

**INTERNATIONAL DEVELOPMENT LAW ORGANIZATION**  
Request for Proposal

Reference: **RFP N\_159-HQ\_21**

Date: **February 16, 2021**

Dear Sir/Madam,

The International Development Law Organization (IDLO) kindly requests your Company/Organization to submit a Proposal for **Translation Services**. The full requirement is described in Annex C.

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

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.

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

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

IDLO encourages every prospective Bidder 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 Request for Proposal (RFP).

By submitting a Proposal 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 RFP consists of the following Annexes. Please be guided by these in preparing your Proposal:

a.	Instructions to Bidders	Annex A
b.	Technical Evaluation Criteria	Annex B
c.	Terms of Reference (TOR)	Annex C
d.	Proposal Submission Form	Annex D
e.	Bidder Information Form	Annex E
f.	Bidder's Proposal	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

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For any questions/clarifications related to this RFP before Deadline for Submissions of Proposals, please contact IDLO on [tenders@idlo.int](mailto:tenders@idlo.int) and mention **Clarifications RFP NO. 159-HQ\_21** in the subject section of your email.

Deadline for Submission of Proposals: On or before **Date: March 10, 2021 Time: 15:00 hours Rome, Italy** local time.

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

International Development Law Organization | IDLO  
Rome Headquarters

**ANNEX A  
INSTRUCTIONS TO BIDDERS**

1. General Considerations	In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal. The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify IDLO.
2. Cost of the Proposal	The Bidder shall bear all costs associated with the preparation and submission of the Proposal. IDLO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.
3. Currency of Proposals	Proposals shall be nominated exclusively in <b>EUR</b> . <i>Note: Local Bidders/Suppliers must comply with any applicable laws regarding doing business in other currencies</i>
4. Language of the Proposal	The Proposal and all correspondence and documents relating to the Proposal exchanged by the Bidder and IDLO shall be written in the English language.
5. Delivery Term and Place	Services are to be provided to IDLO Headquarters, Viale Vaticano 106, 00165 Roma, Italy
6. Deadline for Submissions of Proposals	The Proposal shall be addressed to IDLO on or before <b>Date: March 10, 2021</b> <b>Time: 15:00 hours Rome, Italy local time.</b>  <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>
7. Documents comprising the Bidder's Proposal	The Proposal shall comprise the following components: 1. Proposal Submission Form (see Annex D); 2. Bidder Information Form (see Annex E) 3. Bidder's Proposal divided into: a. Technical Proposal (see Annex F1) b. Financial Proposal /Price Schedule (see Annex F2)
8. Contents of solicitation documents	Proposals must offer services for the total requirement, unless specified otherwise in this RFP.  Proposals offering only part of the requirement will be rejected.  The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents.

	<p>Failure to comply with these documents will be at the Bidder's risk and will affect the evaluation of the Proposal.</p>
9. Clarification of solicitation documents	<p>A prospective Bidder requiring any clarification on this RFP may contact IDLO by email on <a href="mailto:tenders@idlo.int">tenders@idlo.int</a> no later than 72 hours prior to the deadline for submission of Proposals.</p> <p>The requests for clarification will have “<b>Request for clarifications for RFP N_159-HQ_21</b>” mentioned in the subject.</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>
10. Amendments of solicitation documents	<p>At any time prior to the deadline for submission of Proposals 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 Proposals.</p>
11. Proposal submission	<p>The Bidder shall structure the Technical part of the Proposal as follows:</p> <p><b>(a) Proposed methodology</b>  This section should demonstrate the Bidder's responsiveness to the TOR/specifications by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics, proposed warranty and demonstrating how the proposed methodology meets or exceeds the requirements.</p> <p>The Technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules.</p>

	<p>Any technical proposal containing price information will be disqualified from consideration.</p> <p>It is mandatory that the Bidder's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.</p> <p>Information which the Bidder considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.</p>
<p>12. Format, signing sealing, marking and submission of Proposals</p>	<p>The Proposal 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 Proposal.</p> <p>The Proposal must be submitted using the format specifically detailed in Annex D, E and F.</p> <p>A Proposal 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 Proposal.</p> <p>The Proposal will consist of two attached files named “<b>Technical Proposal</b>” and “<b>Financial Proposal</b>”.</p> <p>The “<b>Financial Proposal</b>” file will contain Price Schedule (see Annex F2) and will be password-protected by the Bidder. If the proposal passed the Technical Evaluation, IDLO will additionally communicate with Bidders for obtaining the password for Financial Proposal. Only Financial Proposals from Bidders whose Technical Proposals have passed the Technical Evaluation will be opened.</p> <p>The Bidder shall send two emails; one for Technical Proposal and one for the Financial Proposal to <a href="mailto:tenders@idlo.int">tenders@idlo.int</a> with the Subject: “<b>Technical Proposal for RFP No. 159-HQ_21</b>” and with the Subject: “<b>Financial Proposal for RFP No. 159-HQ_21</b>” before the deadline stipulated in this RFP.</p>
<p>13. 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 Proposal, they shall confirm in their Proposal that : (I) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members</p>

	<p>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 Proposal; 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 Proposal, 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 proposal.</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 Proposal 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"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <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 Proposal 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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<p>14. Only One Proposal</p>	<p>The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>Proposals 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"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this RFP; or</li> <li>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 Proposal of, another Bidder regarding this RFP process;</li> <li>e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder;</li> <li>f) or some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</li> </ul>
<p>15. Late Proposals</p>	<p>Any Proposal received by IDLO after the deadline for submission of Proposals, pursuant to clause Deadline for the submission of Proposals, will be rejected and sent back unopened or destroyed unopened if the return cannot be secured unless the Proposal was sent by email but was not properly received due to issues in IDLO mailing system.</p>
<p>16. Validity Period of Proposals</p>	<p>All Proposals will be valid for <b>90 days</b> from the deadline for submission of Proposals. In exceptional circumstances IDLO may request the Bidders to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Bidders shall be invited to confirm the extension in writing, without any modification whatsoever on the Proposal. The Bidders may choose not to extend the validity period of the Proposals upon request of IDLO.</p>
<p>17. Modification and withdrawal of Proposals</p>	<p>The Bidder may modify/withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by IDLO prior to the deadline prescribed for submission of Proposals.</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 Proposals.</p> <p>No Proposal may be modified nor withdrawn after to the deadline for submission of Proposals.</p>

	No Proposal may be modified/withdrawn in the Interval between the deadline for submission of Proposals and the expiration of the period of Proposal validity specified by the Bidder in the Proposal Submission Form.
18. Amendment of the proposal	At any time prior to the deadline of Proposal submission, IDLO may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.  If the amendment is substantial, IDLO may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
19. Bidders' conference	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes
20. Right to accept, reject, or render non-responsive any or all Proposals	IDLO reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to annul the solicitation process and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Proposer(s) of the grounds for IDLO's action. Furthermore, IDLO shall not be obliged to award the contract to the lowest priced offer.
21. Clarification of Proposals	To assist in the examination, evaluation and comparison of Proposals, IDLO may at its discretion ask the Bidder for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.
22. Evaluation of Eligibility and Qualification	In general terms, Bidders that meet the following criteria may be considered qualified: <ul style="list-style-type: none"> <li>a) They are not included in IDLO Sanctions lists (EU, US, UN);</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>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;</li> <li>d) They are able to comply fully with IDLO General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul>
23. Price variation	Bidders shall not vary their prices for any reason after the deadline of the tender and while the Proposal is still valid.



24. Preliminary Screening	IDLO will screen the Proposals' Annex D and E to determine whether they are complete, whether the documents have been properly signed, and whether the Proposals are generally in order. Only Bidders that pass will proceed to Technical Evaluation.
25. 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 Proposal will be rejected.
26. 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"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>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;</li> <li>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;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that IDLO may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
27. Responsiveness of Proposals	<p>IDLO will determine the substantial responsiveness of each Proposal to the RFP. For purposes of this Clause, a substantially responsive Proposal 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 Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.</p>
28. Evaluation of Proposal	A two-stage procedure is utilised in evaluating the Proposals after Preliminary Screening has been conducted; with evaluation of the Technical Proposal being completed prior to Financial Proposal being opened and compared.

	<p>The Financial Proposals (Price Schedules) of the overall Proposals will be opened only for submissions that passed minimum technical score of 360 points of the maximum obtainable 600 points.</p> <p>The evaluation will be conducted in accordance with the cumulative analysis method, according to which the Technical and Financial Proposals have pre-assigned weights and pre-assigned maximum number of scores:</p> <ul style="list-style-type: none"> <li>- Technical Proposal -60%, - 600 points maximum,</li> <li>- Financial Proposal - 40%, - 400 points maximum.</li> </ul> <p>The contract will be awarded to the Proposal with highest combined score obtained in technical and financial evaluation.</p> <p><b>Technical Evaluation</b> The technical Proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR) as per the evaluation criteria below. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process.</p> <p><b>Financial Evaluation</b> In the second stage the Financial Proposals of all Bidders who attained a minimum 360 points in Technical Evaluation will be reviewed. The lowest amount for technically qualified Financial Proposal will be awarded maximum 400 points and other Financial Proposals will be awarded points in accordance with the following formula: Financial Proposal score = (Lowest Price / Price under consideration) x 400.</p>
29. 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 proposals for IDLO procurement opportunities. The content of other proposals and how they compare to the Bidder's submission will not be discussed.
30. Right to Vary Requirements at the time of the Award	<input checked="" type="checkbox"/> <b>N/A for Framework Agreement</b> <input type="checkbox"/> <del>Yes – At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of [goods and/or services], 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.</del>
31. 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 Proposal Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Proposals.
32. Payment Terms	IDLO will make payment within <b>30 days</b> after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
33. General Terms and Conditions and Supplier Code of Conduct	Any Contract or Purchase Order that will be signed as a result of this RFP shall be subject to the IDLO's General Terms and Conditions and Supplier Code of Conduct attached as Annex H.  The mere act of submission of a Proposal implies that the Bidder accepts both Annexes in full.
34. Liquidated Damages	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> <b>Yes - For late delivery of Goods, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 23 of the General Terms and Conditions.</b> <b>Liquidated damages for inferior quality or non-conformance of specifications of Goods will be assessed on a case-by-case basis in accordance with the severity of the problem as determined solely by IDLO. The application of this liquidated damages provision shall not relieve the Contractor of its obligations or liabilities pursuant to this Contract.</b>
35. Partial Bid	<input type="checkbox"/> <del>Not permitted (All or Nothing)</del> <input checked="" type="checkbox"/> <b>Permitted</b> <b>Refer to Annex F2 - Financial Proposal /Price Schedule.</b> <b>Bidders are required to submit Proposals for Lots 1,2,3 and 4. Bidders may submit Proposals for Lot 5 and/or Lot 6, if applicable.</b>

**ANNEX B  
TECHNICAL EVALUATION CRITERIA**

**Scoring Weight and Points Obtainable**

Summary of Technical Proposal		Score Weight (%)	Points Obtainable	Bidder A	Bidder B
	<b>Establishment and Track Record</b>	30%	180		
1	Relevant and documented company expertise (Company profile, license for translation etc.)	10%	60		
2	Track record of comparable engagements	10%	60		
3	Copies of (two or more) reference letters from other customers	10%	60		
	<b>Relevant capacity and quality of experience</b>	70%	420		
4	Proposed methodology and resources available to carry out the services, including details on: <ul style="list-style-type: none"> <li>• Quality/experience of translators available;</li> <li>• Progress reporting schedule;</li> <li>• Quality control points;</li> <li>• How confidentiality of the documents is maintained; and</li> <li>• Post-delivery revisional and correctional measures where necessary.</li> </ul>	40%	240		
5	Availability and readiness to provide services during weekends, holidays, as well as to respond to urgent, last minute requests	15%	90		
6	Structure of the proposal, including clarity and conciseness of the language used, as well as layout and formatting	15%	90		
	<b>Total</b>	100%	600		
	<b>Minimum Score to determine Pass/Fail</b>		360		
	<b>Bidder's Score</b>				
	<b>Bidder Pass/Fail to proceed to opening of Financial Proposal</b>				

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**ANNEX C**  
**TERMS OF REFERENCE**  
**TRANSLATION SERVICES**

**A. About IDLO**

The International Development Law Organization (IDLO) is an intergovernmental organization exclusively devoted to promoting the rule of law. Established as an IGO in 1988, 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**

Given the global context of its mission, its activities as well as its workforce, IDLO uses regularly its two (2) official working languages, namely English and French, and in some cases, other local languages depending on the locations of its duty stations. These languages are used in various areas of work and for various types of documents, as follows:

- **Governing body documents**

Each year there are a number of statutory meetings of IDLO's main governing bodies, which require documentation to be translated from the original English to French (and in the case of the annual Assembly of Parties also to Spanish). Documentation for the Assembly meeting must be sent to IDLO's Member Parties three (3) weeks in advance, with translated versions as soon as possible thereafter.

