

## INVITATION TO TENDER

Rosa Luxemburg Stiftung Southeast Europe intends to conclude a general agreement for text editing and proofreading services (language of text: English). RLS SEE plans to award these services through a bidding process to a skilled and efficient applicant. The duration of the agreement is twelve months can be extended by another twelve months.

The contractor shall deliver text editing and proofreading services for different publications, among them the »Research Paper« series of RLS SEE. Important requirements are familiarity with the left political scene, knowledge of left social, historical and political debates and topics, and knowledge of the relevant terminology.

The first three publications will be thematically focused as follows:

- 1) The Balkan Route and the European Border Regime;
- 2) The Foreign Direct Investments Ideology and Transnational Production Chains in Serbia;
- 3) The Spanish Civil War and the Yugoslav Volunteers in the International Brigades.

For detailed information regarding the terms of this general agreement, please refer to the »Terms of order and agreement for text editing and proofreading services«

Bidders should submit the following documents (in English) as part of their bid:

- Expressive and complete CV,
- List with texts or books you have copy-edited recently,
- A signed copy (with a legally binding signature) of the »Terms of order and agreement for text editing and proofreading services«, to indicate that you agree with it.

Bidders should fulfil the following criteria:

- English language skills on the level of a native speaker,
- Translation and/or proofreading and editing experience regarding sociological, political or historical topics,
- Knowledge about the political situation in Southeast Europe,
- Good understanding of left-wing political discourse and terminology.

Remuneration:

Rosa Luxemburg Stiftung SEE is able to pay a remuneration of **EUR 7,- net per text page** (1.800 characters) for proofreading and editing.

Deadline for the submission of tenders is **Friday, 30.06.2016**. Please send your tender via email to [belgrade.application@rosalux.org](mailto:belgrade.application@rosalux.org). All bidders will be informed about the awarding decision until **07.07.2016**.

## Terms of order and agreement for text editing and proofreading services

### 1. Subject matter of the general agreement

Rosa Luxemburg Stiftung Southeast Europe (referred to as »client«) intends to conclude a general agreement for text editing and proofreading services. The contractual partner (referred to as »contractor«) shall deliver text editing and proofreading services assigned by the client. Important requirements are familiarity with the left political scene, knowledge of left social, historical and political debates and topics, and knowledge of the relevant terminology.

### 2. Terms and execution periods

The agreement has a term of twelve (12) months and can be automatically extended by another twelve (12) months unless it is cancelled upon written notice at least two (2) months to the agreed term of the agreement. The maximum length of this contract is twenty-four (24) months.

The execution of the agreement starts with the placement of the first order by the client.

### 3. Remuneration and estimated orders

The remuneration for proofreading and editing services paid by the client amount to EUR 7,00 net per text page. The basis of calculation is a standard page of 1.800 characters per page.

The client estimates that for the term of this agreement, he will place orders for editing & proofreading services for at least four publications/brochures of each 30-50 pages. This number is a mere estimation. Needs may be higher or lower. We cannot confirm the frequency of orders for 2016 and the following years. Orders will not be placed at once but each related to the respective event or project, respecting the agreed deadlines.

In specific exceptional cases (e.g. very urgent needs, availability of experts within a specific project), the client reserves the option to fall back on relevant suppliers.

### 4. Detailed description of tasks

Text editing & proofreading services require linguistic and technical competences and knowledge of the left political scene. Text editing & proofreading services are required in the context of the client's publications such as booklets, brochures, books, print or online.

The focus of the client's work lies on issues like social and political movements and developments in Southeast Europe, political economy, crisis, transformation and alternatives, social rights and social justice, gender relations, LGBTIQ, migration and Roma, labor and trade unions, democracy, critique of neoliberalism, European and regional politics, history of the left in the region.

The text editing and proofreading services are required for English.

Periods for delivery:

Proofreading and editing	Up to 10 pages	5 days
Proofreading and editing	Up to 50 pages	20 days
Proofreading and editing	Up to 100 pages	40 days

The contractor commits to confirm each order within 2 working days by submitting a financial offer according to the fee rates stipulated in these terms. In very urgent cases the contractor maybe asked to confirm the order sooner, in coordination with the client. The stated prices on each individual offer, after agreed upon with the client, will be binding for the particular order.

## 5. Obligations of the contractor

The contractor agrees to treat as confidential all documents, files and data received from the client or its cooperation partners concerning the respective order, and to maintain secrecy towards third parties. The contractor also agrees to work with the writer or the translator of the text. If the contractor is not able to carry out the assigned order, he/she shall immediately inform the client.

## 6. Individual assignments and accounting

Individual assignments shall always be made in writing. By submitting a binding offer or alternatively signing a honorary contract with the client, the contractor agrees to the aforementioned terms of agreement.

After completion of an individual assignment, the contractor shall bill his/her services, attaching to the respective e-mail the proofread/edited text and naming the exact number of standard pages, the price per page according to his/her binding offer and the total amount to be paid. The remuneration is defrayable after delivery and billing.

The client pays through bank transfers.

## 7. Liability

The contractor's liability for breach of contractual obligations towards the client is limited to intention and gross negligence.

## 8. Status and miscellaneous

The client is responsible for the tax treatment of the agreed remuneration. The placing of an order by the client to the contractor constitutes a binding agreement. Modifications and amendments to this agreement shall be made in writing. Should individual provisions of the agreement become invalid, this will not affect the validity of the remaining provisions.

The contractor shall ensure that all persons entrusted by him/her with the fulfilment of contractual obligations carefully observe statutory regulations on data protection, and refrain from forwarding information, unless it is evident, received from the client to third parties or use it otherwise.

## 9. Jurisdiction

Any dispute that may arise out of or in connection with this Agreement the contracting parties shall settle in an amicable manner and in case such an agreement has not been reached, the dispute shall be finally settled before the competent court in Belgrade.

Date/signature of the client

Date/signature of the contractor