



Global Expertise. Local Solutions.
Sustainable Democracy.

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Date: September 23, 2016

Ref.: **RFQ/16/127**

Subject: Request for Quotations for Translation Services

The International Foundation for Electoral Systems (IFES), invites your firm to participate in this competitive solicitation for pricing, delivery, and terms of potential sale of the following services for the IFES office in Kosovo. 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

With the support of the United States Agency for International Development (USAID), IFES is implementing a program that is largely oriented towards providing technical assistance to the Central Election Commission (CEC) and the Elections Complaints and Appeals Panel (ECAP). IFES envisions the need for the translation of materials, as well as translation equipment over the life of the project.

The vendor must be able to provide professional Albanian to Albanian to Serbian/Serbian to Albanian, English/English to Albanian and Serbian to English/English to Serbian translation on a recurring basis until December 31, 2017 (one or multiple blanket agreements).

The vendor must be able to provide:

- Translation of documents (English ⇄ Albanian, English ⇄ Serbian, Serbian ⇄ Albanian) as needed throughout the entirety of the contract length;
- Vendors should list prices as price per word;
- Proofreading services (Albanian, Serbian);
- Vendors must state their potential to translate per day (i.e. maximum number of pages per day). Please provide quotes per word for both regular and rush translation, if applicable;
- Vendors must describe their quality assurance processes to ensure appropriate word usage, correct grammar and approximate word count;
- Recommendation letters from past work experience;
- A translation of the sample text attached to this RFQ (Annexes 1-3).

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

NOTE: Under the USAID agreement with the Government of Kosovo, **IFES is exempt from Value Added Tax (VAT)**. Vendors are therefore required to submit their quotas **without VAT**.

Service	Unit	Cost per Unit (EUR)	Rush cost per unit – less than 24 hours (EUR)
English ⇄ Albanian			
Written Translation of documents	1 word		
Written translation of the Power Point Presentation	1 word		
Proofreading Services	1 word		
English ⇄ Serbian			
Written Translation of documents	1 word		
Written translation of the Power Point Presentation	1 word		
Proofreading Services	1 word		
Serbian ⇄ Albanian			
Written Translation of documents	1 word		
Written translation of the Power Point Presentation	1 word		
Proofreading Services	1 word		

Delivery of Services

Translation services will need to be available for translation and proofreading of documents.

Annexes for Translation:

Annex 1 – Please translate from English to Albanian and English to Serbian

Protecting civil and political rights

A legal framework cannot serve the goals of electoral justice if important civil and political freedoms related to the electoral process are not protected. Through international conventions and regional

treaties and agreements countries around the world have agreed upon and defined certain universal standards that all countries should assume as obligations if they are to be considered genuine democracies. The subject of electoral justice is addressed in many of these international and regional conventions and treaties:

Electoral justice not only resolves electoral disputes; it also protects citizens' political and electoral rights as defined in UN treaties and a number of regional electoral instruments. Thus, electoral justice protects fundamental obligations such as the Right and Opportunity to Vote and to be Elected, Equality Between Men and Women, Freedom of Association, the Right to Security of the Person and the Right and Opportunity to Participate in Public Affairs—and touches on Freedom of Opinion and Expression, Freedom of Assembly, Transparency and the Right to information, Right to a fair and Public Hearing, and the Right to an Effective Remedy.

(International IDEA 2014: 260)

To help build trust with all electoral stakeholders, including opposition factions or groups within the country, governments in political transition should be encouraged to assume (or reassert their adherence to) all international and regional obligations related to the democratic process and the rule of law. A challenge for any institution called upon to implement rights, however, is ensuring that restrictions on rights are not overbroad or implemented in a manner that eviscerates the right itself. Some rights restrictions under law, such as narrowly-tailored hate speech prohibitions, regulation of campaign rallies and assemblies strictly to ensure traffic flow and public safety, and bans against political associations that advocate violence, may be consistent with the language and spirit of international obligations. The temptation for lawmakers in countries in political transition, and indeed for lawmakers in all countries, to impose excessive restrictions on key rights such as that of speech, the media, assembly and association may be great, however, since doing so allows them to maintain the fiction that the underlying fundamental right remains protected in law.

For example, in enacting Hungary's Fundamental Law in 2011, drafters included provisions guaranteeing the freedom of speech, but added in a later clause that 'freedom of speech may not be exercised with the aim of violating the dignity of the Hungarian nation or of any national, ethnic, racial or religious community'. Critics have expressed concern that this restriction on freedom of speech, besides being vaguely worded, appears to go well beyond any recognized definition of unacceptable hate speech and could be used to stifle public dissent (European Commission for Democracy through Law 2013: 13–14). Similarly, Uganda's crackdown on free assembly by opposition political stakeholders prior to its elections in 2016, authorized in part by that country's 2013 Public Order Management Act, seemingly contradicts Uganda's 1995 Constitution, which establishes 'freedom to assemble and to demonstrate together with others peacefully and unarmed' (article 29(1)(d); Human Rights Watch 2015), as well as article 21 of the International Covenant on Civil and Political Rights, to which Uganda acceded in 1995. The country's law in this case renders hollow the constitutionally-stated right.

