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Sustainable Democracy.

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Date: October 17, 2017

Ref.: RFQ 17-10-2017

Subject: Request for Quotations (RFQ) for Written Translation and Oral Interpretation Services

The International Foundation for Electoral Systems (IFES), invites service providers to participate in this competitive solicitation for pricing, delivery, and terms of potential sale of the following services for the IFES office in Kyiv, Ukraine. IFES reserves the right to reject any and all offers, to add, delete, or modify any element of the solicitation at any time without prior notification and without any liability or obligation of any kind. This RFQ does not obligate IFES to enter into a contract nor does it obligate IFES to pay any costs incurred in the preparation of submission of any Response.

BACKGROUND

IFES is an independent, non-governmental organization (NGO) with headquarters registered in the United States of America. IFES supports citizens' rights to participate in free and fair elections. Our independent expertise strengthens electoral systems and builds local capacity to deliver sustainable solutions.

As the global leader in democracy promotion, we advance good governance and democratic rights by:

- Providing technical assistance to election officials
- Empowering the underrepresented to participate in the political process
- Applying field-based research to improve the electoral cycle.

Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

DESCRIPTION OF SERVICES

IFES Ukraine requires the following services, on an as-needed basis for a 12-month period (one or multiple blanket agreements):

- Written translation (Ukrainian ↔ English, Russian ↔ English)
- Proofreading/copy-editing (Russian, Ukrainian, English)
- Consecutive oral interpretation (Ukrainian ↔ English, Russian ↔ English)
- Simultaneous oral interpretation (Ukrainian ↔ English, Russian ↔ English)
- Equipment rental for simultaneous oral interpretation

SERVICE DELIVERY PROPOSAL

The Service Delivery Proposal must contain the following for all services:

- Evidence/documentation of experience with international organizations and/or international technical assistance projects.
- Any evidence/description of experience in the field of democracy and good governance, elections, and/or the rule of law.
- Price Offer, Availability, and Capacity to provide services to IFES (please, complete Table 1 and Table 2 below).
- CVs of all proposed translators/interpreters/copy -editors.

In addition, depending on the service provided proposal must contain:

- For simultaneous and consecutive interpretation, evidence/description of the past experience noted above should be provided in writing together with links (if available, highly encouraged) to audio and/or video samples of your simultaneous interpretation work;
- For written translation, please provide links or attach examples of ready translated materials from Ukrainian to English and vice versa developed by you (for individuals) or by your agency translators (for agencies) in the areas of democracy and good governance, elections, and/or the rule of law (as requested above)– each document should consist of a minimum of 5 pages of text in English and in Ukrainian; An explanation of processes to ensure high quality of services (quality testing system in use, internal proofreading process, guarantee on product, etc.).

IFES reserves the right to contract one, multiple, or none of the bidders.

Microsoft Office will be used for word counting based on the outcome document.

NOTE: Service Providers are required to submit their quotes without VAT.

Please **only** include values for services that you are applying for; it is not necessary to provide all services below to be competitive for this solicitation.

Table 1 - Price offer

Please complete the chart below with proposed UAH:

	Service (English ↔ Ukrainian/Russian)	Unit*	Cost per Unit (UAH)	Rush Service** Cost per Unit (UAH)
1.	Written translation of documents from English into Ukrainian/Russian	1 word		
2.	Written translation of documents from Ukrainian/Russian into English	1 word		
3.	Written translation of Power Point presentations from English into Ukrainian/Russian	1 word		
4.	Written translation of Power Point presentations from Ukrainian/Russian into English	1 word		
5.	Proof-reading / Copy-editing in Ukrainian	1 word		
6.	Proof-reading / Copy-editing in Russian	1 word		
7.	Proof-reading / Copy-editing in English (native speaker)	1 word		
8.	Consecutive Oral Interpretation	½ day		
9.	Consecutive Oral Interpretation	1 day		
10.	Simultaneous Oral Interpretation (two interpreters)	½ day		
11.	Simultaneous Oral Interpretation (two interpreters)	1 day		
12.	Equipment rental for simultaneous oral interpretation (up to 25 people)	1 day		
13.	Equipment rental for simultaneous oral interpretation (up to 50 people)	1 day		
14.	Equipment rental for simultaneous oral interpretation (approx. 100 people)	1 day		

*Word count = the amount of words submitted by IFES for translation; not the product

**Rush service: less than 24 hours

Table 2 – Availability and Capacity

Please provide your comments within Table 2 below, please indicate services you are applying for:

	Service	Comment
1.	Availability to provide services to IFES with a short notification. Please indicate the shortest period of notification should be done by IFES to perform the work in Kyiv for <u>written, consecutive, simultaneous translations, proof reading/copy editing or renting equipment.</u>	
2.	Indicate availability to work during weekends, travel outside of Kyiv throughout Ukraine and abroad if needed. In addition, please indicate the shortest period of notification work outside Kyiv for <u>consecutive and simultaneous interpretation services.</u>	
3.	Indicate the number of translators/interpreters offered and include CVs of those translators offered to provide services (personal CV for individual translators/interpreters; at least 3 CVs for <u>consecutive interpreters</u> ; and at least 4 CVs for <u>simultaneous interpreters</u>);	
4.	Indicate daily <u>consecutive interpretation</u> capacity (number of consecutive interpreters who could work at multiple locations during the same day)	
5.	Indicate daily <u>simultaneous interpretation</u> capacity (number of teams/interpreters and availability of equipment to work at multiple locations during the same day)	
6.	Indicate daily <u>written translation</u> capacity (maximum number of pages per day; 1 page = 1800 characters with spaces)	
7.	Indicate daily <u>proofreading/editing</u> capacity (maximum number of pages per day; 1 page = 1800 characters with spaces)	
8.	Indicate technical specifications of proposed simultaneous interpretation <u>equipment</u> and number of simultaneous interpretation head-sets and related equipment available during a single day.	

