



Date: **May 23, 2018**

Ref.: **RFQ/18/038**

Subject: Request for Quotations for Written and Oral Translation, proofing/copy-editing and equipment rental for simultaneous 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 goods/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 and 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

In 2019, two national electoral cycles - Presidential (March 31) and Parliamentary (October 29) - is planned to take place in Ukraine and IFES Ukraine will increase program efforts in providing a wide range of activities, including those related to supporting electoral administrations at the central and regional levels.

In this regard, IFES Ukraine requires the following services, on an as-needed basis for a 16-month period, starting on/around August 2018:

1. Written translation (Ukrainian ↔ English, Russian ↔ English, Russian ↔ Ukrainian)
2. Proofreading/copy-editing (Russian, Ukrainian, English)
3. Consecutive interpretation (Ukrainian ↔ English, Russian ↔ English, Russian ↔ Ukrainian);
4. Simultaneous interpretation (Ukrainian ↔ English, Russian ↔ English, Russian ↔ Ukrainian);
5. Equipment rental for simultaneous interpretation;

SERVICE DELIVERY QUOTATION

The Service Delivery Quotation should be in English and must contain the following for all services:

- Proof of registration: 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.
- Evidence of experience with international organizations and/or international technical assistance projects. Please provide at least three references with full contact details of the previous clients (name, title, e-mail and phone number).
- An explanation of processes to ensure high quality of services (quality testing system in use, internal proofreading process, guarantee on the product, etc. as applicable.).
- Price Offer, availability, response time and capacity to provide services to IFES (please, complete Tables 1-3 below as applicable).

In addition:

- **For translation/interpretation services and proof/reading:** CVs of all proposed translators, interpreters and editors (please note, only native speakers of that language can apply for proofreading/copy - editing services).
- **For simultaneous interpretation:** evidence of experience in the field of democracy, good governance, elections, and/or the rule of law (please, provide links to the audio/video if applicable);
- **For the written translation and/or proofreading/copy-editing:** please provide a link or attach an example of translated/edited materials from Ukrainian and Russian to English and vice versa translated by you or by your company's translators in the field of democracy, governance, elections, and/or the rule of law – each document should consist of a minimum of 3 pages of text in English, Ukrainian and in Russian.

Microsoft Office will be used for word counting based on the source document submitted by IFES.

IFES doesn't provide reimbursement for travel expenses or time spend on travel inside Kyiv. It's contractor's responsibility to appear on time at indicated location and deliver all required services.

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 table below with proposed UAH for Ukrainian services provides and in USD for services providers resided outside Ukraine:

Item	Service	Unit*	Regular Service		Rush Service**	
			Unit Cost	VAT/Taxes	Unit Cost	Unit Cost
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 documents from Ukrainian into Russian	1 word				
4.	Written translation of documents from Russian into Ukrainian	1 word				
5.	Written translation of PowerPoint presentations from English into Ukrainian/Russian	1 word				
6.	Written translation of PowerPoint presentations from Ukrainian/Russian into English	1 word				
7.	Written translation of PowerPoint presentations from Ukrainian into Russian	1 word				
8.	Written translation of PowerPoint presentations from Russian into Ukrainian	1 word				
9.	Proofreading / Copy-editing in Ukrainian	1 word				
10.	Proofreading / Copy-editing in Russian	1 word				
11.	Proofreading / Copy-editing in English (native speaker)	1 word				
12.	Consecutive Oral Interpretation	1 hour				

13.	Simultaneous Oral Interpretation (two interpreters, two languages (En↔UA or En↔Ru))	1 hour				
14.	Simultaneous Oral Interpretation (three interpreters, three languages En ↔ UA↔Ru)	1 hour				
15.	Equipment rental for simultaneous oral interpretation (up to 25 people)	1 hour				
16.	Equipment rental for simultaneous oral interpretation (25- 50 people)	1 hour				
17.	Equipment rental for simultaneous oral interpretation (more than 50 people)	1 hour				

*Word count = the number of words in source document provided by IFES

**Rush service: >2500 words to be translated within 8 working hours is considered as a rush translation

Table 2 – Availability and Capacity for Written Translation and/or proofreading/copy editing

Please provide your comments in 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 by IFES to perform the work for <u>written translation and/or proof reading/copy editing as applicable</u> . Indicate availability to work during weekends.	
2.	Indicate the number and include CVs of those translators and/or editors (for proof reading/copy editing services) offered to provide services as applicable.	
3.	Indicate daily <u>written translation</u> capacity (maximum number of pages per day per translator and for all translators offered to provide services; 1 page = 1800 characters with spaces)	
4.	Indicate daily <u>proofreading/editing</u> capacity (max number of pages per day per editor and for all editors offered to provide services; 1 page =1800 characters with spaces)	

Table 3 - Availability and Capacity for Consecutive, Simultaneous Interpretation and/or Equipment Rental (please note all these services providers in this table should be based in Ukraine).