It is expected that the bulk of translation work will be required for the annual meeting of the Assembly of Parties, normally held in the month of November.

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The other main governing bodies – Standing Committee (SC) and Audit and Finance Committee (AFC) - meet at least three (3) times during each year. Standing Committee documentation is circulated two (2) weeks in advance of each meeting. At present, documentation for the meetings of the SC and AFC is currently prepared in English, with translations required only to French.

- **Publications and other communications-related materials**

In addition to documentation for governing body meetings, IDLO may also require translations for *ad hoc* publications, or documents relating to key institutional events (such as conferences), as well as for its website (currently available mainly in English with some sections in French and Spanish).

- **Internal policies and guidelines**

IDLO has a suite of internal policies to promote and to ensure transparency and accountability within its workplace. This includes policies governing employee ethics and codes of conduct, and guidelines to ensure sound operations and work processes. These policies are normally developed and issued first in English. Meanwhile, with many employees working also in French and Spanish as well as other local languages, there is an increased demand for such documents to also be in these languages, for the purpose of promoting and ensuring a deeper understanding as well as compliance.

- **Legal and contractual documents**

The establishment of cooperation frameworks with national authorities and other stakeholders in Countries where IDLO operates requires the conclusion of a number of legal instruments, e.g., Host Country Agreements (HCA), MoUs, agreements, and other contractual documents. The translation of the relevant templates in local languages, such as Arabic, is requested by some stakeholders. The availability of official templates in local languages would speed up the processes for their negotiation and conclusion, as well as facilitate cooperation and trust building with the stakeholders.

Given the nature of IDLO's mission and areas of work, it is essential that the translators have expertise in and are familiar with terminology related to areas including rule of law, justice, institution building, climate justice, migration, gender issues, international law, contract law and procurement (see point G below for more details).

While bids are sought primarily for French and Spanish, bidders are also welcomed to provide details of translation capabilities in other languages should they wish to do so. Additional languages for which occasional translations may be required by IDLO based on current, existing needs are as listed below:

- Arabic;
- Burmese;
- Chinese;
- Dari;
- Indonesian;
- Italian;
- Mongolian;

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- Ukrainian; and
  - Russian.

### C. Expected Output

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 affected over a specified period, but which places no obligation on IDLO to order any minimum or maximum quantity.

Each 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 Service Providers cannot go beyond the upper ceiling price.

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

IDLO shall initiate a Secondary Tender to request confirmation from the Supplier on its goods and service availability and prices by email. The Supplier shall confirm by return email within 48 hours (including any applicable discounts).

IDLO shall make award decision based on “lowest priced, most technically acceptable/compliant offer”.

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 an initially period of 12 months with an option to extend at the same price, terms and conditions for two x 24-month periods subject to satisfactory performance and agreement by both parties.

This RFP is for **Translation Services**. The successful Contractor will be expected to provide the highest possible standard of translations of IDLO documents, frequently containing specialized terminology and acronyms, related to – among others - the areas listed below under point G.

The Contractor will be expected to:

- a. Ensure that translated texts is linguistically and grammatically correct and error free, meets the highest standards of quality language, which should not require further editing or proof-reading;
- b. Return the translated text (edited/proofread) to IDLO electronically (in MS Word or another format to match the original);
- c. Ensure that the language, format and styles are kept consistent;

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- d. Incorporate any and all last-minute changes/corrections, as and when requested;
  - e. Translate all diagrams, figures, tables, charts and tables of content according to the text. This will include any format and styles of the document which IDLO has used in the originals and which are considered necessary for translation;
  - f. Check for and correct repetition and spelling or grammar mistakes, as well as to improve phrasing and language use for easier reading; and
  - g. Where more than one translator is involved in translating, the text must be proofed to ensure consistency of translation before returning to IDLO.

#### **D. Institutional Arrangement**

Translations may be requested by different offices/units at IDLO. The Contracting Manager will contact the Contractor directly as needs arise.

IDLO will not provide any support i.e., ICT hardware, internet connectivity, office space.

#### **E. Duration of the Work**

Timeframes will vary, however deadlines for translation of documentation for IDLO governing body meetings will generally be quite time sensitive, hence large volumes of work will be expected to be translated within tight deadlines. Other translation requests, such as for ad hoc publications, may be less time sensitive.

