

Pre-bid Conference Minutes

UNDP-BERA-RFP-2019-005 - Provision of Language Services

Background: UNDP Central Procurement Unit and the requesting unit conducted a pre-bid conference on 20th March 2019 at 11:00 AM where the RFP process as well the TOR requirements were introduced briefly, and bidders were given opportunity to address their questions. The pre-bid conference was conducted by the following members:

1. Raul Espinosa
Procurement Specialist
CPU, UNDP HQ, New York
2. Lailuma Shirzad
Procurement Consultant
CPU, UNDP HQ, New York
3. Carla Gonzales
Translation Manager
BERA, UNDP HQ, New York

Below are the list questions that were asked by the bidders who attended the pre-bid conference which were answered accordingly and were also recorded as Q & A round 1.

Q & A round 1

Q1: How do bidders provide examples for Transcription?

A1: Bidders should provide audio samples or links on YouTube of any examples they have available. Otherwise, they can add a list of transcription jobs delivered in the past, including a brief description of the project, language combinations, date and client details.

Q2: Should bidders copy & paste on their letterheads and then upload Forms for submission?

A2: Yes

Q3: CV's and required references: Can bidders use personal references or translation agencies?

A3: Professional references from bidder's clients and translation agencies are needed.

Q4: Financial proposal, form G - Flat rate is regarding to the minimum rate? Can bidders change the quantity in that column that mentions 1,000 words of text?

A4: Yes. We have provided a new Form G and bidders should add the number of words for the flat rate.

Q5: In case if bidders having further clarifications, when will they get responses?

A5: We aim to provide clarifications to bidders whenever they ask for clarification.

Q6: Is Bid proposal security is required?

A6: No, it is not a requirement?

Q7: Will that translation exam take place after the evaluation of the proposals?

A7: Yes, the translation exam will take place after the preliminary examination of proposals.

Q8: Can bidders upload parts of the proposal before the 17th is allowed?

A8: Yes, bidders may attach their documents at different times and can modify the entry until the time they have not submitted their bid. Bidders are also encouraged to submit their bid before the deadline of 17th to give enough time in case if they face any technical issue.

Q9: How many bidders should submit bids? Is there a limitation?

A9: There is no limitation and we encourage all bidders to submit their bids and will be evaluated accordingly.

Q10: Can UNDP provide benchmark rates for incumbent providers?

A10: UNDP cannot provide this information.

Q11: Point 3.1 (page 30) RFP mentions about a number of official UN languages of expertise. Please clarify.

A11: The 6 official UN languages of expertise are: Arabic, Chinese, English, French, Spanish and Russian. Please refer to question 20.

Q12: How does UNDP ensure that all bidders are going to really use the resources that you provide for in the proposal?

A12: We cannot verify this as this is not in our control and we appeal to bidders honesty and professionalism.

Q13: Is this not an exclusivity contract?

A13: No, it is not. UNDP will be signing **Long-Term Agreement (LTA)** with the Qualified Bidders as result of this process.

Q14: What should be the word count approximately per year?

A14: This depends on the needs of the requesting office and specific assignments.

Q15: Do you already have companies with which you currently work for translations?

A15: Yes. The contracts are ending soon and, hence this tender process launched.

Q16: Can UNDP award the contract to several companies at the same time?

A16: Yes, one or several bidders will be awarded LTAs based on provision of language services.

Q17: How many contracts UNDP is planning to award, and how do you plan to organize them?

A17: We cannot determine that at this time.

Q18: Is there a platform for FAQ?

A18: There's no FAQ at this time while the details of today's pre-bid conference will be uploaded to the e-tendering and other platforms. Bidders may still send their questions via email to cpu.bids@undp.org and we will respond them accordingly.

Q19: Will bidders be informed at the end of the process whether which lot will be awarded to the company and the scoring of the evaluation?

A19: UNDP will provide the information about the lots rewarded to successful bidders while we will not share the scores.

Q20: If a company applies for several lots, can we consolidate into one proposal and develop for different languages? Instead of multiplying our responses for each lot separately.

A20: Bidders should submit one consolidated proposal (using the templates provided) which will contain different sections per UN-language of expertise. Lots should not be submitted separately.

Clarification about lots and official UN-languages:

The lots are language combinations that will be technically evaluated through written translation examinations. There are 8 lots in total (see RFP, Technical Evaluation Criteria, page 23). In Form E, Section 1, Bidders must specify on which lots they are bidding.

If the proposal meets the minimum requirements and passes the Preliminary Examination stage (see RFP, point 28, page 13,), the Bidder will be invited to undertake the written examinations as per lot bidding in Section 1. The minimum of lots to be evaluated is one (3 exams per lot), up to a maximum of 8 lots (24 exams).

These are the partial bids that will grant points for Section 1 of the Technical Evaluation. If several lots are technically evaluated, an average will be calculated to grant a maximum of 30 obtainable points.

Section 3 of the Technical Evaluation requests work samples per UN-language and not per lot. This means that Section 3 may be divided from 1 to 6 subsections (Arabic, Chinese, English, French, Spanish and/or Russian). The purpose is to evaluate the quality of work and resources' skills/credentials per UN language.

Example: Company X works with the following language combinations:

- English and Spanish into French
- French into English

In Form E, Section 3 (see RFP, page 42), the Bidder should submit 2 subsections: one for French and one for English. Subsection 3.1 should include work samples (source texts in both English and Spanish and target documents in French) as well as the CVs of linguists translating into French only. Subsection 3.2 should include work samples (source texts in French and target documents in English) as well as the CVs of linguists translating into English only.