(Source: <http://www.idea.int/publications/prioritizing-justice/loader.cfm?csModule=security/getfile&pageID=79954>)

Annex 2 – Please translate from Albanian to English and Albanian to Serbian

Pse është I nevojshëm ligji për partitë politike

Florian Dushi anëtar i KQZ-së, dhe njohës i këtyre çështjeve për Agjencinë e Lajmeve “ Shqip. Press”, lidhur me këtë çështje ka thënë “ Republika e Kosovës, sikur edhe mjaftë shtete të tjera demokratike në botë, në vazhden e reformave të proklamuar, duhet të nxjerrë ligjin për partitë politike, mungesa e të cilit po krijon paqartësi të shumta rreth funksionimit të mirëfilltë, por edhe demokratik të partive politike. Duke e parë rëndësinë e këtij ligji, personalisht kam kërkuar edhe publikisht që Kosova, të plotësoj legjislacionin aktual, edhe me ligjin për partitë politike, por, fatkeqësisht, akoma nuk kemi trajtim serioz dhe as nuk kemi ndonjë iniciativë konkrete në këtë drejtim. Sido që të jetë, nxjerrja e këtij ligji edhe më tutje konsiderohet si tejet me rëndësi.

Me anë të këtij ligji, në radhë të parë, do të duhej të përcaktohej qartë dhe prerazi detyrimi që të gjitha partitë politike, që nga emri e akronimi e deri tek programi politik dhe statuti i tyre, por edhe veprimet e tyre, duhet të jenë në përputhje të plotë me Kushtetutën e Republikës së Kosovës, dhe ligjet tjera në fuqi, sepse nisur nga ajo çfarë kemi mundësinë të shohim çdo ditë, ne edhe sot kemi parti politike të cilat me programet e tyre, deklaratimet, por dhe veprimet publike (të cilat shpeshherë janë edhe të dhunshme), shfaqin kundërshtimin e tyre të hapur ndaj rendit kushtetues të Republikës së Kosovës, bile një pjesë e tyre duke qenë të instrukuara, drejtpërsëdrejti nga qeveritë e shteteve fqinje, gjë që edhe në shtetet më demokratike në botë një gjë e tillë nuk do të lejohej në asnjë mënyrë “ ka thënë Dushi për APL“ Shqip.Press”.

Sipas tij, nëpërmjet këtij ligji, do të përcaktoheshin gjithashtu edhe procedurat e regjistrimit të partive politike, organin pran të cilit do të regjistroheshin dhe që do të mbikëqyrte të njëjtat, kushtet dhe kriteret që ato duhet t’i përmbushin për t’u regjistruar por edhe kushtet dhe kriteret tjera për iniciativat e ndryshme që dëshirojnë të marrin pjesë në zgjedhje. Do të mbikqyrreshin edhe afatet dhe mënyrën e zhvillimit të zgjedhjeve të brendshme, por dhe aspekte tjera që konsiderohen më shumë si procedurale dhe teknike por që gjithsesi janë të rëndësishme për një funksionim sa më të mirë e sa më demokratik të tyre ka thënë Dushi. Mendoj që një ligj i tillë do të ndikonte pozitivisht në sendërtimin e demokracisë së brendshme në partitë tona politike, të cilat ndonjëherë edhe “qortohen” për mungesën e saj, dhe kjo pastaj, do të ndikonte edhe në cilësinë e skenës politike në përgjithësi dhe në funksionimin e institucioneve qeverisëse në veçanti ka thënë ai.

(Source: <http://shqip.press/pse-eshte-i-nevojshem-plotesimi-i-ligjit-per-partite-politike/>)

Annex 3 – Please translate from Serbian to Albanian and Serbian to English

Đurić navodi i drugu mogućnost: „U Švedskoj ako osvojiš određen broj ‘ličnih glasova’ (dodatnim glasanjem pored liste) ulaziš u parlament ‘preko reda’, iako nisi dovoljno visoko na listi. Kod njih je to osam odsto od broja glasova koje je tvoja stranka dobila. Ni kod njih nije obavezno ovo alternativno biranje kandidata, moguće je glasati samo za listu. Ovaj procenat može da varira i da se smanji, sa sličnim posledicama, ali uz veću načelnu mogućnost da se neko istakne kao kandidat. Tako je, recimo, u Holandiji

ili u Slovačkoj. U najrazvijenijim zemljama koje koriste ovakve sisteme, oko 25 odsto birača iskoristi ove mogućnosti biranja.

