

**INVITATION TO BID**

**Professional Translation Agency Agreement**

**29 of December 2022**

**Section One: Letter of Invitation**

**Subject: Invitation To Bid: Professional Translation Agency Agreement**

Dear Mr./Ms.:

The Social, Humanitarian, and Economical Intervention for Local Development (SHEILD) hereby invite you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

This ITB includes the following documents:

Section 1 – This Letter of Invitation

Section 2 – General Terms and Conditions

Section 3- Instructions to Bidders

Section 4- Data Sheet

Section 5 – Requirements and Technical Specifications

Section 6 – Bid Submission Form

You are kindly requested to submit an acknowledgment letter to SHEILD to the following address:

**SHEILD- Social, Humanitarian, and Economical Intervention for Local Development
Tyre, South Lebanon, Lebanon
Email Address:** **s\_safieddine@sheildgroup.org** **Attention: Procurement Unit, SHEILD**

The letter of interest should be received by mail provided above no later than **31 of December 2022, Close of Business Day***.*  The same letter should advise whether your company intends to submit a Bid.

Should you require any clarification, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this ITB.

SHEILD looks forward to receiving your Bid and thanks you in advance for your interest in SHEILD procurement opportunities. **Kindly refer to the attached Invitation to Bid and the related Sections.**

**Section Two: General Terms and Conditions**

**Definitions**

a) “Bid” refers to the Bidder’s response to the Invitation to Bid, including all documents and attachments to the ITB.

b) “Bidder” refers to any legal entity that may submit, or has submitted, a Bid for the supply of goods and provision of related services requested by SHEILD.

c) “Contract” refers to the legal instrument that will be signed by and between the SHEILD and the successful Bidder.

d) “Country” refers to the country indicated in the Data Sheet.

e) “Data Sheet” refers to such part of the Instructions to Bidders used to reflect conditions of the tendering process that are specific for the requirements of the ITB.

f) “Day” refers to calendar day.

g) “Goods” refer to any tangible product, commodity, article, material, wares, equipment, assets or merchandise that SHEILD requires under this ITB.

h) “Government” refers to the Government of the country where the goods and related services provided/rendered specified under the Contract will be delivered or undertaken.

i) “ITB” refers to the Invitation to Bid consisting of instructions and references prepared by SHEILD for purposes of selecting the best supplier or service provider to fulfill the requirement indicated in the Requirements and Technical Specifications.

**General Terms**

1. SHEILD hereby solicits Bids as a response to this Invitation to Bid (ITB). Bidders must strictly adhere to all the requirements of this ITB.
2. No changes, substitutions or other alterations to the rules and provisions stipulated in this ITB may be made or assumed unless it is instructed or approved in writing by SHEILD in the form of Supplemental Information to the ITB.
3. Submission of a Bid shall be deemed as an acknowledgement by the Bidder that all obligations stipulated by this ITB will be met and that the Bidder has read, understood and agreed to all the instructions in this ITB.
4. Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of any Bid by SHEILD.
5. In responding to this ITB, SHEILD requires all Bidders to conduct themselves in a professional, objective and impartial manner. Bidders must strictly avoid conflicts with other assignments or
6. their own interests, and act without consideration for future work. All Bidders found to have a conflict of interest shall be disqualified.
7. The following must be disclosed in the Bid: Bidders who are owners, part-owners, officers, directors, or key personnel who are family of SHEILD staff involved in the procurement functions and/or the Government of the country or any Implementing Partner (Municipality) receiving the goods and related services under this ITB; Failure of such disclosure may result in the rejection of the Bid.

