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Sustainable Democracy.

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Date: September 20, 2018

Ref.: RFQ 20-09-2018

Subject: Request for Quotations (RFQ) for Written Translation of Legal Texts Services

The International Foundation for Electoral Systems (IFES), invites potential service providers to participate in this competitive solicitation for pricing, delivery, and terms of potential sale of the following services for the IFES office in Kyiv, Ukraine. 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.

BACKGROUND

IFES is an independent, non-governmental organization (NGO) with headquarters registered in the United States of America. 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.

DESCRIPTION OF SERVICES

IFES Ukraine requires the following services, on an as-needed basis for a 16-month period (one or multiple blanket agreements):

- Written translation of legal texts (Ukrainian ↔ English, Russian ↔ English)
- Proofreading/copy-editing (Russian, Ukrainian, English)

SERVICE DELIVERY PROPOSAL

The Service Delivery Proposal must contain the following for all services:

- Evidence of experience with international organizations and/or international technical assistance projects. Please provide at least 3 active references with full contact of the previous clients (name, title, e-mail and phone number)
- An explanation of processes to ensure high quality of services (quality testing system in use, internal proofreading process, guarantee on product, etc.);
- Price Offer, Availability, and Capacity to provide services to IFES (please, complete Table 1 and Table 2 below).

In addition, please provide a link or attach an example of ready translated legal materials – laws and draft laws, governmental resolutions, legal analysis etc. - from Ukrainian to English and vice versa developed by you (for individuals) or by your agency translators (for agencies). Each document should consist of a minimum of 5 pages of text in English and in Ukrainian.

IFES reserves the right to contract one, multiple, or none of the bidders.

Microsoft Office will be used for word counting based on the outcome document.

NOTE: IFES is exempt from Value Added Tax (VAT). Service Providers are therefore required to submit their quotes without VAT.

Table 1 - Price offer

Please complete the chart below with proposed UAH:

	Service (English ↔ Ukrainian/Russian)	Unit (word count = the amount of words submitted by IFES for translation; not the product)	Cost per Unit (UAH)	Rush Service (less than 24 hours) Cost per Unit (UAH)
1.	Written translation of legal texts from English into Ukrainian/Russian	1 word		
2.	Written translation of legal texts from Ukrainian/Russian into English	1 word		
3.	Written translation of Power Point presentations from English into Ukrainian/Russian	1 word		
4.	Written translation of Power Point presentations from Ukrainian/Russian into English	1 word		
5.	Proof-reading / Copy-editing in Ukrainian	1 word		
6.	Proof-reading / Copy-editing in Russian	1 word		

Table 2 – Availability and Capacity

Please provide your comments within 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 period of notification should be done by IFES to perform the work in Kyiv for written translations, and proof reading/copy editing.	
2.	Indicate availability to work during weekends/	
3.	Indicate the number of translators/interpreters offered and include CVs of those translators offered to provide services (personal CV for individual translators/interpreters; at least 3 CVs for consecutive interpreters; and at least 4 CVs for simultaneous interpreters);	
4.	Indicate daily written translation capacity (maximum number of pages per day; 1 page = 1800 characters with spaces)	

REQUIREMENTS FOR PROSPECTIVE CONTRACTORS LEGAL STATUS

Prospective contractors must submit the following information in the Response:

1. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
2. If a government, its agents, or agencies, have an ownership or managerial interest in the vendor, the prospective contractor must indicate this when submitting its offer. Failure to do so will result in the prospective contractor's offer being removed from consideration.
3. A brief outline of the vendor, including:
 - a. Full legal name and address of the vendor or individual;
 - b. Corporate and tax registration documents
 - c. Full name of the legal representative (president or managing director) of the vendor (not applicable for individuals);
 - d. Name of any individuals or entities that own 50% or more of the vendor;
 - e. Year business was started or established.
4. 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.
5. IFES requests quotations for the above listed services on Unite Price basis.
6. All the cost must be in UAH and VAT exempt, with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.
7. Names, addresses, and telephone numbers of three business references, and approval to contact the listed references. IFES reserves the right to request and check additional references.
8. Prospective contractor 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.

All Responses must be in the English language.

EVALUATION

IFES will evaluate bids based on the following criteria:

- | | |
|---|-------------|
| 1. PRICE | 20 % |
| Evaluated per specific service. | |
| 2. QUALITY | 30 % |
| Evaluation will be based on explanation of processes to ensure high quality of services, and on examples of ready translated materials for written translation (glossary, sentence structure, formatting, attention to detail); | |
| 3. EXPERIENCE AND REFERENCES | 20 % |
| Evaluated based on previous experience providing similar services to international organizations and/or ITA projects in the field of judiciary, elections and the rule of law and references listed/contacted. | |
| 4. CAPACITY | 15 % |
| Written: Evaluated based on number of pages (1800 characters with spaces) that can be translated per day and demonstration of quality assurance systems in place for written translation. | |
| 5. AVAILABILITY | 15 % |
| Evaluated based on the minimum response time for written translation. | |

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

SCHEDULE OF EVENTS

Release of RFQ	October 02, 2018
Questions Due	October 12, 2018
Answers from IFES	October 16, 2018
RFQ Closes – Responses Due	October 22, 2018

The schedule noted above may be changed at any time in the sole discretion of IFES. All communication must adhere to this schedule and shall be sent to Mr. Maksym Palamarchuk mPalamarchuk@ifes.org with copy to Ms. Kateryna Makhova kmakhova@ifesukraine.org, with "Legal Translation services 2018" in the subject line.

GENERAL TERMS AND CONDITIONS

1. IFES will only consider responsive Responses from responsible contractors for award.
2. 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.
3. Prices quoted must be valid for 90 days minimum.
4. Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation.
5. All procurement will be subject to IFES contractual terms and conditions, and contingent on the availability of donor funding.
6. IFES reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.
7. IFES reserves the right to accept all or part of the quotation when awarding the contract.
8. All information provided by IFES in this RFQ 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 reliance on or use of the information or for any claims asserted therefrom.
9. IFES reserves the right to require any prospective contractor to enter into a non-disclosure agreement.
10. The RFQ does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by the prospective contractor or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of IFES.

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.

End of RFQ