

Invitation to Bid- Signing a BLANKET PURCHASING AGREEMENT (BPA)

The provision of translation services from English to Arabic, as well as proofreading and revising the translated materials.

Section 1: Instructions to Offerors:

Introduction:

EuroMed Feminist Initiative (EFI) is a policy network that encompasses women's rights organizations from the two shores of the Mediterranean and advocates for gender equality and women's rights as inseparable from democracy building and citizenship, for political solutions to all conflicts, and for the right of peoples to self-determination. EuroMed Feminist Initiative seeks to improve and promote women's rights as universal human rights, the value of gender equality and the use of non-violent means to solve conflicts. Our criterion and position align with the international resolutions and conventions and regional instruments promoting the universality of women's rights and strengthening women's impact and voices in conflict resolution.

As part of its organization's mission, and in order to meet the organization's objectives, EFI will require translation services from English into Arabic and vice versa, as well as from French into Arabic.

The purpose of this Invitation to Bid (ITB) is to solicit offers from eligible Vendors for as-needed, ad hoc purchases of translation services. As a result of this ITB, EFI anticipates issuing one or several blanket purchase agreements (BPA) to establish specific pricing levels and parameters for ordering these services. This will allow EFI to issue specific ordering documents, on an as-needed basis, for the procurement of these services over the next twelve (12) months. The Vendor shall furnish the services described in any ordering documents issued by EFI under this BPA. The Counterpart is only obligated to pay for services ordered through ordering documents issued under this BPA and delivered by the Vendor in accordance with the terms/conditions of this BPA.

Vendors are responsible for ensuring that their offers are received by EFI in accordance with the instructions, terms, and conditions described in this ITB. Failure to adhere with instructions described in this ITB may lead to disqualification of an offer from consideration.

2. Offer Deadline and Protocol: Offers must be received either by e-mail, no later than the 10th of February 2023 by 17:00 hours (Local Time).

Offers that are received by EFI after the deadline indicated above, for whatever reason, shall not be considered for evaluation, vendor will be informed via e-mail about offers received after the ITB's closing date and time.

3. Questions: Questions regarding the technical or administrative requirements of this ITB may be submitted no later than 31st Jan 2023 by email to mohamad.younes@efi-ife.org. Questions and requests —and the responses thereto— that EFI believes may be of interest to other Vendors will be circulated to all ITB recipients.

Only the written answers issued by EFI will be considered official and carry weight in the ITB process and subsequent evaluation. Any verbal information received from employees of EFI or any other entity should not be considered as an official response to any questions regarding this ITB.

4. Specifications: Section 2 contains the technical specifications of the items that may be ordered under the BPA.

At this time, specific services to be purchased under any BPA resulting from this ITB are unknown. Specific services will depend on the needs of the EFI Activities. Individual ordering documents will be issued under the BPA agreement, as the need arises for additional services.

5. Offers: The per-unit pricing in offers in response to this ITB must be priced on a fixed price, Offers must remain valid for not less than sixty (60) calendar days after the offer deadline.

In addition, vendors responding to this ITB are requested to submit the following:

- Organizations responding to this ITB are requested to submit a copy of their official registration or business license.

6. Evaluation and Award: The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and it is determined via a trade – off analysis to be the best value based on application of the following evaluation criteria:

6.1 Minimum Qualifications for Translators (Maximum 20 points)

The translator(s) assigned for EFI shall possess the following characteristics:

- University degree in modern languages or translations;
- An advanced university degree preferably combined with a university degree in modern languages, or a post-graduate qualification in translation studies, applied linguistics or related discipline will be an asset.
- Relevant IT skills, e.g. within the scope of ICDL certificate, Microsoft Office software, Computer Assisted Translation (CAT) skills, Desktop publishing (Adobe InDesign/illustrator, and Microsoft Publisher), would be an added advantage.
- An accreditation (ISO 17100:2015 or similar) or an on-going accreditation process by a certified accreditation body will be an asset.

6.2 Ability to Commit to Fast Turnaround Times (Maximum 20 points)

Most of EFI’s translation, proofreading, and revision works require a rapid turnaround time, often within 24 hours of the request.

6.3 Previous experience (Maximum 30 points)

Proven experience in the professional translation, preferably in the context of human rights.

Prior experience with international organization advocating for gender equality and women’s rights is an asset.

6.4 Cost Per Word (Maximum 30 points)

Total No. of Score=100 points

7. Terms and Conditions: This is an Invitation to Bid only. Issuance of this ITB does not in any way obligate EFI Projects to make an award or pay for costs incurred by potential vendors in the preparation and submission of an offer.

This solicitation is subject to EFI’s standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply: (a) EFI’s standard payment terms are net 30 days after receipt and acceptance of any service. Payment for ordering documents issued under any BPA resulting from this ITB will only be issued to the entity submitting the offer in response to this ITB and identified in the corresponding BPA award; payment will not be issued to a third party. (b) Any award resulting from this ITB will be in the form of a Blanket Purchase Agreement (BPA). EFI anticipates issuing a BPA (or multiple BPAs) under which specific ordering documents can be issued—on an as-needed basis—at the pricing levels established in the BPA. When the need arises for the services described in the BPA, EFI will issue an ordering document to the BPA-holder. If there are multiple BPA-holders as a result of this ITB, the ordering document will be issued to the BPA-holder that presents the best value for that specific order, based on price and delivery time. The BPA issued as a result of this ITB will have a minimum duration of at least 12 months.

EFI 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.

Section 2:

Detailed Budget Format/Pricing Table

(To be completed by Offerors)

Please Note: Pricing must be provided in USD

The below pricing tables for translations represent a per-word basis. Pricing and payment will be based on source document word count. Specific orders may range from 100-10,000+ words.

Translations

Type of Service	Cost Per Word for Arabic to English/French	Cost Per Word for English/French to Arabic	Formatting**	Applicable Discounts
Regular Translations up to 3,000 Words				
Rush Translations up to 3,000, Words				
Regular Translations between 3,000- 10,000 Words				
Rush Translations between 3,000- 10,000 Words				

**Formatting fees shall consist of any fees associated with retaining source document tables, graphs, images, etc. when source files are Adobe PDF files. All costs related to formatting of grammar, spelling, or other elements of the translation should be included in the proposed per word cost.

Interpretation Tariffs in Lebanon;

Tariff per day: /interpreter/day (up to 8 hours)

Interpretation System Tariffs;

Digital Interpretation System (20 people) + 1 booth (2 languages) :

Mobile Equipment: /day

Section 3: Offer Cover Letter

To: Euromed Feminist Initiative

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced ITB. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced ITB. We further certify that the below-named firm—as well as the firm’s principal officers, and all commodities and services offered in response to this ITB—are eligible to participate in this procurement under the terms of this solicitation.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Counterpart or EFI project staff members;
- We have no close, familial, or financial relationships with any other vendors submitting proposals in response to the above-referenced ITB; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other vendor or competitor for the purpose of restricting competition.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature:

Name and Title of Signatory:

Date: _____

Company Name:

Company Address: _____

Company Telephone and Website:

Company Registration or Taxpayer ID Number:

Does the company have an active bank account (Yes/No)?

Official name associated with bank account (for payment): _____