Please provide your comments in Table 3 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 possible period of notification provided by IFES to perform the work in Kyiv for <u>consecutive, simultaneous interpretation, and/or renting equipment as applicable</u>	
2.	Indicate availability to work during weekends, travel outside of Kyiv throughout Ukraine and abroad if needed and the shortest period of notification for work outside Kyiv and/or abroad for <u>consecutive and/or simultaneous interpretation services.</u>	
3.	Minimum length of assignment in hours that should be requested for the simultaneous translation.	
4.	Minimum length of assignment in hours that should be requested for the Consecutive translation.	
5.	Indicate the number and include CVs of those interpreters offered to provide services (at least 3 CVs for <u>consecutive</u> interpreters and at least 4 CVs for <u>simultaneous</u> interpreters).	
6.	Indicate daily consecutive interpretation capacity (number of <u>consecutive</u> interpreters who could work at multiple locations during the same day).	
7.	Indicate daily <u>simultaneous interpretation</u> capacity (number of teams/interpreters who could work at multiple locations during the same day).	
8.	Indicate technical specifications of proposed simultaneous interpretation <u>equipment</u> , number of simultaneous interpretation headsets and related equipment available during a single day. Indicate availability of equipment to be used at multiple locations during the same day and availability to work during weekends.	

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. (if permitted by the solicitation).
6. IFES requests quotations for the above listed services on a Unit Price basis.
7. All the cost must be in UAH with and without VAT for services providers resided in Ukraine and in USD for service providers outside Ukraine, with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.
8. All Responses shall be in the English language.

EVALUATION

IFES will evaluate bids based on the following criteria:

1. PRICE (30%)

Per specific service and based on cost-effectiveness and reasonableness of the financial quotations compared to the services being offered based on table 1 provided.

2. QUALITY (20%)

Written: Description of processes to ensure high quality of services and based on presented translated materials (presented grammar, sentence structure, formatting, attention to detail, terminology, etc.).

Proof-reading/copy-editing: Description of processes to ensure high quality of services and based on presented edited materials (presented grammar, sentence structure, punctuation, attention to detail, etc.).

Consecutive: Reference check on the quality of provided services;

Simultaneous: Review of quality of translation through Audio/video links to simultaneous interpretation if applicable or based on references;

Equipment: Equipment specifications.

3. EXPERIENCE AND REFERENCES (20%)

Previous experience in providing similar services to international organizations and/or international technical assistance projects based on submitted CVs. Check of references from other organizations. For translation, interpretation and proof reading services demonstrated experience of working in the field of democracy, good governance, elections and/or the rule of law.

4. CAPACITY AND AVAILABILITY (30%)

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

Proof-reading/copy-editing: Number of pages (1800 characters with spaces) that can be edited per day and the minimum response time. Availability to provide services to IFES during weekends.

Consecutive: Number of qualified interpreters who could work in multiple locations during the same day (for companies), the minimum response time, availability to provide services to IFES during weekends, and ability to travel throughout Ukraine and abroad if needed.¹

Simultaneous: Number of qualified interpreters who could work in different locations at the same day (for companies), minimum response time, availability to provide services to IFES during weekends, and ability to travel throughout Ukraine if needed.²

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.

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	May 23, 2018
Questions Due	May 31, 2018 4:00 PM Kyiv Local Time
Answers from IFES	June 5, 2018
RFQ Closes – Responses Due	June 25, 2018 4:00 PM Kyiv Local Time

¹ Travel expenses outside Kyiv will be reimbursed by IFES. Do not include travel expenses in the proposal.

² Travel expenses outside Kyiv will be reimbursed by IFES. Do not include travel expenses in the proposal.

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 addressed to **Mr. Najeebullah Yousef** at nyousef@ifes.org and **Ms. Sajia Tokhi** at stokhi@ifes.org with “RFQ-18-038 Translation Services” in the subject line.

GENERAL TERMS AND CONDITIONS

1. IFES reserves the right to contract one, multiple, or none of the bidders.
2. IFES will only consider responsive Responses from responsible contractors for award.
3. 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.
4. Prices quoted must be valid for 90 days minimum.
5. 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.
6. All procurement will be subject to IFES contractual terms and conditions, and contingent on the availability of donor funding.
7. IFES reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.
8. IFES reserves the right to accept all or part of the quotation when awarding the contract.
9. 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.
10. IFES reserves the right to require any prospective contractor to enter into a non-disclosure agreement.
11. 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.