

**REQUEST FOR QUOTATION**  
**PROCUREMENT OF INTERPRETATION SERVICES WITH EQUIPMENT**  
**RFQ NO.130-2024-TUN-RFQ**

Date: **March 29, 2024**

Dear Sir / Madam,

You are kindly requested to submit your quotation for **Interpretation services with equipment** described in Annex B.

We also request that your Quotation is submitted using the format specifically detailed in Annex C.

Quotations submitted by email must be limited to a maximum of **10MB, virus-free** and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Quotation shall be evaluated based on lowest priced Quotation meeting requirements as per the criteria set in Annex A, point q.

In the event of a discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity), the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Quotation will be rejected.

The Bidders shall not vary their prices for any reason after the deadline of the tender and while the Quotation is still valid. At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of Interpretation services with equipment, 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.

IDLO is not bound to accept any Quotation, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Quotation, regardless of the outcome or the manner of conducting the selection process.

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

By submitting a Quotation in response to this information, Bidders are confirming acceptance of IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

This Request for Quotation (RFQ) is comprised of:

Instruction to Bidders	Annex A
Technical Specifications	Annex B
Supplier's Quotation	Annex C

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IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex D
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For any questions/clarifications related to this RFQ please contact IDLO on [tenders@idlo.int](mailto:tenders@idlo.int) and mention **Clarifications RFQ NO. 130-2024 /TUN/RFQ** in the subject section of your email no later than 48 hours prior to the deadline for submission.

Deadline for Submission of Quotation:

On or before **Date: April 5, 2024**

**Time: 15:00 hours Rome, Italy local time.**

Thank you and we look forward to receiving your Quotation.

Sincerely yours,  
International Development Law Organization | IDLO  
Tunisia Country Office

**Annex A**  
**Instructions to Bidders**

a. Description of requested Interpretation services with equipment	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before <b>Date: April 5, 2024</b> <b>Time: 15:00 hours Rome, Italy local time.</b>
c. General Terms and Conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Interpretation Services with equipment and adherence to the Supplier Code of Conduct.
d. Payment Terms	IDLO will conduct the payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
e. Conditions for Release of Payment	IDLO Acceptance of Interpretation Services with equipment Form based on full compliance with RFQ requirements
f. Validity of Quotation starting from the Deadline of the Tender	<b>90 days</b>  In exceptional circumstances, IDLO may request the Bidder to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Bidder shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
g. Quotations Submission	All quotations shall be submitted through the following e-mail address: <a href="mailto:tenders@idlo.int">tenders@idlo.int</a>
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted
i. Place of Delivery	Hotel SINDBAD Hammamet , Tunisia
j. Delivery Terms	<i>The delivered terms is based on the purchase order or contract from IDLO Tunisia Office</i>
k. Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> N/A
l. Currency of Quotation	Tunisian Dinars
m. Preliminary Documents to be Submitted	<input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Copy of latest 3 contracts of similar nature with UN , International Organization , Embassy or any related Government Agency for the last 3 years; <input checked="" type="checkbox"/> Self Attestation Letter on Company's assigned Interpreters history; <input checked="" type="checkbox"/> CVs of assigned Interpreters

n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A
o. After-sales services required, if applicable	<input checked="" type="checkbox"/> Spare Equipment in case of sudden technical issues for minimum period of 4 Days <input checked="" type="checkbox"/> Technical Support
p. Evaluation of Quote	Evaluation will be done according to the following order of priorities: <ol style="list-style-type: none"> <li>1. Full submission of Preliminary Documents (as per Annex A, point n.)</li> <li>2. Technical responsiveness</li> <li>3. Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable.</li> <li>4. Delivery Date</li> <li>5. Price</li> </ol>
q. Contract Award	Contract Award shall be granted according to: <ol style="list-style-type: none"> <li>a) Full submission of Price Schedule (Annex C) signed and stamped;</li> <li>b) Lowest priced, most technically acceptable/compliant offer;</li> </ol>
r. Contract Signature	Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.
s. Liquidated Damages	<input checked="" type="checkbox"/> <b>Yes - For late delivery of <u>Services</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.</b> <b>If the Contractor fails to perform the requested Services within the time period specified and as stipulated in the terms and conditions of the Contract, IDLO may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to liquidated damages for every day delay in the provision and completion of the Services.</b>