Details of deadlines will be discussed/agreed in advance with the provider and included in the relevant Work Orders issued under the Framework Agreement.

#### **F. Work Location**

Translation Services are expected to be carried out remotely and delivered to the relevant contracting manager at IDLO via email (or other electronic means).

#### **G. Qualifications of the Successful Contractor**

The successful Contractor will need to provide proof of an outstanding roster of qualified and certified translators. A minimum of three key translators (for French and Spanish, other languages optional), with the following qualifications:

- a. University Degree in relevant field (linguistics, translation and interpreting studies);
- b. Master's Degree is an asset.
- c. At least five (5) years of professional experience translating official government / UN documents or similar international organizations, especially those working in the legal field.
- d. Familiarity with terminology in some or all of the following areas of study is highly desirable:
  - Governance
  - Rule of Law
  - Institution building
  - Access to Justice
  - Peace building
  - Environment, biodiversity and climate change



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- Gender
  - Human Rights
  - Health
  - Migration
  - International Law
  - Contract Law
  - Procurement
- e. Previous experience in providing services requiring the translation of contents related to human resources, contracts, legal language and terminology is also highly desirable.

As part of their Technical Proposal, Bidders must also:

- a. Submit details on company expertise, structure, list of clients and annual turnover, etc.;
- b. Describe the process for evaluating translators;
- c. Describe measures taken and/or processes in place to ensure the quality of the translations;
- d. Describe measures taken to ensure the confidentiality of client documents;
- e. Describe relevant experience or capabilities that the company has for comparable engagements, especially with not-for-profit and/or international development organizations; and
- f. Submit at least two reference letters from previous or current clients.

#### **H. Scope of Tender Price and Schedule of Payments**

The Contract shall specify rates calculated per 1,000 words of translation. Contractors are to provide indicative rates for translations according to language, as well as for urgent translations (e.g., with a turnaround time of 24 hours) and for translation work which requires working during weekends/holidays. Suppliers should also provide details of any additional charges that may be applied in the case of editing/formatting requirements for documents containing charts, tables, graphic elements etc.

Bidders are kindly asked to also provide estimates of delivery times in the format of the table provided in Annex F1 B.

#### **I. Annexes to the TOR**

Examples of existing IDLO publications in multiple languages, documentation related to the meetings of the Assembly of Parties, and internal policies are publicly available on the organization's website at the following links:

- <https://www.idlo.int/about-idlo/about-idlo>
- <https://www.idlo.int/assembly2020/documents>
- <https://www.idlo.int/about-idlo/transparency-and-accountability>

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**ANNEX D  
PROPOSAL SUBMISSION FORM**

**(This Form must be submitted with the Financial Proposal 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 Professional Services for [INSERT AMOUNT OF MONEY AND CURRENCY] as may be ascertained in accordance with the Financial Proposal (Price Schedule) attached herewith and made part of this Proposal.

We undertake, if our Proposal 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 Proposal for a period of 90 days from the date fixed for opening of Proposals in the Request for Proposals, 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 Proposal you may receive.

