

INTERNATIONAL DEVELOPMENT LAW ORGANIZATION INVITATION TO BID

Reference: ITB No_N_148-2024_KEN

Date: June 5, 2024

Dear Sir/Madam,

The International Development Law Organization (IDLO) kindly invites your Company/Organization to submit a Bid for Framework Agreement- **Simultaneous Interpretation Services and equipment hire in Kenya**. 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 No_N_148-2024_KEN** in the subject section of your email.

Deadline for Submission of Proposals:
On or before **Date: June 20, 2024**
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
Kenya Country Office

**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	Bids shall be nominated exclusively in local <u>Kenya shillings currency (KES)</u> .
4. Language of the Bid	The Bid and all correspondences and documents relating to the Bid exchanged by the Bidder and IDLO shall be written in the English language .
5. Deadline for Submissions of Bid	<p>The Bid shall be addressed to IDLO on or before Date: June 20, 2024 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	Across different counties in Kenya
7. Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> N/A
8. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A
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	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>	<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 ITB No_N_148-2024_KEN 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>
<p>12. Amendments of solicitation documents</p>	<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>
<p>13. Format, signing, sealing, marking and submission of Bids</p>	<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 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_N_148-2024_KEN".</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</p>

	<p>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 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> <p>A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none">a) Those that were undertaken together by the JV, Consortium or Association; andb) 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-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>
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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> <ul 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 <i>Deadline for Submission of Bids</i>.</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	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.
22. Clarification of Bids	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.
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 required; d) They are able to comply fully with IDLO General Terms and Conditions of Contract and IDLO Supplier Code of Conduct; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
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> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; 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; 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; 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; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that IDLO may deem appropriate, at any stage within the selection process, prior to awarding the contract.
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;

	<ul style="list-style-type: none"> 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	<p>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.</p>
33. Debriefing	<p>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.</p>
34. Payment Terms	<p>IDLO will make payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.</p>
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	<p><input checked="" type="checkbox"/> 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.</p> <p>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.</p>
37. Partial Bid	<p><input checked="" type="checkbox"/> Not Permitted - Quote all or nothing</p>

**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
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.	Self-Attestation Letter
Bankruptcy	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Self-Attestation Letter
Business license	Authorized to conduct business in Kenya	Valid business license
Official representative of the hotel	Authorized as the point of contact for IDLO	ID/ passport copy of IDLO account manager.
Physical location	Provide physical address of service provider	Company profile to include physical address

B. QUALIFICATION CRITERIA

QUALIFICATION		
Previous Experience- Firm	<p>Minimum 3 contracts/ LPOs of similar nature and complexity of high-level simultaneous interpretation services with (Cooperate firms, Government institutions, Parastatals, International organization or The UN events) implemented over the last 5 years.</p>	<p>Provide three (3) copies of past or current contract or LPOs issued by your clients within the last 5 years (2019-2024) contracting your firm for:</p> <ul style="list-style-type: none"> • Simultaneous Interpretation Services of at least a combination of (2) two of the listed foreign language - (French, English, Swahili, or Portuguese)
	Reference check	<p>Provide:</p> <ul style="list-style-type: none"> • Names and official email address of one (1) referee of each of the three relevant LPO submitted. Total, three (3) referees. (Yahoo or gmail email addresses are not acceptable)
Previous experience- Interpreters in service providers pool	Three (3) years relevant experience	<p>Provide CVs of proposed interpreters in the company's pool with over 3 years' experience for a combination of any two of the below languages.</p> <ul style="list-style-type: none"> • English - Swahili interpreter- 1 CV • English - Portuguese interpreter- 1 CV • English - French interpreter- 1 CV • Swahili to either French or Portuguese interpreter- 1 CV
Technical capacity of service provider	Technical inspection	A technical inspection of simultaneous Interpretation Equipment (SIE) will be conducted on the bidders who submit all qualification documents.
Financial Standing	<p>Minimum average annual turnover of KES 15 million for the last 3 years. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).</p> <p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability by submitting an audited financial statement (balance sheets, including all related notes, and income statements) for any of the listed 2 years.</p>	Audited reports for any three (3) years between year 2019 and 2023



	<i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	
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**ANNEX C
TERMS OF REFERENCE
SIMULTANEOUS INTERPRETATION SERVICES**

A. About IDLO

The International Development Law Organization (IDLO) is an intergovernmental organization exclusively devoted to promoting the rule of law. Established in 1983, IDLO works to enable governments and empower people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. Its programs, research and policy advocacy cover the spectrum of rule of law from peace and institution building to social development and economic recovery in countries emerging from conflict and striving towards democracy.

The Assembly of Parties is IDLO's highest decision-making body. It is composed of Representatives of all Member Parties, which have joined the Establishment Agreement of IDLO. IDLO currently has 37 Member Parties.

IDLO has its Headquarters in Rome, a Branch Office in The Hague, Liaison Offices for the United

Nations in New York and Geneva, and Country Offices in Afghanistan, Armenia, the Bahamas, Burkina Faso, Honduras, Indonesia, Kenya, Kyrgyzstan, Jordan, Liberia, Mali, Mexico, Moldova, Mongolia, Myanmar, Niger, the Philippines, Somalia, Tunisia, Uganda and Ukraine.

The work of IDLO is sustained by a dynamic, diverse, multinational and multicultural workforce, comprised of over 400 employees plus additional personnel in the non-employee category such as consultants and interns. About one fourth of the IDLO workforce is based in its Headquarters in Rome, while the rest are spread across the globe in our Branch and Country offices.

B. Background

IDLO issues this ITB for the purpose of soliciting bids from service providers for provision of Simultaneous Interpretation Services and Equipment hire as per the schedule below in Kenya.

C. Condition of Contract and Expected Output

IDLO is looking to establish 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.

- a) Each Framework Agreement will have its specified list of services.
- b) After entering into a Framework Agreement, IDLO shall place order on a "need basis".
- c) IDLO shall request confirmation from the Supplier on its service availability by email. The Supplier shall confirm by return email within 24 hours.

- d) 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 services and unit prices (lifted from the Framework Agreement) in addition to other logistic details.
- e) The duration for Framework Agreement(s) is 12 months **with an option to extend at the same price, terms and conditions for an additional 12-month period subject to satisfactory performance and agreement by both parties.**

This ITB is for **Simultaneous Interpretation Services and Hire of equipment**. The services shall be in line with the below specifications. Bidders are advised to submit a bid for all lots. Partial bidding will not be accepted.

D. Summary description of Services

In this respect, the specific requirement from IDLO shall cover:

Lot 1 – In- person Simultaneous Interpretation Services- Hire of Interpreters

Lot 2 – Hire of Simultaneous Interpretation Equipment (SIE)

Lot 3 – Provide IDLO with digital final product/ link of the full simultaneous interpretation service.

Lot 4 - Technical support staff

E. Minimum Requirements that must be met:

Lot 1: Minimum Requirements for Interpreters

Simultaneous interpretation service shall be guided by specific conference needs. The below is a general guide which may vary at the time of booking:

Interpreters shall simultaneously interpret oral meetings and conference proceedings from source language to target language. The languages of focus are: (i) English; (ii) Swahili (iii) Portuguese; (iv) French as may be required:

- Interpreters shall interpret content from source language to correct and understandable version of target language without losing the suggestion of the source language.
- Interpretation shall be conducted with accuracy, precision and clarity.
- The interpreter must have an understanding of both the source language and target language as well as any relevant cultural nuances.
- The proposed interpreters must have **at least three (3) years' experience in a combination of at least two (2)** of the listed languages: (i) English; (ii) French; (iii) Portuguese; (iv) Swahili.
- The service provider shall provide a back-up interpreter on standby in case the proposed interpreter falls ill or for any unforeseen circumstances is unable to provide the services.

NB: Quote shall be based on:

- Rate per interpreter per day in KES.

Category 1: English:

- Interpreter must have over **3 years' experience** in offering simultaneous interpretation services **in English and any other 2nd language** (French, Portuguese or Swahili).