**ANNEX B  
TECHNICAL SPECIFICATIONS AND COMPANY QUALIFICATIONS**

**1. Specifications for Interpretation Services with Equipment**

<b>Lots</b>	<b>Item Name</b>	<b>Specification</b>	<b>Unit measure</b>	<b>Quantity</b>
<b>Lot 1</b>	<i>Simultaneous Interpretation</i>	<i>One Interpreter from Arabic to French</i>	<i>Day</i>	<i>4 Days ( April 24-25-26-27 )</i>
<b>Lot 2</b>	<i>Simultaneous Interpretation</i>	<i>One Interpreter from French to Arabic</i>	<i>Day</i>	<i>4 Days (April 24-25-26-27)</i>
<b>Lot 4</b>	<i>Required Equipment</i>	<i>26 headsets + Interpretation booth + Interpreter's desk +cables + 01 Technician</i>	<i>Day</i>	<i>4 Days (April 24-25-26-27)</i>

**2. Minimum Qualifications of Interpretation Company, Interpreters and Interpretation equipment :**

**A- Interpretation Company :**

- \*Previous experience of minimum 3 years
- \*Previous contracts of similar nature in the past 3 year with UN Agencies, international Organizations , embassies or government agencies
- \*Must provide highly qualified Interpreters

**B- Company Interpreters:**

- \*Minimum professional work experience of 3 consecutive years
- \*Interpreter for target language (Arabic) must have minimum 3 years of relevant experience
- \*Interpreter for target language (French) must have minimum 3 years of relevant experience
- \*Interpretation experience(s) with UN Agencies , International Organizatios , embassies or local government agency is an asset .

**C- Interpretation Equipment requirement:**

- \*Booth can accommodate 2 interpreters comfortably

- \*Air ventilation in Booth
- \*Easy installation of equipment
- \*Interior partition systems
- \*Double plexiglass window
- \*Sound proof flooring
- \*High quality of headsets
- \*Testing materials
- \*Long cables
- \*Experienced technician

### 3. Specifications for After-Sale Service for Interpretation Services with equipment

Description
i.e. Spare Equipment in case of sudden technical issues for minimum period of 4 Days i.e. Technical Support

**ANNEX C  
SUPPLIER'S QUOTATION**

**(This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)**

We, the undersigned, hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice. We hereby offer to supply the items listed below in conformity with the specification and requirements of IDLO as per **RFQ NO. 130-2024/TUN RFQ**

<b>Company Name</b>	
<b>Company Full Address</b>	
<b>Date</b>	
<b>Signature</b>	
<b>Stamp</b>	
<b>Contact Person</b>	
<b>Telephone number</b>	
<b>Email address</b>	

**Table 1: Offer to Services Compliant with Technical Specifications and Requirements**

**Required Service dates: April 24-25-26-27 . 2024**

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in TND VAT Included	Total amount in TND VAT Included
1.	Simultaneous Interpretation	One Interpreter from Arabic to French	Day	4 Days	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	Simultaneous Interpretation	One Interpreter from French to Arabic	Day	4 Days	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	Requested Interpretation Equipment	<i>26 headsets for Participants</i> <i>Interpretation booth</i> <i>Interpreter's desk</i> <i>Cables</i> <i>One Technician</i>	Day	4 Days	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		



Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in TND VAT Included	Total amount in TND VAT Included
<b>Total Cost of Goods</b>							
<b>Other Charges (please specify)</b>							
<b>Taxes/ VAT (___ %) (if applicable)</b>							
<b>Grand Total</b>							

**Table 2: Offer for After-Sale Services and Other Conditions**

Other Information	Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time			
Warranty and After-Sales Requirements			
a) Spare Equipment in case of sudden technical issues for minimum period of 4 Days			
b) Technical Support			

<p><b>Name, position and signature of the Bidder</b></p>   <p><i>Duly authorised to sign this Bid</i></p> <p><b>Date:</b></p>	<p><b>Bidder's Stamp</b></p>
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**ANNEX D**  
**IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR**  
**SERVICES**  
**AND**  
**IDLO SUPPLIER CODE OF CONDUCT**

Any quote submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

[https://www.idlo.int/sites/default/files/documents/general\\_terms\\_and\\_conditions\\_for\\_goods\\_august\\_2020.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf)

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<https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf>