 09:00 a.m. CET at the latest. All answers will be published on the e-Vergabe platform by 09.02.2022, 22:00 CET. While questions may be submitted after this date, bidders are not guaranteed a response before the expiry of the bid submission deadline.

Bidders are required to communicate with the Client in the form of written questions only, submitted via the e-Vergabe platform, and to refrain from any other form of contact. The Client will immediately refuse any attempt to establish contact other than in writing via the e-Vergabe platform. Information will not be provided over the phone; such information would not be binding even if it were to be issued in this way.

If the Client initially only requests personal declarations as evidence of suitability, then the Client reserves the right to request a reasonable amount of supplementary documentation if it deems this necessary.



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### 6. Suitability criteria (disqualification criteria)

We expect bidders to have a strong client focus and a structured approach to their work, and to show flexibility.

- **Native speaker** (Category 1: German; category 2: English)
- **Professional experience:**
  - Qualification option 1:
    - At least three years’ experience in the copy-editing of academic publications (these must be official publications; Master’s degree dissertations do not qualify). At least three positive references must be enclosed (see Annex 4)
  - AND
  - Degree in a subject related to development policy (political science, economics, business studies, ethnology, sociology, human geography and/or economic geography). Copies of the relevant certificates must be enclosed.

Or qualification option 2:

- Degree in a different field or evidence of several years’ study in a relevant subject area (political science, economics, business studies, ethnology, sociology, human geography and/or economic geography) for which no degree certificate can be provided
- AND
- At least three years’ experience in the copy-editing of academic publications with a development policy focus (these must be official publications; Master’s degree dissertations do not qualify). At least three positive references must be enclosed (see Annex 4).

We expect sufficient professional experience to complete even complex jobs and those requiring a substantial amount of coordination with several authors on time.

- **Software**

Standard software is available for all the services provided and the Bidder is sufficiently competent in using this software, in particular Microsoft Office (DIE currently uses the 2016 version) and Adobe Acrobat Professional or a comparable programme that permits digital corrections to be added to PDF documents.
- **Availability**

Availability on working days between 9.00 am and 5.00 pm CET (Fridays 9.00 am to 3.00 pm CET) to answer queries, take job requests and correspond directly with authors via e-mail and/or over the phone. Response to requests/queries within one day (except in the case of notified absences, public holidays, Saturdays/Sundays).
- **Absences**

DIE must be informed as far in advance as possible of any longer periods of absence (illness, annual leave) to ensure the smooth running of its job placement process.

Failure to fulfil one of the above criteria will result in disqualification from the tendering process.



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**7. Criteria for awarding an agreement**

The three bidders with the highest points score in Category 1 and the eight bidders with the highest points score in Category 2 will be admitted to the pool of copy-editors.

The award criteria are weighted as outlined below. These bidders will be ranked within the pool of copy-editors according to the number of points awarded to them. All jobs will be assigned in accordance with the cascade principle (see Annex “Framework Agreement”).

<b><u>Evaluation matrix</u></b> <i>(for information purposes only, to be completed by DIE)</i>			
<b><u>Part A: Categorisation of expertise and availability</u></b>		<b>Points</b>	<b>Weighting</b>
Up to 100 points can be awarded in Part A.			
<u>Description of the requirements for the individuals deployed to carry out the work</u>	<u>Score levels</u>		<b><u>30 %</u></b>
My professional experience of copy-editing <b>academic publications</b> with or without a development policy focus (evidence in form of at least three positive references):	> 5 years: 10 points 5 years: 5 points 3 years: 0 points		
My experience of copy-editing academic publications <i>with a development policy focus</i> (evidence in form of at least three positive references). Up to five relevant projects can be listed:	5 projects: 10 points 4 projects: 5 points 3 projects: 0 points		
<i>Quality and scope</i> of references ( <b>academic publications</b> only; flyers, for example, do not qualify): <u>Up to five reference projects of 50 standard pages or more each can be listed.</u> Publications (of 50 standard pages or more each) with a <i>development policy focus</i> are awarded more points than other academic publications.	Per project with 50 standard pages or more: 5 points Per project with 50 standard pages or more with a development policy focus: 10 points		
Delivery time: Texts of up to 10 standard pages in length	By the following day or faster: 10 points Within 2 days: 5 points 3 days or longer: 0 points		
Delivery time: Texts of up to 100 standard pages in length	Faster than 2 weeks: 10 points Within 2 weeks: 8 points More than 2 weeks: 5 points 4 weeks or longer: 0 points		
I am fully familiar with the referencing guidelines of the 6th edition of APA Style.	Yes: 5 points No: 0 points		
I am familiar with/I use Endnote and/or Citavi	Yes: 5 points No: 0 points		



