



REQUEST FOR PROPOSAL (RFP)
RFP-RBAS-021/2018
For the Provision of
Translation services (Arabic /English) and via versa
Regional Electoral Project MENA

NAME & ADDRESS OF FIRM	DATE: October 30, 2018
	REFERENCE: RFP-RBAS-021/2018

Dear Sir / Madam:

We kindly request you to submit your Proposal for **the Provision of Translation services (Arabic/English) and via versa for Regional Electoral project MENA**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Sunday, November 11, 2018** and via email, courier mail or fax to the address below:

United Nations Development Programme
Bldg. No. 11, Abubaker Seraj Al-Deen Street, North Abdoun, Amman, Jordan
proc.contract.rscjo@undp.org
Attention: Abeer Alami– Procurement Associate

Your Proposal must be expressed in the English language, and valid for a minimum period of 120 days from bids submission deadline

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

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The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

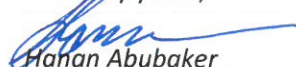
UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,


Hanan Abubaker
Procurement analyst
RBAS Regional Hub

Description of Requirements

Context of the Requirement	Translation services (Arabic /English) and via versa to translate and produce the Electoral Dictionary <i>The overall objective of this assignment is to translate the 80 chapters of the Arab Electoral Dictionary (English to Arabic and Arabic to English) that are drafted and finalized at high levels of linguistic proficiency, and to make them ready to be edited for the last stage before publication.</i>													
Brief Description of the Required Services ¹	The translation company under this contract will work to achieve the following when needed: <ul style="list-style-type: none">• Translate from Arabic to English, and from English to Arabic for 2475 page 250 word in each page.• Service provider will assure quality-control mechanisms are in place and will include making corrections or improvement following the Project review. Requests from the project to correct translation errors or omissions or to improve translation quality are not to be charged.• Translation cost (technical) should include revision/ page (250 words)• Meet the deadline requested.• Commit to the time frame allocated to each chapter.													
List and Description of Expected Outputs to be Delivered	<table><tr><th colspan="3">As per Terms of References – Annex 3</th></tr><tr><th>Deliverables</th><th>Estimated Duration</th><th>Review and Approvals Required</th></tr><tr><td><u>1000 translated pages from Arabic to English (250 word/page)</u></td><td>10 December</td><td rowspan="2">Regional Electoral Advisor.</td></tr><tr><td><u>1475 translated pages from English to Arabic (250 word/page)</u></td><td>31 December</td></tr></table>			As per Terms of References – Annex 3			Deliverables	Estimated Duration	Review and Approvals Required	<u>1000 translated pages from Arabic to English (250 word/page)</u>	10 December	Regional Electoral Advisor.	<u>1475 translated pages from English to Arabic (250 word/page)</u>	31 December
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Person to Supervise the Work/Performance of the Service Provider	Regional Electoral Advisor.													
Frequency of Reporting	The successful Service Contractor will report on progress of work directly to UNDP on a weekly basis, or more often if requested													

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Location of work	Jordan (Amman and outside).
Expected duration of work	1.5 months
Target start date	15 November 2018
Latest completion date	31 December 2018
Special Security Requirements	(N/A)
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	None
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> USD
Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

	In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<ul style="list-style-type: none"> Two payments in two bank transfer within 30 working days net from date of satisfactory completion of services and works (based on number of pages translated) and satisfactory report from UNDP upon submission of an official invoice.
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Regional Electoral Advisor.
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<u>Technical Proposal</u> <input checked="" type="checkbox"/> Expertise of the Firm 50% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 50% <u>Financial Proposal</u> The contract shall be awarded to the lowest responsive offer received who passed the 70% in technical evaluation.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Services)

	<p>UNDP (this template is also utilized for Long-Term Agreement³ and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i>)</p> <p><input type="checkbox"/> Other Type/s of Contract</p>
Contract General Terms and Conditions ⁴	<p><input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimi contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFP ⁵	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed TOR (Annex3)</p> <p><input checked="" type="checkbox"/> Offer to Comply with Other Conditions and Related Requirements Form (Annex 4)</p> <p><input checked="" type="checkbox"/> Company Background Information Form (Annex 5)</p>
Contact Person for Inquiries (Written inquiries only) ⁶	<p><i>Abeer Alami</i> <i>Procurement Associate</i> <i>abeer.alami@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

⁴ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

<p>Required Documents that must be Submitted to Establish Qualification of Proposers</p>	<ul style="list-style-type: none"> ☒ Company Profile, which should not exceed fifteen (15) pages ☒ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ☒ Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation ☒ Trade name registration papers, ☒ Statement of Satisfactory Performance from the [1] Clients in terms of the services provided in the past [3 years]. UNDP reserve the right to ask for more satisfactory performance reports ☒ List of Three Detailed Translators CVs for the allocated staff/ expertise to be provided at the time of submitting the proposal ☒ Written confirmation from the Bidder that the Bidder is neither suspended by the UN system nor debarred by the World Bank group.
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FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Track Record – list of clients names for similar services as those required by UNDP

B. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

- a) At least 3 CVs demonstrating qualifications must be submitted if required by the RFP

C. Cost Breakdown per Deliverable*

	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Deliverable 1		

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

2	Deliverable 2		
3		
	Total	100%	

**This shall be the basis of the payment tranches*

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*

Translation services (Arabic /English) and via versa to translate and produce the Electoral Dictionary

Lead Unit: Bureau for Policy and Programme Support

Project: Global Programme on Electoral Cycle Support/Regional Electoral Project MENA

A. Background

The Regional Electoral Support Project for Middle East and North Africa (MENA) Phase II (2016-2020) is a follow-on to phase I (2014-2016), which has been supported by the Swedish International Development Agency (Sida). The regional component was conceived as a phased initiative to strengthen regional knowledge and cooperation, enhance coherence in electoral support and reinforce the participation of women and youth throughout the electoral cycle in the Arab States region. The overarching development goal was to enhance the credibility, inclusivity, effectiveness and sustainability of electoral institutions and processes in the Middle East and North Africa region.

The MENA regional component is part the Global Project for Electoral Cycle Support (GPECS), which is UNDP's main instrument for providing policy and programming electoral support. GPECS has four inter-dependent and mutually reinforcing pillars: 1) global: provides leadership, advocacy and capacity development in the field of electoral cycle support at the global level; regional: supports peer cooperation and promoting regional knowledge development, exchanges and capacity; country: supports electoral cycle interventions and lessons learned at the national level; and gender: supports gender mainstreaming in electoral assistance and promotes women's political participation. Each regional component of GPECS are developed in a manner that respond to each region-specific needs. The GPECS take an electoral cycle approach – as opposed to Election Day – to assistance, while seeking also to integrate electoral assistance into a wider framework of democratic governance and peacebuilding. In this regard, Phase II of the MENA regional component aims to further strengthen regional knowledge and cooperation, establish and enhance capacities of regional actors engaged in the field of elections, and to reinforce inclusive political participation throughout the electoral cycle in the Arab States region. In line with the scope of GPECS and UNDP's current Strategic Plan (2015-2017), Security Council Resolution 2171, and the new Sustainable Development Goals (SDGs), Phase II of the MENA component includes expanded assistance to broader governance areas closely linked to the electoral cycle, supporting civic engagement and civil society and other political institutions and processes such as parliaments, constitution making bodies, and political parties. In scope of the above, the Regional Electoral Support Project for (MENA) is seeking to contract a translation company to take part in translating and producing the electoral dictionary.

B. Objective of the Assignment

The overall objective of this assignment is to translate the 80 chapters of the Arab Electoral Dictionary (English to Arabic and Arabic to English) that are drafted and finalised at high levels of linguistic proficiency, and to make them ready to be edited for the last stage before publication.

The translators will work under the overall guidance of the Regional Electoral Advisor and in close coordination with the Regional Electoral Policy Specialist

⁹ This document serves as a guide to Requestor on how to write the TOR for the RFP, by suggesting contents. This document is not to be shared with Proposers in this current state and form. The TOR actually written by the Requestor shall be the TOR that will be attached to this part of the RFP.

C. Scope of Work

The translation company under this contract will work to achieve the following when needed:

- Translate from Arabic to English, and from English to Arabic for 2475-page 250 word in each page.
- Service provider will assure quality-control mechanisms are in place and will include making corrections or improvement following the Project review. Requests from the project to correct translation errors or omissions or to improve translation quality are not to be charged.
- Translation cost (technical) should include revision/ page (250 words)
- Meet the deadline requested.
- Commit to the time frame allocated to each chapter.

D. Expected Outputs

Translation Company to provide UNDP with high quality translation for 2475 pages within required time frame

E. Institutional Arrangement

- The contractor will deliver the expected outputs under the general guidance of the Senior Electoral advisor and in collaboration with the Regional Electoral Analyst.
- UNDP will provide approval/acceptance of the contractor's deliverables based on the scope of work identified in previous sections.
- The contractor is expected to provide all the necessary facilities, support personnel, support services, and/or logistics identified in the engagement.
- Periodical consultations with UNDP are expected throughout the duration of the assignment as considered appropriate to ensure consistency with UNDP expectations and standards and to monitor progress. In the event of any delay, the institution will inform UNDP promptly so that decisions and remedial action may be taken accordingly.
- UNDP will retain final rights on the publication and dissemination of data generated for this assignment. Should UNDP deem it necessary, it reserves the right to commission additional outputs as needed to ensure the quality and relevance of the work.

F. Expected Deliverables

Deliverables	Estimated Duration	Review and Approvals Required
1000 translated pages from Arabic to English (250 words/page)	10 December	Regional Electoral Advisor. Luis Martinez-betanzos
<u>1475 translated pages from English to Arabic (250 words/page)</u>	31 December	

G. Delivery Schedule

The Contractor is expected to complete and submit the deliverables specified in the above section within the expected overall duration of the project of 1.5 months. For the duration from 15 November to 31 December 2018.

