



## Request for Quotation (RFQ) # 011/2022 For Translation Services

- Issue Date: June 06, 2022
  - To: Translation Service Providers
  - Questions due on: June 08, 2022 at 2:00 p.m via email to [Lebanon.procurement@fhi360.org](mailto:Lebanon.procurement@fhi360.org)
  - Submission Due date: June 10, 2022 at 5:00 p.m
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### **BACKGROUND**

FHI 360, a large non-profit human development organization, is seeking a translation service provider for the USAID-funded Lebanon Civic Action Accelerator Program (LEB-CAAP).

### **PURPOSE**

FHI 360 is soliciting bids from qualified providers for translation services from English to Arabic (Standard Modern Arabic) and vice versa for the LEB-CAAP project. Bidders may be either qualified licensed professionals (individuals) who provide professional translation services or qualified licensed companies that offer translation services from/to English and Arabic.

Qualified service providers will be required to provide the following services:

- Translate LEB-CAAP project documents from English/Standard Modern Arabic and vice versa.
- Proofreading texts for accent, grammar, spelling, and punctuation accuracy in both languages.
- Ensure accuracy of specific terminology used in LEB-CAAP's project and government for both while providing translation services.

### **DURATION**

The duration of the Master Service Agreement will be 1 year, with an option to extend for additional terms based on evaluation of performance, service availability, and project needs.

### **CONTRACTING MECHANISM**

FHI 360 seeks to find cost-effective, reliable, and consistent translators (companies or/and individuals) to meet the project's needs. The successful bidders must be capable of supporting FHI 360's requirements in a timely, satisfactory, and efficient manner.

The contracting mechanism will be a Master Service Agreement with qualified translation service providers. The Master Service Agreement will be executed through issuance of specific work orders detailing the scope of work with the relevant requirements, deliverables, duration, and costs.

### **REQUEST FOR QUOTATION FIRM GUARANTEE**

All information submitted in connection with this RFQ will be valid for sixty (60) days from the RFQ due date. This includes, but is not limited to, cost, pricing, terms and conditions, service levels, and all other information. If you or your firm is awarded the contract, all information in the RFQ and negotiation process is contractually binding.

## **VENDOR SELECTION**

The final selection will be based on favorable costs and services, as well as other factors such as familiarity with sensitive topics pertaining to the project, experience working with development organizations, and turnaround capabilities.

### Evaluation criteria for translation services

<b>Evaluation Criteria</b>	<b>Weight</b>
Translation Samples	30%
Turnaround Time	30%
Relevant experience	20%
Cost	20%
References	10%

## **QUOTATION SUBMITTAL**

### **Submission Guidelines:**

- Questions will be accepted by LEB-CAAP at [Lebanon.procurement@fhi360.org](mailto:Lebanon.procurement@fhi360.org) by June 08,2022 at 2:00 p.m. Answers to questions will be shared with all interested.
- Responses to the RFQ with a complete bid package should be submitted via email **by June 10,2022 at 5:00 p.m.** to [Lebanon.procurement@fhi360.org](mailto:Lebanon.procurement@fhi360.org). Non-complete bid packages and late submissions may be not considered for evaluation and disqualified. FHI 360 will acknowledge receipt of your bid package by return email.
- Bid package format for Individuals:
  - Vendors' bid packages must include the following:
    1. Quotation cover page (template attached)
    2. Copy of ID/passport
    3. Curriculum Vitae
    4. Proof of BA in translation
    5. License of work
    6. Three business references (in cover page template attached)
    7. Translated documents samples (English to Arabic and vice versa)
- Bid Package format for Companies:
  - Vendors' bid packages must include the following:
    1. Quotation cover page (template attached)
    2. Copy of ID/Passport of the team proposed for the translation services
    3. Company profile for entities inclusive of CVs of the team proposed for the translation services
    4. Proof of BA in translation of the team proposed for the translation services
    5. Company registration documents
    6. Three business references (in cover page template attached)
    7. Translated documents samples (English to Arabic and vice versa)

## **RIGHT TO SELECT/REJECT**

FHI 360 reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive bids and to terminate negotiations without incurring any liability.

### **RESERVED RIGHTS**

All RFQ responses become the property of FHI 360, who reserves the right in its sole discretion to:

- To disqualify any offer based on offeror failure to follow solicitation instructions.
- Extend the time for submission of all RFQ responses after notification to all offerors.
- Terminate or modify the RFQ process at any time and re-issue the RFQ to whomever FHI 360 deems appropriate.
- Reserves the right to issue an award based on the initial evaluation of offers without discussion.
- Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.
- FHI 360 will not compensate vendors for preparation of their response to this RFQ.
- Issuing this RFQ is not a guarantee that FHI 360 will award a Master Agreement
- FHI 360 shall not be obligated to order any minimum or maximum quantities of services or products and assumes no commitment, financial or otherwise.

Note for Bidder: If you are an independent interpreter or company interested in this project, we would like to know that you have the capacity for our translation and interpretation needs. Please indicate below the names of Interpreters who may be working on assignments alongside you in case needed and submit their resumes with this bid package.

**Annexes attached:**

**1.Quotation Cover Page Format**

**In response to:**

FHI 360 - RFQ # 011/2022

Language Translator

**Language Ability**

Are you and your team able to perform written translations as follows? Indicate Yes/No.	
English to Arabic	
Arabic to English	

**Professional References**

	Reference # 1	Reference # 2	Reference # 3
Name			
Organization			
E-mail			

**Rates**

Rate per word of original language text for written translation. Please indicate the currency.

	Rate
English to Arabic	
Arabic to English	

**Turn-Around Time**

Estimate the average time you would need to produce a high-quality written translation of the following:	
1 page (250 words) English to Arabic	
1 page (250 words) Arabic to English	

**Translation Samples:**

You are requested to translate the attached documents and send them alongside your application:

Please note that:

- The service provider must mention their starting date and availability.
- If a tax ID number cannot be provided by the service provider, a nonresident tax will be deducted from the total amount of their payment/s.

END