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<b><u>Part B: Evaluation of sample text</u></b>		<b>Points</b>	<b>Weighting</b>
Each bidder is automatically awarded 100 points for the sample text; points are then deducted based on the criteria specified under ‘Score levels’. Evaluation is conducted on the basis of the specifications in the Terms of Reference. The sample texts copy-edited by each bidder are evaluated in comparison with each other.			
<b><u>Criteria</u></b>	<b><u>Score levels</u></b>		<b><u>30 %</u></b>
Consistent and correct style, spelling and grammar	<b>Deduction of points:</b> 0 points: no or very few errors missed -5 points: few errors missed -15 points: many errors missed -25 points: very many errors missed		
Professional copy-editing, including compelling content, logic, structure, method and technical vocabulary	0 points: highly confident, appropriate handling of technical language and content -5 points confident, appropriate handling of technical language and content -15 points: weak handling of technical language and content -25 points extremely weak handling of technical language and content		
Formally correct (DIE Style Guide) and consistent	0 points: no or very few errors missed -5 points: few errors missed -15 points: many errors missed -25 points: very many errors missed		
References, bibliography and list of abbreviations are complete and formally correct	0 points: no or very few errors missed -5 points: few errors missed -15 points: many errors missed -25 points: very many errors missed		



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<b><u>Part C: Price</u></b>		<b>Weighting</b>
<p>Evaluation is based on the UfAB II method. Price 1 and price 2 are multiplied by the respective weighting factor in each case and added together.</p> <p>The resulting best price is awarded 100 points. For all other bidders, the points score is determined from the percentage relative to the best bidder, based on the following formula: best price x 100: bidder's price</p> <p>Points scores are rounded up to whole numbers based on commercial rules.</p>		
<b><u>Criteria</u></b>		<b><u>40 %</u></b>
1.) Price for linguistic revision, including all stages (excluding editing of references and proofreading of formal guidelines, see Terms of Reference)	This price is weighted with 20 % within Part C.	
2.) Price for copy-editing, including all stages (see Terms of Reference)	This price is weighted with 80 % within Part C.	
<p><i>Total point score: The total point score is calculated by adding the point scores achieved in A, B and C, taking account of the specified weighting.</i></p> <p><i>In the event of equal point scores, the agreement is awarded to the bidder with the higher score in Part C.</i></p>		

## 8. Ancillary bids

Ancillary bids are not permitted.

## 9. Bidder consortiums

Bidder consortiums and other joint bidders are treated the same as individual bidders.

It is not permissible to form new bidder consortiums or change existing ones once the bid process has come to an end. Furthermore, members of bidder consortiums cannot simultaneously take part as individuals in the call for tenders. Such behaviour will be considered as inadmissible agreement to restrict competition and will lead to disqualification in the case of both bids. The same applies in the event of a bidder taking part in several bidder consortiums.

Bidder consortiums and other joint bidders must submit with their bid a declaration (Annex 7) signed by all members which

- explains that a consortium will be formed to complete any assigned work,
- lists all members and identifies the representative authorised to implement the agreement,



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- states that the authorised representative acts in a legally binding capacity on behalf of all members in dealings with the Client,
- states that all members are liable as co-debtors.

If any of this information is missing from the bid, it must be supplied before the agreement is awarded.

Appropriate account must be taken in agreements between consortium members of the interests of small and medium-sized enterprises. Evidence of this must be provided to DIE upon request.

### **10. Agencies**

Agencies are entitled to take part in the tendering process provided they clearly identify the individual copy-editors. For subsequent work, steps must be taken to ensure that the Client can correspond **directly** with the relevant copy-editor at any time, both in the event of jobs issued at short notice and in the case of queries from authors. Agencies must submit an individual bid for each copy-editor, including all necessary annexes. A personal declaration must be submitted as evidence of the relevant copy-editor’s qualifications.

### **11. Right of appeal**

As part of the tendering process, companies are entitled to be treated by the public Client in a way that is compliant with bidder and applicant protection provisions.

If a company interested in taking part in the tendering process considers its rights to have been violated as a result of a failure to comply with the contracting regulations, then it must report this violation to DIE without delay. Violations which are apparent from the call for tenders or tender documents must be asserted against DIE at the latest by the bid submission deadline specified in the announcement (call for tenders). If DIE notifies the company that it is unwilling to redress its complaint, then the company can submit an application for review to the public procurement tribunal (Vergabekammer) within 15 days of receiving the notification. Bidders whose bids are not to be considered for the awarding of agreements will be informed accordingly pursuant to Section 134 (2) GWB before agreements are awarded. DIE cannot conclude an agreement until 15 calendar days after this information has been issued. Where communication is by electronic means, this minimum period is 10 calendar days. It begins on the day after DIE has issued the information.

According to Section 160 (3), sentence 1, no. 4 GWB, a review application cannot be submitted if more than 15 days have lapsed since the company received notification from DIE that the Client was unwilling to redress the company’s complaint. Furthermore, reference is made at this point to notification obligations pursuant to Section 160 (3) GWB.