H. Duty Station

Home based . The contractor is expected to support UNDP remotely, coordinating with the UNDP Regional Bureau for Arab States in Amman.

I. Qualifications of the Successful Contractor

- A registered company with valid company registration certificate
- Minimum 5 years of experience in providing translation services (Arabic, English)
- Must have proved experience in technical translations in Election and human rights
- Prior working experience in an international organization, particularly with UN
- Flexible to accommodate the urgent requests for translation

Expected qualifications of staff that will be involved in delivering the expected outputs must include:

- University degree in foreign languages, English Language, social sciences, international relations, business administration or any relevant fields; Degree in Linguistics/ Languages desirable;
- Excellent written skill and style;
- Minimum 5 years of professional working experience in translation from English to Arabic and via versa
- Ability to produce a high volume of quality content
- Prior experience working with UN or any other international organization.
- Must have proved experience in technical translations in Election and human rights

J. Scope of Bid Price and Schedule of Payments

It is deemed that the services provider's price proposal includes all costs required to complete the required services as per ToR and in total, as no extra charges or cost shall be entertained by UNDP in this respect.

<i>Description of Requirement</i>	<i>Word Range</i>	<i>Unit Price</i>
- 1000 translated pages from Arabic to English	<i>Per page (250 words) 1000 pages in a total of 250,000 words</i>	
- 1475 translated pages from English to Arabic	<i>Per page (250 words)1475 pages in a total of 368,750 words</i>	

Evaluation:

The contract shall be awarded to the lowest responsive offer received who passed the 70% in technical evaluation

<i>Summary of Technical Proposal Evaluation Forms</i>		<i>Score Weight</i>	<i>Points Obtainable</i>
1.	Expertise of Firm / Organization	50%	500
3.	Management Structure and Key Personnel	50 %	500
	Total		1000

Technical Proposal Evaluation -		Points obtainable
Expertise of the Firm/Organization		
	<ul style="list-style-type: none"> • A registered company with valid company registration certificate 	50
	<ul style="list-style-type: none"> • Minimum 5 years of experience in providing translation services (Arabic, English) Minimum 5 years of experience in providing translation services (Arabic, English) 	100
	<ul style="list-style-type: none"> • Must have proved experience in technical translations in Election and human rights 	150
	<ul style="list-style-type: none"> • Prior working experience in an international organization, particularly with UN 	150
	<ul style="list-style-type: none"> • Flexible to accommodate the urgent requests for translation 	50
	Total	500

Technical Proposal Evaluation - Form 3		Points Obtainable
Management Structure and Key Personnel		
	<ul style="list-style-type: none"> • University degree in foreign languages, English Language, social sciences, international relations, business administration or any relevant fields; Degree in Linguistics/ Languages desirable; 	50
	<ul style="list-style-type: none"> • 	
	<ul style="list-style-type: none"> • Minimum 5 years of professional working experience in translation from English to Arabic and via versa 	150
	<ul style="list-style-type: none"> • 	
	<ul style="list-style-type: none"> • Prior experience working with UN or any other international organization. 	200
	<ul style="list-style-type: none"> • Must have proven experience in technical translations in Election and human rights 	100
	Total	500

TABLE 1: Offer to Comply with Other Conditions and Related Requirements

Table of required minimum qualification and functional criteria

Highlighted cells must but filled with "Yes" or "No", if the answer is no, a clarification must be provided in the last column of the table.

Offeror **MUST** provide the needed documents and as indicated in the below table.

No	Description/ Conditions	Documents are Provided Yes/ No	Condition is accepted Yes/ No	<i>If you cannot comply, pls. indicate counter proposal</i>
1.	Offer is Valid for 120 Days			
2.	Registration documents to be provided at the time of submitting the proposal			
3.	Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations			
4.	Company profile documents to be provided at the time of submitting the proposal			
5.	CV for the allocated staff/ expertise to be provided at the time of submitting the proposal			
6.	Time Table for the implementation of the project is provided			
7.	Contractor agrees to deliver complete source code and all related required resources to UNDP.			
8.	Acceptance of all Provisions of the UNDP General Terms and Conditions (http://undp.by/en/undp/tenders/conditions/)			

We confirm that our company is not included in the UN 1267/1989 List or the UN Ineligibility List, or in any and all of UNDP's list of suspended and removed vendors

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFP.

Name of Bidder: _____

Authorized signature: _____

Name of authorized signatory: _____

Functional Title: _____

Date: _____

COMPANY BACKGROUND INFORMATION

Each legal entity submitting proposal shall complete the Form:

1	Name of Legal Entity (Offeror):	
2	Nature of Business:	
3	Legal Address:	
4	Telephone Number:	
5	E-mail Address:	
6	Country of Registration:	Year of Registration:
7	Registration Certificate issued by (name of institution):	
8	Name and Position of the Head of Company/Organization:	
9	Company's Contact Details (name, title, email and telephone number):	

.....
Signature

.....
[in the capacity of]

Duly authorized to sign the Company Background Information for and on behalf of _____
[Company Name]

Company seal