Company X may submit Section 3 as follows:

SECTION 3: Written translation work samples and Key Personnel's professional qualifications per official UN language

3.1 FRENCH

3.1.1 Provide a minimum of two written translation work samples sorted by subject matter, title, client, date, source and target language/URLs.

Climate Change

Title: Assessing the Post-2020 Clean Energy Landscape (World Resources Institute, November 2015)

EN: https://wriorg.s3.amazonaws.com/s3fs-public/WRI-OCN_Assessing-Post-2020-Clean-Energy-Landscape.pdf

Title of translation : Évaluation du cadre énergétique propre après 2020

FR: https://wriorg.s3.amazonaws.com/s3fs-public/WRI-OCN_Assessing-Post-2020-Clean-Energy-Landscape..pdf/fr

Counterterrorism

Title: State Sponsors of Terrorism (US Department of State, June 2018)

EN: <https://www.state.gov/j/ct/rls/crt/2017/282847.htm>

Title of translation : Commanditaires d'État du terrorisme

FR: <https://www.state.gov/j/ct/rls/crt/2017/282847.htm/fr>

Title: Fortalecimiento de la cooperación internacional para combatir la amenaza cambiante del terrorismo (United Nations, September 2018)

SP: <http://www.un.org/es/counterterrorism/hlc/assets/pdf/programme.pdf>

Title of translation : Renforcer la coopération internationale pour faire face à l'évolution de la menace terroriste

FR: <http://www.un.org/fr/counterterrorism/hlc/assets/pdf/programme.pdf>

3.1.2 Qualifications of key personnel proposed

3.1.2.a CV 1

3.1.2.b CV 2

3.1.2.c CV 3

3.2 ENGLISH

3.2.1 Provide a minimum of two written translation work samples sorted by subject matter, title, client, date, source and target language/URLs.

Resource Mobilization

Title in FR: [Cahier "mobilisation des ressources financières"](#) (UNDP, January 2016)

Translation in EN: ["Mobilization of financial resources" notebook](#)

Title in FR: [Bilan annuel de la mobilisation des ressources au Sénégal](#) (UNDP, March 2016)

Translation in EN: [Annual Review of Resource Mobilization in Senegal](#)

3.2.2 Qualifications of key personnel proposed

3.2.2.a CV 1

3.2.2.b CV 2

3.2.2.c CV 3

Please consider that you may submit work samples in the following main areas of specialized subject matter, **but not limited to**: 1) sustainable development and SDGs; 2) democratic governance and peacebuilding; 3) crisis response; 4) climate and disaster resilience; and/or 5) gender equality.

While submitting the minimum work samples will grant certain points, points shall be added for each additional work sample/area up to 12 obtainable points.

Q21: How will the written examination be organized?

A21: We will have one exam per day. Each translator will have 3 hours to complete each exam.

Q22: Key personnel and personal data: can bidders replace name and surname with initials? Ref. GDPR regulation in Europe.

A22: It is possibly allowed that bidders may mention key personals initials in the first stage, followed by complete names after selection process.

Q23: "On-call basis", does this mean bidder will have to bid against other companies on a lot if they are awarded?

A23: Yes, every time when the need for assignment arises, there will be a secondary bidding process and bidders might be asked to confirm their availability, and if they wish to offer lower than the offered price.

Q24: ISO Data Certification: Do bidder must be 'compliant' with this? Does it mean bidders must be certified?

A24: Yes, and bidders can provide any type of certification related to the translation services.

Q25: Can bidders find anywhere on the UN platforms for former incumbents who are awarded similar LTAs?

A25: No, UNDP do not upload the Translation Services LTAs in any platforms.

Q26: Do you want 1 technical proposal for each language proposal or there is a different approach? if we bid for 8 lots, do you want 8 proposals?

A26: One proposal, including Technical Proposal with Section 1 specifying the lot bidding and Section 3 divided per official UN language(s) of expertise. Please refer to question 20 for more details.

Q27: Work Sample: Some of the bidder's current translation samples are very confidential. What solution do you suggest for this?

A27: If bidders do not have samples to offer, they can perhaps submit a list with a description of projects and include the client's contact details and websites, so we can enquire directly with the client about the quality of the translations. This would grant them some points at least.

Q28: Would it be possible to conduct the tests first, and then request for all the information like CVs etc. Can UNDP change the procedure for this to save time and efforts?

A28: UNDP will follow the procedure as set out in the RFP document and will conduct a preliminary examination first.

Q29: Please explain the rush fee and flat rate in table 2 - vs. table 1.

A29: Please use the updated Form G that is attached in e-tendering.

Q30: Bidders who want to translate into languages that are not required in the RFP (local languages), where should they address their proposal?

A30: Under optional activities/languages. they will be evaluated later and will be reviewed when a need for one of those language arises.

Q31: If bidders want to submit their proposal using a joint venture, do all the companies have to submit tax certificates, financial standing documents etc.?

A31: Yes, this is set out in the RFP as well.

Q32: Is there a CV template we should use?

A32: Yes, please use the template that we have provided in e-tendering.

Q33: Can UNDP share all the annexes in word documents and upload them in E-Tendering?

A33: Yes, the annexes (word format) are all uploaded to the e-tending now.

Q34: Will the Q&A from the previous process be re-uploaded in e-tendering and another platform?

A34: No, as that process was cancelled.