



REQUEST FOR TENDER

File: SPREP 3/5
Date: 27 May, 2020
To: Interested suppliers
From: Roger Cornforth, Deputy Director General

Subject: Request for tenders: Tender for the Provision of Translation and Interpretation services to SPREP for 2020 - 2021

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**. These values guide all aspects of our work:
 - We value the **Environment**
 - We value our **People**
 - We value high quality and targeted **Service Delivery**
 - We value **Integrity**
- 1.3. For more information, see: www.sprep.org or www.sprep.org/thetreds

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced providers of high quality, efficient and accurate translation and interpretation services from English to French and from French to English.
- 2.2. The provision of the translation services will be on an “as and when” basis and service providers will be required to carry out the work in their own office location.
- 2.3. It is expected that all translations reflect the basic typesetting of the source document (the paragraph breaks, headings, sub-headings, bullet points etc), and all must be undertaken in electronic format and provided to SPREP via email. The application most commonly used is Microsoft Word, but other Microsoft Office applications and Adobe InDesign may also be used as occasions demand.
- 2.4. The provision of conferences services will also be on an “as and when” basis, consisting of interpretation (simultaneous or consecutive) and on-site translation services, from English to French and vice versa, including the supply of technical equipment and/or teleconferencing management.



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Interested parties should note that in the present COVID-19 environment live conferences are no longer being held and until further notice SPREP conferencing is likely to be virtual.

- 2.5 Formal tenders for interpretation and translation services must be submitted by 24 June 2020. It is intended to offer the successful tender a contract for a two-year period, conditional on satisfying a 12- monthly performance review.

3. Conditions: information for applicants

- 3.1 To be considered for this tender, interested suppliers must be registered with a recognized association of translators and interpreters with sufficient staff to service SPREP's translation and interpretation requests.
- 3.2 Interested suppliers will need to be able to organise recruitment of personnel for conference services, make travel and transportation arrangement for personnel, equipment and documents, subject to itineraries being approved by SPREP.
- 3.4 The suppliers will provide SPREP, a month prior to the conference, with necessary information relating to the work to be done, including CVs for new team members. SPREP reserves the right to indicate preferences for the constitution of the team for any given meeting
- 3.3 The suppliers will need to provide technical equipment for simultaneous interpretation during the conferences (e g sound equipment) and shall be responsible throughout for insurance coverage on such equipment.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and in the Terms of Reference and is available for the timeframe provided. Documentation must also address how each individual evaluation criterion is met.
- 4.2. Tender documentation should outline the interested supplier's complete proposal: tender application form, methods, previous relevant experience and qualifications, timeframes and costs.
- 4.3 Provide at CV's and at least 3 referees for all proposed personnel, including the most recent work relevant to this position.
- 4.4 Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.
- 4.5 Complete the **tender application form** provided (note you are required to complete all areas in full as requested, particularly the statements to demonstrate you meet the selection criteria **DO NOT** refer us to your CV or Technical proposal. Failure to do so will result in the application **NOT** being considered).

5. Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to maraeap@sprep.org before 15 June 2020. A summary of all questions received with associated responses will be posted on the SPREP website by 17 June 2020.



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6. Evaluation criteria

6.1. SPREP will select a preferred supplier on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and best satisfies the following criteria:

- i. Experience- Minimum of ten (10) years' experience in providing translation and interpretation services (20%).
- ii. Technical and management capability (40%):

Interested suppliers must:

- describe how you will manage translation services to ensure on-time delivery and maintain quality control to achieve the delivery of high-quality translation,
 - identify qualified personnel to undertake the interpretation and translation service requirements, including profiles of staff proposed for all services,
- iii. Interested suppliers must submit their company profile including a copy of the company's audited accounts for the last 2 years together with the details of any significant changes since the last year end (10%):
 - iv. Cost in US\$ including rate sheet (30%).
 - Please state the location of the home base for all personnel (where they will be travelling from when required for Conference services).

7. Deadline

- 7.1. **The due date for submission of the tender is: 24 June 2020, midnight (Apia, Samoa local time)**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked 'Request for Tenders: Translation and Interpretation Services for 2020/2021'

Mail: SPREP
PO Box 240
Apia, SAMOA
Email: tenders@sprep.org (MOST PREFERRED OPTION)
Fax: 685 20231
Person: Submit by hand in the tenders' box at SPREP reception,
Vailima, Samoa.

SPREP reserves the right to reject any or all tenders/bids and the lowest or any tender/bid will not necessarily be accepted.

For any complaints regarding the Secretariat's tenders/bid please refer to the Complaints section on the SPREP website.

<http://www.sprep.org/accountability/complaints>