Company/Organization: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

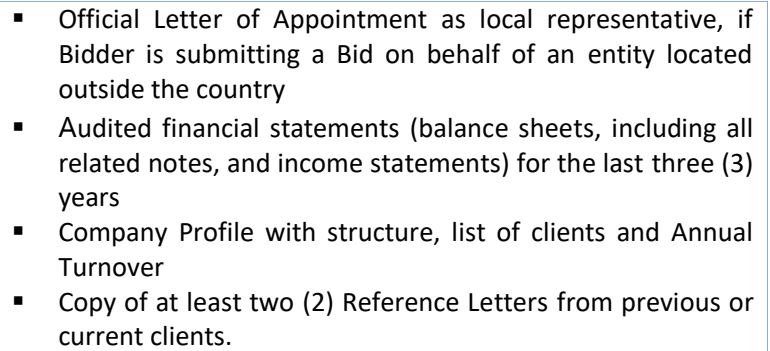
Date: **Select date**

Signature: \_\_\_\_\_

*Duly authorized to sign this Proposal*

**ANNEX E**  
**BIDDER INFORMATION FORM**

<b>Name of Bidder:</b>	[Insert Name of Bidder]	<b>Date:</b>	Select date
<b>RFP reference:</b>	RFP N_159-HQ_21		
<b>Legal name of Bidder</b>	[Complete]		
<b>Legal address</b>	[Complete]		
<b>Year of registration</b>	[Complete]		
<b>Bidder's Authorized Representative Information</b>	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
<b>Are you an IDLO vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, [insert IDLO vendor number]		
<b>Countries of operation</b>	[Complete]		
<b>No. of full-time employees</b>	[Complete]		
<b>Quality Assurance Certification (e.g., ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]		
<b>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):</b>	[Complete]		
<b>Contact person that IDLO may contact for requests for clarifications during Bid evaluation</b>	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder</li> <li>▪ Trade name registration papers, if applicable</li> <li>▪ Quality Certificate for goods (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if relevant</li> <li>▪ Local Government permit to locate and operate in assignment location, if applicable</li> </ul>		

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- Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country
  - Audited financial statements (balance sheets, including all related notes, and income statements) for the last three (3) years
  - Company Profile with structure, list of clients and Annual Turnover
  - Copy of at least two (2) Reference Letters from previous or current clients.

## ANNEX F1- TECHNICAL PROPOSAL

### A. Establishment and Track Record

1. Company profile, including any printed brochures relevant to the services being procured, information on number of years in operation, country of incorporation, and types of activities undertaken.
2. General organizational capability which is likely to affect implementation: management structure, financial stability, project management controls, description of how work would be subcontracted.
3. Relevance of specialized knowledge and experience on similar engagements done within past 3 years; to be substantiated with reference letters and details of project size/scope.
4. Experience working with other intergovernmental organizations such as the World Bank, the United Nations specialized agencies, and/or international non-governmental organizations.
5. Resources planned to be assigned to this Contract, including CVs (drafted using the format below), certifications and qualifications of translators and proof-readers (if applicable).

#### Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/Qualifications</b>	<p><i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i></p> <p>[Insert]</p>
<b>Professional certifications</b>	<p><i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i></p> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/Experience</b>	<p><i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i></p>

	[Insert]	
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>	
	Reference 1: [Insert]	Reference 2: [Insert]

**B. Relevant capacity and quality of experience**

1. This section should demonstrate the bidder’s responsiveness to the Terms of Reference (TOR) and has the highest percentage of points available
2. Explanation of the resources available and how the bidder would deal with urgent / multiple requests, and with complex documents with specific formatting requirements (excel tables, charts, graphs, design elements etc.).
3. Please explain details of quality control points, if applicable
4. Geographical coverage, including details of staff or offices or sub-contractors already operating in selected areas, if applicable
5. Bidders are kindly asked to also provide estimates of delivery times in the format below:

<b>Average Translation Turnaround Time</b>	
Wordcount: Source Text	Delivery (working days)
250 – 2,000	
2,000 – 5,000	
5,000-10,000	
10,000-20,000	
Over 20,000	

## ANNEX F2- FINANCIAL PROPOSAL

The Bidder is requested to prepare the Financial Proposal/Price Schedule as a separate envelope from the rest of the RFP response as indicated in the Instructions to Bidders.

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

The format shown in the below table should be used while preparing the price schedule.

Translation rates					
Lot	Language combination	Generic/standard text (1,000 words)	Legal text (1,000 words)	Urgent translation (up to 1,000 words, within 24 hours)	Hourly rates (if applicable)
1	English to French				
2	French to English				
3	English to Spanish				
4	Spanish to English				
5	English to Other languages (Please specify either one or all of the following – Arabic, Burmese, Chinese, Dari, Indonesian, Italian, Mongolian, Ukrainian, Russian)				
6	Other languages to English (Please specify either one or all of the following – Arabic, Burmese, Chinese, Dari, Indonesian, Italian, Mongolian, Ukrainian, Russian)				

**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	<b>IDLO Rome Headquarters</b> <b>Viale Vaticano 106</b> <b>Rome, Italy, 00165</b>
Delivery date	<p>The Framework Agreement will initially be signed for a period of up to 12 months. IDLO is not obliged to use the services provided by the Contractor.</p> <p>IDLO will review the quality of services and deliverables during the initial 12-month period of the provision of services. Subject to satisfactory performance and agreement by both parties the Framework Agreement may be extended for a further two x 24-month periods.</p> <p>The prices will remain unchanged during the period of contract implementation.</p>
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.



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

Any bid 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)

[https://www.idlo.int/sites/default/files/documents/general\\_terms\\_and\\_conditions\\_for\\_services\\_august\\_2020.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_august_2020.pdf)

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