

REQUEST FOR TENDER

RFT: 2022/054
File: SPREP 3/5
Date: 24 October, 2022
To: Interested suppliers
From: Easter Chu Shing, Deputy Director General

Subject: Request for tenders: Tender for the Provision of Translation and Interpretation services to SPREP for 2023 - 2024

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation 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

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 (I e 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 hybrid (on-site or virtual) translation services, from English to French and vice versa, including the supply of technical equipment and/or teleconferencing management for hybrid events.

- 2.5 It is intended to offer the successful tender a contract for a two-year period, conditional on satisfying a 12- monthly performance review.
- 2.6 The successful contractor must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: <https://www.sprep.org/attachments/Publications/Corporate Documents/spreporganisational-values-code-of-conduct.pdf>. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.7 SPREP Standard Contract Terms and Conditions are non-negotiable.

3. Conditions: information for applicants

- 3.1 To be considered for this tender, interested suppliers must meet the following conditions:
- Must be registered with a recognised association of translators and interpreters with sufficient staff to service SPREP's translation and interpretation requests.
 - Complete the **tender application form** provided (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered*).
For the Technical and Financial proposal you may attach these separately; and
 - Provide a copy of valid business registration/license.
- 3.2 Interested suppliers will need to be able to organise recruitment of personnel for conference services, if and as required, make travel and transportation arrangement for personnel, equipment and documents, subject to itineraries being approved by SPREP.
- 3.3 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
- 3.4 The suppliers will need to provide technical equipment for simultaneous interpretation during the conferences (eg sound equipment, appropriate online interpretation platforms etc) 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, and must include:
- SPREP Tender Application form and conflict of interest form.** (*Please note you are required to complete in full all areas requested in the Form,*

*particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered).*

For the Technical and Financial proposals you may attach these separately.

- b) **Honour form**
 - c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
 - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
 - e) **Financial Proposal** must complete rate card provided.
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.5. The tenderer/bidder might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7 The Proposal must remain valid for 90 days from date of submission.
- 4.8 Tenderers must insist on an acknowledgement of receipt of tender.

5. Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 14 November 2022. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 16 November 2022.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
- c. SPREP will determine what, if any, response should be given to a Tenderer question. SPREP will circulate Tenderer questions and SPREP's response to those questions to all other Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>) without disclosing the source of the questions or revealing any confidential information of a Tenderer.
- d. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- e. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement Officer

setting out the error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.

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 – complete form provided (30%).
 - Please state the location of the home base for all personnel (where they will be travelling from when required for Conference services).

6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria.

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

7. Variation or Termination of the Request for Tender

- 7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.
- b. In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>).
- c. Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT if it is interested in providing a Tender Response.

- d. If SPREP determines that none of the Tenders submitted represents value for money, that it is otherwise in the public interest or SPREP's interest to do so, SPREP may terminate this RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.

8. Deadline

- 8.1. **The due date for submission of the tender is: 28 November 2022, midnight (Apia, Samoa local time)**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked 'RFT 2022/054: Translation and Interpretation Services for 2023/2024'

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>