REQUIREMENTS FOR PROSPECTIVE CONTRACTORS LEGAL STATUS

Prospective contractors must submit the following information in the Response:

1. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
2. If a government, its agents, or agencies, have an ownership or managerial interest in the vendor, the prospective contractor must indicate this when submitting its offer. Failure to do so will result in the prospective contractor's offer being removed from consideration.
3. A brief outline of the vendor, including:
 - a. Full legal name and address of the vendor or individual;
 - b. Corporate and tax registration documents
 - c. Full name of the legal representative (president or managing director) of the vendor (not applicable for individuals);
 - d. Name of any individuals or entities that own 50% or more of the vendor;
 - e. Year business was started or established.
4. The prospective contractor must disclose in writing with its Response any subcontracting that will take place under an award. Failure to disclose subcontracting relationships will result in the prospective contractor's offer being removed from consideration. (if permitted by the solicitation) / No subcontracting is allowed under this solicitation.
5. IFES requests quotations for the above listed services on Unite Price basis.
6. All the cost must be in UAH and VAT exempt, with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.
7. Names, addresses, and telephone numbers of three business references, and approval to contact the listed references. IFES reserves the right to request and check additional references.
8. Prospective contractor must be legally registered under the laws of the country in which they are organized and possess all licenses, permits and government approvals necessary for performance of the work.

All Responses must be in the English language.

EVALUATION

IFES will evaluate bids based on the following criteria:

- 1. PRICE 20 %**
Evaluated per specific service and based on cost effectiveness of the financial quotations compared against the services being offered.
- 2. QUALITY 20 %**
Written: Evaluation will be based on explanation of processes to ensure high quality of services and on examples of ready translated materials for written translation (the presented grammar, sentence structure, formatting, attention to detail).
Consecutive: Evaluation will be based on references;
Simultaneous: Evaluation will be based on audio/video links for simultaneous interpretation.
Equipment: Evaluation will be based on equipment specifications.
Proof-reading/copy-editing: Evaluation will be based on explanation of processes to ensure high quality of services and on examples of ready edited materials provided.
- 3. EXPERIENCE AND REFERENCES 30 %**
Evaluated based on previous experience and references providing similar services to international organizations and/or international technical assistance projects in the field of democracy and good governance, elections and the rule of law and references listed/contacted.

4. CAPACITY AND AVAILABILITY 30 %

Written: Evaluated based on number of pages (1800 characters with spaces) that can be translated per day and on the minimum response time. Availability to provide services to IFES during weekends.

Consecutive: Evaluation based on number of qualified interpreters who could work at once in different places within one day as well as equipment available (must include CVs) and on the minimum response time. Availability to provide services to IFES during weekends, and to travel outside Kyiv throughout Ukraine and abroad if needed.

Simultaneous: Evaluation based on number of qualified interpreters who could work at once in different places within one day as well as equipment available and on the minimum response time. Availability to provide services to IFES during weekends, and to travel outside Kyiv throughout Ukraine if needed.

Equipment: Number of equipment/head-sets/etc. available at one time for simultaneous interpretation needs. Minimum response time. Availability to provide services to IFES during weekends.

Proof-reading/copy-editing: Evaluated based on the minimum response time. Availability to provide services to IFES during weekends. Demonstrated understanding and capacity in electoral and political terminology

Evaluation Criteria Grading for Each Criterion:

Highly Exceeds Expectations	5 Points
Slightly Exceeds Expectations	4 Points
Meets Expectations	3 Points
Meets most but not All Expectations	2 Points
Does Not Meet Expectations	1 Point

SCHEDULE OF EVENTS

Release of RFQ	October 17, 2017
Questions Due	October 20, 2017
Answers from IFES	October 24, 2017
RFQ Closes – Responses Due	October 30, 2017

The schedule noted above may be changed at any time in the sole discretion of IFES. All communication must adhere to this schedule and shall be to the attention of Ms. Olesia Liesnikova (oliesnikova@ifes.org) with copy to Ms. Natalia Tarasiuk (ntarasiuk@ifes.org), with "Translation services 2017" in the subject line.

GENERAL TERMS AND CONDITIONS

1. IFES will only consider responsive Responses from responsible contractors for award.
2. Collusion is strictly prohibited. Collusion is defined as an agreement or compact, written or oral, between two or more parties with the goal of limiting fair and open competition by deceiving, misleading, or defrauding a third party.
3. Prices quoted must be valid for 90 days minimum.
4. Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation.
5. All procurement will be subject to IFES contractual terms and conditions, and contingent on the availability of donor funding.

6. IFES reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.
7. IFES reserves the right to accept all or part of the quotation when awarding the contract.
8. All information provided by IFES in this RFQ is subject to change at any time. IFES makes no certification as to the accuracy of any item and is not responsible or liable for any reliance on or use of the information or for any claims asserted therefrom.
9. IFES reserves the right to require any prospective contractor to enter into a non-disclosure agreement.
10. The RFQ does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by the prospective contractor or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of IFES.

IFES has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation. If you have concerns about potential fraud in any way related to IFES projects, contracts or activities, please contact IFES' Compliance Hotline at compliance@ifes.org or at +1 202-350-6791.

End of RFQ