

**INTERNATIONAL DEVELOPMENT LAW ORGANIZATION
INVITATION TO BID**

Reference: ITB No. ITB-IDN/JKT23-0006

Date: July 28, 2023

Dear Sir/Madam,

The International Development Law Organization (IDLO) kindly invites your Company/Organization to submit a Bid for **Translation and Interpretation Service**. The full requirement is described in Annex C.

We also request that your Bid is submitted using the format specifically detailed in Annex D, E and F.

Bids 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.

Bids shall be evaluated based on the criteria set in Annex B.

IDLO is not bound to accept any Bid, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Bid, 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 Invitation to Bid (ITB).

By submitting a Bid in response to this information, Bidders are confirming acceptance of IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct in full and; Payment Policy where payment is made within 30 days after delivery of service on presentation of complete and correct invoice.

This ITB consists of the following Annexes. Please be guided by these in preparing your Bid:

a.	Instructions to Bidders	Annex A
b.	Preliminary Screening Criteria	Annex B
c.	Terms of Reference (TOR)	Annex C
d.	Bid Submission Form	Annex D
e.	Bidder Information Form	Annex E
f.	Price Schedule	Annex F
g.	IDLO Special Conditions of Contract	Annex G
h.	IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex H

For any questions/clarifications related to this ITB before Deadline for Submissions of Bid, please contact IDLO on tenders@idlo.int and mention **Clarification ITB : ITB-IDN/JKT23-0006** in the subject section of your email.

Deadline for Submission of Proposals:
On or before **Date: August 11, 2023**
Time: 15:00 hours Rome, Italy local time.

Thank you and we look forward to receiving your Bid.

Sincerely yours,
International Development Law Organization | IDLO
Indonesia

**ANNEX A
INSTRUCTIONS TO BIDDERS**

1. General Considerations	<p>In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify IDLO.</p>
2. Cost of the Bid	<p>The Bidder shall bear all costs associated with the preparation and submission of the Bid.</p> <p>IDLO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.</p>
3. Currency of Bid	<p>Bids shall be nominated exclusively in Indonesian Rupiah.</p> <p><i>Note: Local Suppliers must comply with any applicable laws regarding doing business in other currencies</i></p>
4. Language of the Bid	<p>The Bid and all correspondences and documents relating to the Bid exchanged by the Bidder and IDLO shall be written in the English language.</p>
5. Deadline for Submissions of Bid	<p>The Bid shall be addressed to IDLO on or before Date: August 11, 2023 Time: 15:00 hours Rome, Italy local time.</p> <p><i>Note: Proposals 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.</i></p>
6. Delivery Term and Place	<p>Service is to be delivered as will be guided at the point of issuing a work order from IDLO under the Framework Agreement :</p> <ol style="list-style-type: none"> 1. Document translation service : whenever IDLO requires the respective service to be done remotely in the agreed deadline will be reflected on the work order. 2. Interpretation service : where the respective event takes place and will be indicated on the work order.
7. Customs clearance , if needed, shall be done by:	<p><input checked="" type="checkbox"/> N/A</p>
8. Special Packing Requirement or Temperature Control	<p><input checked="" type="checkbox"/> N/A</p>

9. Documents comprising the Bid	<p>The Bid shall comprise the following components:</p> <ol style="list-style-type: none"> 1. Bid Submission Form (see Annex D); 2. Bidder Information Form (see Annex E) 3. Price Schedule (Annex F)
10. Contents of solicitation documents	<p>The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder's risk and will affect the evaluation of the Bid.</p>
11. Clarification of solicitation documents	<p>A prospective Bidder requiring any clarification on this ITB may contact IDLO by email on tenders@idlo.int no later than 72 hours prior to the deadline for submission of Bids.</p> <p>Please mention Clarification ITB No. ITB-IDN/JKT23-0006 in the subject section of your email.</p> <p>Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that have received the Solicitation Documents or posted on IDLO website.</p> <p>Any delay in IDLO's response shall not be used as a reason for extending the deadline for submission, unless IDLO determines that such an extension is necessary and communicates a new deadline to all the Bidders.</p>
12. Amendments of solicitation documents	<p>At any time prior to the deadline for submission of Bids IDLO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Solicitation Documents by amendment.</p> <p>All prospective Bidders that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.</p> <p>In order to afford prospective Bidders reasonable time for taking the amendments into account and preparing their offers, the procuring IDLO entity may, at its discretion, extend the deadline for the submission of Bids.</p>
13. Format, signing sealing, marking and submission of Bids	<p>The Bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Bid.</p> <p>The Bid must be submitted using the format specifically detailed in Annex D, E and F.</p> <p>A Bid shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which</p>

	<p>case such corrections shall be initialled by the person or persons signing the Bid.</p> <p>Before the stipulated deadline, the Bidder shall send one email to the following e-mail address: tenders@idlo.int with the Subject: “Submission for ITB No. ITB-IDN/JKT23-0006.</p>
<p>14. Joint Venture, Consortium, or Association</p>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between IDLO and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of IDLO.</p> <p>The lead entity and the member entities of the JV, Consortium or Association shall abide by the requirement outlined in the following section in respect of submitting only one bid.</p> <p>The description of the organization of the IV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.</p> <p>A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ol style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>JV, Consortium or Associations are encouraged for high value, multi-</p>

	<p>sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.</p>
15. Only One Bid	<p>The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ol style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this ITB; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this ITB process; e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; f) or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
16. Late Bids	<p>Any Bid received by IDLO after the deadline for submission of Bids, pursuant to clause <i>Deadline for the submission of Bid</i>, will be rejected and sent back unopened or destroyed unopened if the return cannot be secured unless the Bid was sent by email but was not properly received due to issues in IDLO mailing system.</p>
17. Validity Period of Bids	<p>All Bids will be valid for 90 days from the deadline for submission of Bids. In exceptional circumstances IDLO may request the Bidders to extend the validity of the Bid beyond what has been initially indicated in this ITB. The Bidders shall be invited to confirm the extension in writing, without any modification whatsoever on the Bid. The Bidders may choose not to extend the validity period of the Bid upon request of IDLO.</p>

18. Modification and withdrawal of Bids	<p>The Bidder may modify/withdraw its Bid after the Bid's submission, provided that written notice of the withdrawal is received by IDLO prior to the deadline prescribed for submission of Bids.</p> <p>The Bidder's modification/withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause Deadline for Submission of Bids.</p> <p>No Bid may be modified nor withdrawn after the deadline for submission of Bids.</p> <p>No Bid may be modified/withdrawn in the Interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder in the Bid Submission Form.</p>
19. Amendment of the Bid	<p>At any time prior to the deadline of Bid submission, IDLO may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>If the amendment is substantial, IDLO may extend the Deadline for submission of bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
20. Bidders' conference	<input checked="" type="checkbox"/> N/A
21. Right to accept, reject, or render non-responsive any or all Bids	<p>IDLO reserves the right to accept or reject any Bid, to render any or all of the Bids as non-responsive, and to annul the solicitation process and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for IDLO's action. Furthermore, IDLO shall not be obliged to award the contract to the lowest priced offer.</p>
22. Clarification of Bids	<p>To assist in the examination, evaluation and comparison of Bids, IDLO may at its discretion ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Bid shall be sought, offered or permitted.</p>
23. Evaluation of Eligibility and Qualification	<p>In general terms, Bidders that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in IDLO Sanctions lists (EU, US, UN); b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services

	<p>required;</p> <p>d) They are able to comply fully with IDLO General Terms and Conditions of Contract and IDLO Supplier Code of Conduct;</p> <p>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</p> <p>f) They have a record of timely and satisfactory performance with their clients.</p>
24. Price variation	Bidders shall not vary their prices for any reason after the deadline of the tender and while the Bid is still valid.
25. Preliminary Screening	IDLO will screen the Bids' Annex D and E to determine whether they are complete, whether the documents have been properly signed, and whether the Bid is generally in order.
26. Correction of errors	In the event of a discrepancy between the unit price and the total price, 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 Bid will be rejected.
27. Due Diligence	<p>IDLO reserves the right to undertake a due diligence exercise aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <p>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</p> <p>b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;</p> <p>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</p> <p>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</p> <p>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</p> <p>f) Other means that IDLO may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>

28. Responsiveness of Bid	<p>IDLO will determine the substantial responsiveness of each Bid to the ITB. For purposes of this Clause, a substantially responsive Bid is the one which materially conforms to the requirement of the tender and any mandatory terms contained in the Solicitation Documents.</p> <p>IDLO's determination of a Bid's responsiveness is based on the contents of the Bid itself without recourse to extrinsic evidence.</p>
29. Evaluation of Bid	All eligible Bids are assessed whether they are compliant, i.e., meet or exceed the specifications of the ITB
30. Right to Vary Requirements at the time of the Award	<input checked="" type="checkbox"/> N/A for Framework Agreement
31. Contract Award	<p>Contract Award shall be granted according to:</p> <ul style="list-style-type: none"> a) Full submission of relevant documentation as per Preliminary Screening Criteria (Annex B); b) Full submission of Bid Submission Form (Annex D) signed and stamped; c) Full submission of Bidder Information Form (Annex E); d) Full submission of Price Schedule (Annex F) signed and stamped; e) Lowest priced, most technically acceptable/compliant offer;
32. 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.
33. Debriefing	In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from IDLO. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future bids for IDLO procurement opportunities. The content of other bids and how they compare to the Bidder's submission will not be discussed.
34. Payment Terms	IDLO will make payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
35. General Terms and Conditions and Supplier Code of Conduct	<p>Any Contract or Purchase Order that will be signed as a result of this ITB shall be subject to the IDLO's General Terms and Conditions and Supplier Code of Conduct attached as Annex H.</p> <p>The mere act of submission of a Bid implies that the Bidder accepts both Annexes in full.</p>
36. Liquidated Damages	<input checked="" type="checkbox"/> N/A
37. Partial Bid	<input checked="" type="checkbox"/> Permitted to submit partial services

**ANNEX B
PRELIMINARY SCREENING CRITERIA**

A. MINIMUM ELIGIBILITY CRITERIA

Subject	Criteria	Document Submission Requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Certificate of Incorporation/Registration to operate in the country
Tax Revenue	Vendor is registered with pertinent country's revenue authority.	Valid Tax Compliance Certificate
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB Annex A Clause 22.	Self-Attestation Letter
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	
Bankruptcy	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	
Company Profile	Descriptions of all related services	Copy of full company profile

B. QUALIFICATION CRITERIA

QUALIFICATION		
Previous Experience	Minimum 3 years of relevant experience.	Provision of 3 PO/Contract copies with any entities.
	Minimum 5 times experience in providing simultaneous Interpretation from English to Indonesia and vice versa for high level meeting between Indonesian legal Institutions (e.g. the Supreme Court/Courts Attorney General Office, the Police, Anti-Corruption Commission, Bappenas, Ministry of Law and Justice, etc) and foreign organizations.	Curriculum Vitae and Certificate for Bilingual Interpretation (Bahasa Indonesia v English)



	Minimum 5 times experience in providing official document translations (English to Indonesia and vice versa) for any institutions as mentioned above.	Curriculum Vitae and Certificate for Bilingual Translation (Bahasa Indonesia v English)
	Minimum 5 times experience in providing official legal document translations (English to Indonesia and vice versa) for any legal institutions as mentioned above.	Certificate of the Sworn Translation

ANNEX C
TERMS OF REFERENCE / TECHNICAL SPECIFICATIONS
INTERPRETATION AND TRANSLATION SERVICE

A. INTRODUCTION

In order to achieve cost efficiency from economies of scale whilst ensuring outstanding quality of service, IDLO Indonesia is looking to establish multiple Framework Agreements with interpretation and translation services requirements. A Framework Agreement is a type of agreement with its terms and conditions under which procurement of goods or services can be affected over a specified period, but which places no obligation on IDLO to order any minimum or maximum quantity.

The Framework Agreement will have its specified list of services, indicating the upper ceiling price agreed at the ITB stage. The upper ceiling price list (as well as discounted rates, if applicable) are provisional and are intended solely for the purposes of evaluation and comparison of Bids and to determine the upper ceiling limit in the Framework Agreement.

The duration for Framework Agreement(s) is 12 months with an option to extend at the same price, terms and conditions for a second 12-month period subject to satisfactory performance and agreement by both parties.

B. REQUIREMENTS AND DELIVERABLES

In this respect, the services required by IDLO to the Suppliers are:

1. Interpretations:

- a. Provide online or onsite simultaneous Interpretation from English to Bahasa Indonesia and vice versa for Workshop / Trainings / Conference / Meetings / Webinar as requested.
- b. Provide the Simultaneous Interpreting Services (SIS) Equipment Transmitter
- c. Provide the Simultaneous Interpreting Services (SIS) Equipment Receivers
- d. Provide the sound-proof both (if required)

The installation and uninstallation will be handled by the Supplier

2. Translations:

- a. Provide regular general translations service from English to Bahasa Indonesia and vice versa including but not limited to reports, articles, manual, presentation, letters, speeches as requested by IDLO.
- b. Provide express general translations service from English to Bahasa Indonesia and vice versa including but not limited to reports, articles, manual, presentation, letters, speeches as requested by IDLO for maximum of two (2) calendar days.
- c. Provide regular sworn translations service from English to Bahasa Indonesia and vice versa including but not limited to agreement and other legal documents as requested by IDLO.
- d. Provide express sworn translations service from English to Bahasa Indonesia and vice versa including but not limited to legal documents as requested by IDLO for maximum of two (2) calendar days.
- e. Translation will be conducted upon request that will be outlined in the Work Order.

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- f. Supplier works and coordinates closely with the Requester or with the respective unit for the given task upon releasing Work Order.
 - g. Translation will be done by the authorized Translators who have Certificate for Translating and/or Sworn Translating for Legal documents. Supplier will complete the translation for the maximum of five (5) working days for the texts or documents with the total words up to 5000 words under general translation service. Other types of special documents with the total word beyond 5000 words will be discussed further prior starting the translation.
 - h. Supplier will complete the translation for the maximum of two (2) working days for the texts or documents with the total words up to 5000 words under express translation service. Other types of special document with the total word beyond 5000 words will be discussed further prior starting the translation.
 - i. Supplier will allow maximum of two (2) revisions of the texts or documents to ensure the accuracy, quality, completeness of the translation. The final word count will be counted based on the final approved documents.

C. CONDITIONS OF THE FRAMEWORK AGREEMENT

IDLO is looking to establish one or several Framework Agreement(s) with able and qualified Suppliers. A Framework Agreement is a type of agreement with its terms and conditions under which procurement of goods or services can be effected over a specified period, but which places no obligation on IDLO to order any minimum or maximum quantity. All terms and conditions including the prices will remain unchanged during the period of the Framework Agreement(s).

After entering into a Framework Agreement, IDLO shall place order on a “need basis”.

The confirmed award shall be in the form of a duly authorized Work Order. The Work Order is IDLO's commitment against Framework Agreements. The Work Order will provide information on the exact items, its quantities and unit prices (lifted from the Framework Agreement) in addition to other logistic details.

The duration for Framework Agreement(s) is 12 months with an option to extend at the same price, terms and conditions for a second 12-month period subject to satisfactory performance and agreement by both parties.

D. WORK LOCATION

1. During the interpretation service, the Contractor will be working where the events take place across Indonesia, and as indicated in Work Order as well. Due to this condition, travelling may be required. The Supplier will be responsible for its travel arrangement and its cost incurred to conduct the service.

The service along with other travelling reimbursement will be reimbursed upon the submission of the translated documents (for document translation), brief activity report, and invoice.3. Document translations can be done remotely..

E. QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR

The minimum qualifications of the successful Suppliers are:

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2. Minimum Education Level of Bachelor Degree of Law is preferred.
 3. Minimum Education Level of Bachelor Degree of Language.
 4. Minimum of 6 years of experience in providing simultaneous Interpretation from English to Indonesia and vice versa for high level meeting between Indonesian legal Institutions (e.g. the Supreme Court/Courts Attorney General Office, the Police, Anti-Corruption Commission, Bappenas, Ministry of Law and Justice, etc) and foreign organizations.
 5. Minimum of 6 years of experience in providing official document (legal and non-legal) translations (English to Indonesia and vice versa) for any institutions as mentioned above.
 6. Minimum of 3 years of experience providing interpretation/translation services and devices provider for international organizations.
 7. Fluent in speaking, writing, and reading English language
 8. Native in speaking, writing, and reading Bahasa Indonesia language
 9. Have ability to work independently under minimum supervision
 10. Have ability to work in a team when required
 11. Curriculum Vitae of the Managerial Personnel
 12. Curriculum Vitae of the assigned Interpreters and Translators
 13. Copy of Academic Certificate

Copy of Certificate of Translationg / Sworn Translating / Interpreting

F. Scope of Tender Price and Schedule of Payments

1. No work should be done unless requested by the Contracting Manager.
2. Payments to the Contractor shall be disbursed as follows:
 - Payments shall be made in line with the payment schedule and submission of invoice, submission of Brief Interpreter Report, and certification by the Contracting Manager that Deliverables have been satisfactorily rendered in accordance with Article 3.
3. Should the contractor be required by the Contracting Manager to attend specific events (including meetings, trainings, workshops, field visits and similar), IDLO shall be responsible for the payment of the following expenses that are subject to pre-approval by the Contracting Manager of IDLO Indonesia:
 - a. Round trip travel in accordance with IDLO policies and procedures.
 - b. Accommodation and per diem in accordance with IDLO policies and procedures.
 - c. Airport transfer (if any, at cost).
 - d. Other expenses that are subject to pre-approval by the Contracting Manager.

**ANNEX D
BID SUBMISSION FORM**

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

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the **Interpretation and Translation Service** as may be ascertained in accordance with the Price Schedule (Annex F) attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Bid for a period of 90 days from the date fixed for opening of Bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We 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 understand that you are not bound to accept any Bid you may receive.