**Section Three: Instructions To Bidders**

1. Bidders are required to complete, sign, stamp and submit the following documents:
* Bid Submission Cover Letter Form; Documents Establishing the Eligibility (Legal documents, MoF registration, etc.) and Qualifications (proof of experience and portfolio) of the Bidder; and the bid submission form.
* **The translation of the attached sample**
1. Clarification regarding Bid
* Bidders may request clarifications regarding any of the ITB documents no later than the number of days indicated in the Data Sheet prior to the Bid submission date.
* Any request for clarification must be sent in writing via courier or through electronic means to SHEILD’s address indicated in the Data Sheet. SHEILD will respond in writing, transmitted by electronic means and will transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Bidders who have provided confirmation of their intention to submit a Bid.
1. Amendment of Bid
* At any time prior to the deadline for submission of Bid, SHEILD may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of a Supplemental Information to the ITB.
* In order to afford prospective Bidders reasonable time to consider the amendments in preparing their Bid, SHEILD may extend the deadline for submission of Bid, if the nature of the amendment to the ITB justifies such an extension.
1. Preparation of Bid
* Cost: The Bidder shall bear any and all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid was selected or not.
* Language: The Bid, as well as any and all related correspondence exchanged by the Bidder and SHEILD, shall be written in the language(s) specified in the Data Sheet.
1. Bid Submission Form: The Bidder shall submit the Bid Submission Form using the form provided in this ITB.
2. Currencies: All prices shall be quoted in the currency indicated in the Data Sheet.
3. Documents Establishing the Eligibility and Qualifications of the Bidder
* The Bidder shall provide documentary evidence of its status as an eligible and qualified vendor, using the forms provided under this ITB.
* If the Bidder is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between SHEILD and the designated lead entity, who shall be acting for and on behalf of all entities that comprise the joint venture.
1. Validity Period:
* Bid shall remain valid for the period specified in the Data Sheet. A Bid valid for a shorter period shall be immediately rejected by SHEI. LD and rendered non-responsive.
* In exceptional circumstances, prior to the expiration of the Bid validity period, SHEILD may request Bidders to extend the period of validity of their Bid. The request and the responses shall be made in writing, and shall be considered integral to the Bid.
1. Submission and Opening of the Bid:
* **Bids must be submitted by mail to** **s\_safieddine@sheildgroup.org**
* SHEILD shall not consider any Bid that arrives after the deadline for submission of Bid. Any Bid received by SHEILD after the deadline for submission of Bid shall be declared late, rejected, and returned unopened to the Bidder.
* A Bidder may withdraw, substitute or modify its Bid after it has been submitted by sending a written notice in accordance with the ITB, duly signed by an authorized representative, and shall include a copy of the authorization.
* Bid requested to be withdrawn shall be returned unopened to the Bidders.
* No Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bid and the expiration of the period of Bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.
1. Bid Opening
* SHEILD will review the Bid in the presence of an ad-hoc committee formed by SHEILD.
* No Bid shall be rejected at the opening stage, except for late submission, for which the Bid shall be returned unopened to the Bidder.
* Confidentiality: Information relating to the examination, evaluation, and comparison of Bid, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.
* In the event that a Bidder is unsuccessful, the Bidder may seek a meeting with SHEILD for a debriefing. The purpose of the debriefing is discussing the strengths and weaknesses of the Bidder’s submission, in order to assist the Bidder in improving the bid presented to SHEILD.
1. Evaluation of Bid:
* SHEILD shall examine the Bid to confirm that all terms and conditions under the SHEILD General Terms and Conditions and Special Conditions have been accepted by the Bidder without any deviation or reservation.
* The selection committee shall review and evaluate the Bids on the basis of their responsiveness to the Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the Data Sheet.
* Each committee member shall fill in a best value selection matrix – (BVSM) scoring shall be related to the following criteria to have an end score out of 100 points:
* For Validity of Offer (Score out of 20)
* For Past References (Score out of 20)
* For Test Translation (Score out of 20)
* For Reasonable Price / Cost (Score out of 40)
* SHEILD reserves the right to undertake a post-qualification exercise, aimed at determining, to its satisfaction the validity of the information provided by the Bidder.
* SHEILD shall conduct a verification exercise on the accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted, and validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team.
1. Clarification of Bid: To assist in the examination, evaluation and comparison of bids, SHEILD may, at its discretion, ask any Bidder to clarify its Bid. SHEILD’s request for clarification and the Bidder’s response shall be in writing.
2. Award of Contract:
* SHEILD is not obligated to award the contract to the lowest price offer.
* Prior to expiration of the period of Bid validity, SHEILD shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Requirements and Technical Specification, and has offered a good and reasonable price.
* Contract Signature: Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to SHEILD.

