



International Foundation
for Electoral Systems

**INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS
(IFES)**

**Request for Quotation (RFQ) for Written and Oral Translation,
Proofreading/Copy-editing Services in Ukraine**

Solicitation # RFQ-20-025

January 24, 2020

1 INTRODUCTION

1.1 Purpose

The purpose of this Request for Quotation (RFQ) is to invite prospective vendors to submit a written response (“Response”) for the procurement of Written and Oral Translation, Proofreading/Copy-editing Services in Kyiv, Ukraine. The solicitation provides prospective vendors with the relevant operational and performance requirements.

1.2 Coverage & Participation

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.

1.3 Zero Tolerance for Fraud

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.

2 GENERAL INFORMATION

2.1 The Organization

IFES is an independent, non-governmental organization providing professional support to electoral democracy. 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.

2.2 Schedule of Events

The following, tentative schedule will apply to this solicitation. The dates may change in accordance with IFES’ needs or unforeseen circumstances. IFES will communicate changes to the schedule.

- | | |
|-------------------------------------|--------------------------------------|
| • Issuance of RFQ | January 24, 2020 |
| • Technical Questions/Inquiries Due | February 10, 2020, 5:00 PM Kyiv Time |
| • Answers/Addenda from IFES | February 14, 2020 |
| • RFQ Closes | February 27, 2020, 5:00 PM Kyiv Time |

3 PROPOSAL PREPARATION INSTRUCTIONS

3.1 Prospective Vendors' Understanding of the Solicitation

Prospective contractors are responsible for understanding the solicitation in its entirety and each of its elements, and should make inquiries to IFES as necessary to ensure such understanding. IFES reserves the right to disqualify any prospective vendor that it determines, at its sole discretion, does not understand the solicitation or any of its elements. Such disqualification shall be at no fault, cost, or liability whatsoever to IFES.

3.2 Information from IFES

All information provided by IFES in this solicitation 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 use of or reliance on the information or for any claims asserted therefrom.

3.3 Communication

All communications related to the RFQ must be in writing. Verbal communication shall not be effective unless formally confirmed in writing by the procurement official listed in 3.3.1. In no case shall verbal communication govern over written communication.

3.3.1 Point of Contact: The sole point of contact for all communication related to this solicitation is listed below.

Ian Swank
Contracts and Grants Manager
iswank@ifes.org

Sajia Tokhi
Contracts and Grants Administrator
Stokhi@ifes.org

3.3.2 Formal Communications shall include, but are not limited to the following:

- Questions concerning this solicitation must be submitted in writing to the point of contact identified in 3.3.1.
- Errors and omissions in this solicitation, as well as enhancements. Prospective vendors should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Prospective vendors should recommend to IFES any enhancements to the work described in the solicitation which might be in IFES' best interests.
- Inquiries about technical interpretations must be submitted in writing to the point of contact identified in 3.3.1.

3.3.3 Addenda: IFES will make a good-faith effort to provide a written response to the questions or requests for clarifications in the form of written responses or addenda in accordance with the *Schedule of Events*.

3.3.4 Posting Online: Copy of this solicitation, Amendments and or Q&A will be available online at: www.ifes.org/procurement-notice.

3.4 Submission

It is mandatory for prospective vendors to send proposals in electronic copy via e-mail to the point of contact identified in 3.3.1 on or prior to the closing date and time shown in the *Schedule of Events*.

3.5 Criteria for Selection

The evaluation of each Response to this solicitation will be based on the criteria outlined below. The purpose of this solicitation is to identify responsible, prospective vendors that have the interest, capability, and financial strength to supply IFES with the product and/or service identified in the Scope of Work.

Evaluation Criteria:

IFES will evaluate responsive offers based on the following criteria:

1. PRICE 20 %

Per specific service and based on cost-effectiveness and reasonableness of the financial quotations compared to the services being offered based on Table 3 – Price Offer provided.

2. EXPERIENCE AND REFERENCES 30 %

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 proofreading services demonstrated experience of working in the field of democracy, good governance, elections and/or the rule of law.

3. 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.

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.

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.

4. QUALITY 20 %

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

Proof-reading/copy-editing: Description of processes to ensure high quality of services and based on presented edited materials (the 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;

Equipment: Equipment specifications.

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

3.6 Selection and Notification

IFES will evaluate Responses to identify responsible vendors and responsive offers. Finalists will be selected to move into the negotiation phase of this process. Written notification will be sent to finalists via email.

4 SCOPE OF WORK/GOODS/SERVICES

The prospective vendors will provide IFES office in Ukraine the following services:

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;

5 FUNCTIONAL REQUIREMENTS

5.1 Availability and Capacity

Prospective vendors must submit **Table 1** with comments on availability and capacity for Written Translation and/or proofreading/copy editing and **Table 2** with comments on availability and capacity for Consecutive, Simultaneous Interpretation and/or Equipment Rental (see below).