Company/Organization: _____

Name: _____

Title: _____

Date:

Signature: _____

Duly authorized to sign this Bid

ANNEX E

BIDDER INFORMATION FORM

Name of Bidder:		Date:	Select date
ITB reference:			
Legal name of Bidder			
Legal address			
Year of registration			
Bidder's Authorized Representative Information	Name: Title: Telephone numbers: Email:		
Are you an IDLO vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Countries of operation			
No. of full-time employees			
Contact person that IDLO may contact for requests for clarifications during Bid evaluation	Name: Title: Telephone numbers: Email:		
Please attach the following documents: [As per Annex B – Preliminary Screening Criteria]	<ul style="list-style-type: none"> ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate ▪ Self-Attestation Letter for the Eligibility, Litigation History, Bankruptcy. ▪ List of Contracts with Clients (Company / Organization) or 2 copies of PO/Contract for similar nature procurement. ▪ Curriculum Vitae ▪ Certificate for Interpreting and Translation (Bahasa Indonesia v English) ▪ Certificate of Sworn Translation ▪ Company Profile 		

**ANNEX F
PRICE SCHEDULE**

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

In case of an equipment component to the service provided, the Price Schedule should include figures for both purchase and lease/rent options. The IDLO reserves the option to either lease/rent or purchase outright the equipment through the Bidder.

The format shown in the below table should be used while preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

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

Lot 1: Document Translation					
#	Service Description	Timeframe	Unit of Measure	Unit Price	Compliance with Technical Specifications in Annex B
1	Express Translation Service (Include max. of 2 contingency revisions)	Maximum of 2 calendar days	Word		<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)
2	Regular Translation Service (Include max. of 2 contingency revisions)	Maximum of 5 days	Word		<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)
3	Express Legal Translation Service (Sworn Translation) (Include max. of 2 contingency revisions)	Maximum of 2 calendar days	Word		<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)

4	Regular Legal Translation Service (Sworn Translation) (Include max. of 2 contingency revisions)	Maximum of 5 days	Word		<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)
5	Others (specify if there is additional translation service item you offer that has not been mentioned above)				<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)

Lot 2: Interpretation					
#	Service Description	Quantity	Unit of Measure	Unit Price	Compliance with Technical Specifications in Annex B
1	One-Hour Online Simultaneous Interpreting Service	1	Person		<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)
2	One-Hour Onsite Simultaneous Interpreting Service	1	Person		<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)
3	Half-Day Online Simultaneous Interpreting Service (up to 4 hours service)	1	Person		<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)
4	Half-Day Offline Simultaneous Interpreting Service (up to 4 hours service)	1	Person		<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)

5	Full-Day Online Simultaneous Interpreting Service (up to 8 hours service)	1	Person		<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)
6	Full-Day Onsite Simultaneous Interpreting Service (up to 8 hours service)	1	Person		<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)
7	Overtime Fee for Simultaneous Interpreting Service	1	Hour		<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)
8	Simultaneous Interpreting Service (SIS) Transmitter	1	Pcs		<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)
9	Simultaneous Interpreting Service (SIS) Receiver	1	Pcs		<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)
10	Sound-proof both	1	Day		<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)
11	Hotel / Accommodation (For Service Outside Jakarta, when Required)	1	Day		<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)
12	Daily subsistence allowance (DSA) to cover ground transport, incidentals,		Day		<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative

	antigen swab tests, and travelling meals (For Service Outside Jakarta, when Required)	1			specification offered (please attach)
13	Others (please specify)				<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)

ANNEX G
IDLO SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement and/or amend the IDLO General Terms and Conditions for the Procurement of **Services**. Whenever there is a conflict, the provisions of the Special Conditions of Contract shall prevail over those in IDLO General Terms and Conditions for the Procurement of **Services**.

Place of delivery	The selected hotel where event is conducted.
Contract Duration	<p>The framework agreement will be signed for a period of up to 12 months. IDLO is not obliged to use the services/ goods provided by the Contractor.</p> <p>IDLO will review the quality of services and deliverables after 12 months of provision of services. Subject to satisfactory performance, existing needs, budget availability and agreement by both parties the Framework Agreement may be extended for additional periods of 12 months. The overall duration of the contract will not exceed 24 months.</p> <p>The prices will remain unchanged during the period of contract implementation.</p>
Payment terms	Refer to Annex A Instruction to Bidders
Other conditions	Please refer to Annex C - TOR

ANNEX H
IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR SERVICES
AND
IDLO SUPPLIER CODE OF CONDUCT

Any proposal 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_services_feb_2022.pdf

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