**Section Four: Data Sheet**

The following data for the supply of goods and related services shall complement / supplement the provisions in the Instruction to Bidders. In the case of a conflict between the Instruction to Bidders and the Data Sheet, the provisions in the Data Sheet shall prevail.

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| --- | --- |
| Tender Title | Professional Translation Agency Agreement |
| Country/ Location | Lebanon |
| Language of the Bid | English  |
| Open Date of the Bid | 29 December 2022 |
| Closing Date of the Bid/Deadline | 11 January 2023 |
| Period of Bid Validity commencing on the submission date | 90 Days  |
| Advanced Payment upon signing of contract | NA |
| Preferred Currency of Bid | Local USD and Fresh USD |
| Deadline for submitting requests for clarifications/ questions | 31 December 2022 |
| Contact Details for submitting clarifications/questions | S\_safieddine@sheildgroup.org  |
| No. of copies of Bid that must be submitted | 1 |
| Bid submission address | SHEILD office: Sour, Abou dib street, Dbouk bldg. facing CORAL station, 2nd floor |
| Manner of Submitting Bid | By a sealed and stamped envelope or by mail to s\_safieddine@sheildgroup.org |
| Date, time and venue for opening of Bid | TBD |
| Required Documents that must be Submitted to Establish Qualification of Bidders | Legal registration documents (commercial circular, MoF registration certificate…) |
| Date to receive the goods and services from supplier/ contractor | Depends on project implementation  |

**Section Five: Requirements and Technical Specifications**

**SHEILD Association is seeking to collaborate with a professional translation firm to provide the following services as per requested:**

Translation, interpreting, proofreading, transcription, and editing services from English to Arabic and Arabic to English. Other languages such as French and Spanish may be requested.

**The agency shall provide the following work/services:**

* Certified translations.
* Submission of deliverables in the format (word document, PDF, spreadsheet, etc.) as specified by SHEILD association.
* Media translation and transcription.
* Proofreading of the files.
* Providing high quality of the deliverables (translation is written with style and correct grammar).
* High accuracy of the translation and terminology reflecting the meaning found in the original source language and terms used by native speakers.
* Incorporating suggested changes to the translation needed following document updates and SHEILD Association feedback on the translation and layout.
* Simultaneous / consecutive interpretation services

**The translation services shall cover (but are not limited to) the following different types:**

* Legal and judicial translations
* General Literary translations
* Educational translations
* Commercial, financial, and administrative translations
* Medical and healthcare translation
* Memo translations
* MoU translations
* Contract translations
* Proposal translations
* Report translations

**Kindly Take into Consideration the Following:**

The deadline for submission of bids is on the 11 of January 2023 @16:00 p.m. Late bids will not be accepted.

**Including the “Sample for Translation”**

Bids must be submitted by mail to s\_safieddine@sheildgroup.org

Services:

* The successful Bidder will supply SHEILD association with the translation/editing/interpretation services

 Bidder:

* Interested bidders **must be a “legally registered” translation agency.** Bidders not related to translation will be automatically disqualified.
* The bidder shall have a minimum of 5 years previous experience in the translation/interpretation field
* **The bidder must explain how the offer is calculated:**

**- For translation services: by number of words, number of minutes, type of documents, language combinations**

**- For interpretation services: half day rate / full day rate**

Contract:

* Bidder must provide the currency in “Lolar” Local Dollars and Fresh USD.
* Contract with winning company shall be a “Frame Agreement” from 6 months to one year, this will be determined once the winning agency is chosen
* No advance payment shall be made
* Validity of offer must be 90 days
* SHEILD will not be responsible for paying the cost of services that do not meet the quality standards requested. SHEILD will not pay VAT so all offers/ invoices should not include any VAT.
* Interested bidders may provide the offer on their own forms, but it should carry their letterheads and official stamp and signature

**Note:** Once the contract is signed with winning bidder, the rate of payment shall not change regarding any setbacks or fluctuations.