Category 2: French:

- Interpreter must have over **3 years' experience** in offering simultaneous interpretation services **in French and any other 2nd language** (English, Portuguese or Swahili).

Category 3: Portuguese:

- Interpreter must have over **3 years' experience** in offering simultaneous interpretation services **in Portuguese and any other 2nd language** (English, French or Swahili).

Category 4: Swahili:

- Interpreter must have over **3 years' experience** in offering simultaneous interpretation services **in Swahili and any other 2nd language** (English, French or Portuguese).

Lot 2: Hire of Simultaneous Interpretation Equipment (SIE)

The contracted company shall provide Simultaneous Interpretation Equipment (SIE) that will facilitate simultaneous interpretation services that meet specific conference needs. This includes the below:

- Table microphones
- Headphones with mouthpiece
- Receiver
- Central Control Unit (CCU)
- FM channel Transmitter
- Infrared radiator
- PA system
- Laptop - minimum specs- HDMI port with core i5 processor

The contracted company shall provide their proposed interpreters with an appropriate set up of SIE equipment to assist them deliver the services in an efficient manner. SIE equipment shall include but **not be limited** to the below: The Interpreter booth must meet the below standards and shall be physically inspected prior to award:

- Soundproof interpreters' booth with - (i) In-built fan; (ii) foam padding to ensure sound proofing.
- Interpreters desk
- Interpreters chair

Lot 3 – Digital product – submission of final work of simultaneous Interpretation Service

The service providers shall ensure all IDLO Interpretation proceedings are recorded and submitted as below:

- Raw (editable) digital product (on hard drive or open link) of the full simultaneous interpretation proceedings for organizational records.
- Final edited digital product (on hard drive or open link) of the full simultaneous interpretation proceedings for organizational records.

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- Submitted within 10 days from the end date of IDLO event.

Lot 4 - Dedicated Technical Support

Service provider shall provide a dedicated daily technical support staff to:

- Set up the SIE equipment at the venue.
- Support the interpreter and delegates to connect their devices to the relevant channels.
- Provide backup equipment in case of malfunction.
- Conduct a dry run of all equipment and set up one (1) day prior to event.
- Set up to be done on the night before the event to ensure no unforeseen delays happen.

NB:

1. Please note that prices/amounts should be quoted on annex F in Kenya shilling, per unit / per interpreter per day and **MUST be inclusive of all applicable taxes.**

2. Any other language of Interpretation may be requested in the resultant framework agreement guided by the evolving dynamic needs of the organization. In such a case, a specific request for quote will be sought.

**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 Services for **SIMULTANEOUS INTERPRETATION SERVICES** 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: **Select date**

Signature: _____

Duly authorized to sign this Bid

**ANNEX E
BIDDER INFORMATION FORM**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB ref number]		
Legal name of Bidder	[Complete]		
Legal address	[Complete]		
Year of registration	[Complete]		
Bidder's Authorized Representative Information	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
Are you an IDLO vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert IDLO vendor number]		
Countries of operation	[Complete]		
No. of full-time employees	[Complete]		
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):			
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]		
Contact person that IDLO may contact for requests for clarifications during Bid evaluation	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
Please attach the following documents:	Certificate of Incorporation/Registration		
	Valid Tax Compliance Certificate		
	Self-Attestation Letter- Litigation		
	Self-Attestation Letter- bankruptcy		
	Self-Attestation Letter- eligibility		
	Valid business license or permit		
	ID/ passport copy of IDLO account manager		
	Company profile to include physical address		
	Audited reports for any three (3) years between 2019 and 2023		
	Provide three (3) copies of past or current contract or LPOs issued by your clients within the last 5 years (2019-2024) contracting your firm for: <ul style="list-style-type: none"> • Simultaneous Interpretation Services of at least a combination of (2) two of the listed foreign language - (French, English, Swahili, or Portuguese) 		

	<p>Provide:</p> <ul style="list-style-type: none"> The names and official email address of one (1) referee of each of the three relevant LPO submitted. Total, three (3) referees. (Yahoo or gmail email addresses are not acceptable)
	<p>Provide CVs of proposed interpreters in the companys pool with over 3 years' experience for a combination of any two of the below languages.</p> <ul style="list-style-type: none"> English - Swahili interpreter- 1 CV English - Portuguese interpreter- 1 CV English - French interpreter- 1 CV Swahili to either French or Portuguese interpreter- 1 CV
	<p>A technical inspection of simultaneous Interpretation Equipment (SIE) may be conducted on the bidders who submit all qualification documents.</p>

**ANNEX F
PRICE SCHEDULE**

Please complete price schedule below for 4 LOTS. **Partial bids will not be accepted. QUOTE FOR ALL OR NOTHING**

Name of Service provider	
Physical location of office	
Contact Person for service provider	
Submit ID or passport copy of information page for company representative	
Telephone Number	
Email Address	

Lot 1 - Simultaneous interpretation services - Hire of Interpreters

Please provide the lowest and the highest price you can quote for the Interpreter for each language **under Lot 1**. At the time of booking, IDLO shall reconfirm the rates chargeable which shall not exceed the upper limit:

From Source language	To Target language	Rate per interpreter per day in KES inclusive of applicable taxes	
		Lower limit in KES	Upper limit in KES
English, Swahili, Portuguese or French	English		
	Swahili		
	Portuguese		
	French		

Lot 2- Hire of Simultaneous Interpretation Equipment (SIE)

Simultaneous Interpretation Equipment (SIE)	Unit of measure	Rate per unit per day in KES	
Table microphone	EA		
Headphone with mouthpiece	EA		
Receiver	EA		
Central Control Unit (CCU) Unit	EA		
FM channel transmitter	EA		
Infrared radiator	EA		
Laptop - minimum specs- HDMI port with core i5 processor	EA		
Soundproof interpreters' booth- ISO compliant	EA		
Interpreters desk	EA		
Interpreters chair	EA		
			Rate per day
PA Sound system	Capacity range	Up to 50 pax	
	Capacity range	50 - 100 pax	
	Capacity range	100 - 150 pax	

	Capacity range	150 - 200 pax	
	Capacity range	200 - 250 pax	
	Capacity range	200 - 250 pax	

Lot 3 - Submission of digital final product of Simultaneous Interpretation Service of full proceeding

Simultaneous Interpretation Service- Submission of work	Unit of measure	Rate per day in KES
Submission of raw editable digital proceedings	Per full day session	
Submission of final proceeding	Per full day session	

Lot 4 - Dedicated Technical Support Staff

Tech support	Unit of measure	Rate per day in KES
Tech support staff to do the set-up, set down, installations, connection of devices, dry-runs and handle any unforeseen malfunction of equipment	Per full day session	

NOTE*

- Please note that prices/amounts **should be quoted in KES**, per unit/ per day/ per interpreter per day in each lot as the case may be and **MUST** be inclusive of all applicable taxes.

- Please project the market inflation trends and provide a rate that you will sustain for the next 24 months should you be awarded a framework agreement.
- The languages of Interpretation **are not limited to the above 4 languages**. Guided by evolving needs of the organization, additional language Interpretation may be requested. A specific request for quote will be sought in such a case.

<p>Name, position and signature of the Bidder</p> <hr/> <p><i>Duly authorised to sign this Bid.</i></p> <p>Date:</p>	<p>Bidder's Stamp</p>
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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	Kenya
Delivery date	The Framework Agreement will be signed for a period of up to 12 months. IDLO is not obliged to use the services provided by the Contractor. IDLO will review the quality of services and deliverables after 12 months of provision of services. Subject to satisfactory performance and agreement by both parties the Framework Agreement may be extended for 12 months. The overall duration of the contract will not exceed 24 months. The prices will remain unchanged during the period of contract implementation.
Payment terms	IDLO will process payment within 30 days after satisfactory receipt of all goods/ provision of services and upon receipt of the complete and correct invoice by the service provider.

**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>