Profesor Vladimir Goati ističe da se u proporcionalnom izbornom sistemu direktniji uticaj birača na izbor kandidata za poslanike ostvaruje samo preko „zatvorene liste” ili kroz model koji i Đurić pominje, a koji je uveden u Italiji početkom devedesetih godina prošlog veka – tako što birač dobija „poluzatvorenu” listu na kojoj može da interveniše i zaokruživanjem imena određenog kandidata može da ga „prebaci”, recimo, sa 15. ili 20. na 1. mesto. Ali, dodaje on, pokazalo se da je mali procenat birača u Italiji želeo da koristi ovu mogućnost.

U EU vole proporcionalni sistem

Od 27 članica Evropske unije čak 25 njih ima proporcionalni izborni sistem (za Evropski parlament se u svim zemljama glasa po ovom sistemu), a samo je u Holandiji, kao u Srbiji, jedna izborna jedinica, navodi profesor Goati. Ipak, broj izbornih jedinica je, prema njegovim rečima, sa stanovišta demokratičnosti praktično nevažan. Važan je samo ako je moguće manipulisati time, tako da se poveća broj izbornih jedinica pa da se u njima bira mali broj poslanika, što favorizuje velike stranke.

Slovenija

Broj poslanika u parlamentu (Državni zbor) je 90. Za izbor poslanika za Državni zbor formira se osam izbornih jedinica i u svakoj se bira 11 poslanika, što je 88 poslanika, plus po jedan iz italijanske i mađarske manjine. Glasa se za kandidata (ili listu kandidata). Shodno osvojenim mandatima, u Državni zbor idu oni kandidati sa izbornih lista koji su dobili najviše glasova u ukupnom zbiru u izbornim oblastima u kojima su se kandidovali.

Crna Gora

Izbor poslanika obavlja se u republici kao jedinstvenoj izornoj jedinici. Mandati u okviru ukupnog broja mandata koje je izborna lista dobila raspoređuju se na način što se jedna polovina dobijenih mandata dodeljuje kandidatima sa izborne liste prema redosledu na listi, a preostali mandati kandidatima sa liste u skladu sa odlukom podnosioca liste.

Hrvatska

Ima najmanje 100, a najviše 160 poslanika u zavisnosti od broja birača. Za Sabor se bira 140 poslanika tako što se u deset izbornih jedinica na teritoriji Hrvatske, na osnovu lista, bira po 14 poslanika. Sa svake liste izabrani su kandidati od rednog broja 1. pa do rednog broja koliko je određena lista dobila poslaničkih mesta.

(Source: <http://www.izbornareforma.rs/zasto-su-stranke-protiv-%E2%80%9Ezakljucane-liste%E2%80%9D/>)

REQUIREMENTS

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. General information about the contractor's history and experience.
3. If a government, its agents, or agencies, have an ownership or managerial interest in the company, 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.
4. A brief outline of the company, including:
 - a. Full legal name and address of the company or individual;
 - b. Corporate and tax registration documents
 - c. Full name of the legal representative (president or managing director) of the company (not applicable for individuals);
 - d. Name of any individuals or entities that own 50% or more of the company;
 - e. Year business was started or established; and
 - f. U.S. companies must indicate if they are a registered Small Business (Woman owned, Veteran-owned, Minority-owned, Disabled, Service Disabled Veteran-owned)
5. 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.
6. IFES requests quotations for the above listed services on Unit Price basis.
7. Contain detailed cost in **Euros**, with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.
8. Detailed description of past experiences providing similar services to international NGOs.
9. 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.
10. 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 shall be in the English language.

EVALUATION

IFES will evaluate bids based on the following criteria:

- 1. Price; 40%**
Includes a completed price chart as provided in the RFQ. Value will be assessed on the rates provided and competitiveness of all prices provided.
- 2. Translation of Annexes/Quality; 30%**
Evaluated based on grammar, sentence structure, formatting, attention to detail.

3. Experience and References; 20%
IFES will consider the vendor's experience providing similar services in the past. Must include three references with permission for IFES to contact from past projects with a similar scope of work.

4. Translation Capacity; 10%
Includes ability of vendor to provide all of the requested services, number of pages per day; other technical requirements as listed in the scope of work.

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	September 23, 2016
Questions Due	September 28, 2016, 4:00 PM EST
Answers from IFES	September 30, 2016
RFQ Closes – Responses Due	October 7, 2016, 4:00 PM EST

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 **Rebecca Hawkins** rhawkins@ifes.org and **Ragheed Al Ameen** ralameen@ifes.org.

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 entire length of contract.
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.