Table 1 – Availability and Capacity for Written Translation and/or proofreading/copy editing

Please provide your comments in Table 1 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 (maximum number of pages per day per editor and for all editors offered to provide services; 1 page = 1800 characters with spaces)	

Table 2 - Availability and Capacity for Consecutive, Simultaneous Interpretation and/or Equipment Rental

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 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.	

5.2 License, Clearance and Approvals

The prospective vendors should be able to provide a list of interpreters / translators and their diplomas / certifications upon IFES request.

5.3 Samples

Prospective vendors must complete test assignment provided by IFES. Such assignment will include written translation of the document provided by IFES (ENG-UKR, UKR-ENG).

Prospective vendors must also submit the following documents to confirm the quality of services requested:

- Description of processes to ensure high quality of services;
- Samples of previously translated materials on similar subject;
- Samples of previously edited materials on similar subject;
- Audio/video links to simultaneous interpretation;
- Equipment specifications.

All documents must be submitted via emails: lswank@ifes.org and Stokhi@ifes.org.

6 QUALIFICATIONS & REFERENCES

Prospective vendors must provide the following information for their Response to be considered:

1. A brief outline of the company and services offered, including:
 - Full legal name and address of the Contractor or individual;
 - Corporate and tax registration documents;
 - Year business was started or established;
 - Full name of the legal representative (president or managing director) of the Contractor (not applicable for individuals);
 - Name of any individuals or entities that own 50% or more of the Contractor;
 - No subcontracting is allowed under this solicitation. The prospective Contractors must disclose in writing with its Response if any subcontracting will take place. Failure to disclose subcontracting relationships will result in the prospective Contractor's offer being removed from consideration.
2. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective Contractor.
3. References: Contact information for no less than three references from projects similar in size, application, and scope and a brief description of their implementation (including location and year). IFES reserves the right to request and check additional references.
4. Prospective vendors 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.

7 PRICING

Prospective contractors must complete **Table 3 – Price offer** (see below) and submit it with their Response. Prospective contractors must agree to keep these prices valid for the term of validity of the contract.

Pricing must be in Ukrainian Hryvnias (UAH) and with VAT and VAT exempt. Unit prices are required and in the case of discrepancies between unit prices and the total price, the unit price will be taken as reference basis in the evaluation. Technical specifications must be shown for each item.

Table 3 – Price offer

	Service (English ↔ Ukrainian/Russian)	Unit*	Cost per Unit (UAH) with VAT	Cost per Unit (UAH) without VAT	Rush Service** Cost per Unit (UAH) with VAT	Rush Service** Cost per Unit (UAH) without VAT
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.	Whispered oral interpretation (one translator, three languages En ↔ UA↔Ru)	1 hour				
16.	Equipment rental for simultaneous oral interpretation (up to 25 people)	1 hour				
17.	Tour guide system for simultaneous oral interpretation	1 hour				
18.	Equipment rental for simultaneous oral interpretation (25- 50 people)	1 hour				
19.	Equipment rental for simultaneous oral interpretation (more than 50 people)	1 hour				

*Word count = the number of words submitted by IFES for translation; not the product

**Rush service:

>2500 words to be translated in 8 working hours is considered as a rush translation.

8 ADDITIONAL TERMS & CONDITIONS

8.1 Non-Disclosure Agreement

IFES reserves the right to require the prospective vendor to enter into a non-disclosure agreement.

8.2 No Collusion

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.

8.3 Companies Owned or Controlled by Government

The prospective vendor must disclose in writing with its Response if a government, its agents, or agencies, have an ownership or managerial interest in the company. Failure to disclose a government ownership or managerial interest in the company will result in the prospective contractor's offer being removed from consideration.

8.4 Subcontracting

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) / No subcontracting is allowed under this solicitation.

8.5 Costs

The solicitation does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by a prospective contractor/vendor or third parties, in connection with the Response.

8.6 Intellectual Property

Prospective vendors may not use any intellectual property of IFES including, but not limited to, all logos, trademarks, or trade names of IFES, at any time without the prior written approval of IFES.

8.7 Prospective Contractors' Responses

All accepted Responses shall become the property of IFES and will not be returned.

8.8 Partial Awarding

IFES reserves the right to accept all or part of the Response when awarding a contract.

8.9 No Liability

IFES reserve the right to accept or reject any Response or to stop the procurement process at any time, without assigning any reason or liability. IFES shall not be liable to any prospective contractor, person, or entity for any losses, expenses, costs, claims, or damages of any kind.

8.10 Entire Solicitation

This solicitation, any addenda to it, and any attached schedules, constitute the entire solicitation.

[End of Solicitation]