

REQUEST FOR QUOTATION
PROCUREMENT OF SIMULTANEOUS INTERPRETATION TECHNICAL SERVICES
RFQ NO. 31_2021_HQ

Date: March 1, 2021

Dear Sir / Madam,

You are kindly requested to submit your quotation for the Services described in Annex B.

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

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

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

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

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

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

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

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

This Request for Quotation (RFQ) is comprised of:

Instruction to Bidders	Annex A
Technical Specifications	Annex B
Supplier's Quotation	Annex C
IDLO General Terms and Conditions for the Procurement of Services and IDLO Supplier Code of Conduct	Annex D

For any questions/clarifications related to this RFQ please contact IDLO on tenders@idlo.int and mention **Clarifications RFQ NO. 31_2021_HQ** in the subject section of your email no later than 48 hours prior to the deadline for submission.

We thank you and look forward to receiving your quotation.

Sincerely yours,
International Development Law Organization | IDLO
Rome Headquarters

Annex A
Instructions to Bidders

a. Description of requested services	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before Date: March 9, 2021 Time: 17:00 hours Rome, Italy local time.
c. General Terms and Conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Services and adherence to the Supplier Code of Conduct.
d. Payment Terms	IDLO will conduct the payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
e. Conditions for Release of Payment	IDLO Acceptance of Services Form based on full compliance with RFQ requirements
f. Validity of Quotation starting from the Deadline of the Tender	60 days In exceptional circumstances, IDLO may request the Bidder to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Bidder shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
g. Quotations Submission	All quotations shall be submitted through the following e-mail address: tenders@idlo.int
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
i. Place of Delivery	Rome, Italy
j. Delivery Terms	Services will be delivered on April 28, 29 and 30, 2021.
k. Customs clearance , if needed, shall be done by:	<input type="checkbox"/> IDLO <input type="checkbox"/> Supplier <input checked="" type="checkbox"/> N/A
l. Currency of Quotation	EURO <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>
m. Value Added Tax on Price Quotation	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
n. Preliminary Documents to be Submitted	<input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B;

	<input type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input type="checkbox"/> Confirmation that import or export licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; <input type="checkbox"/> Quality Certificates for the Goods (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input checked="" type="checkbox"/> Technical specifications of the equipment that will be utilized to deliver the services. <input checked="" type="checkbox"/> Compliance with applicable ISO norms and COVID-19 transmission prevention protocols certifications, self-certifications or description as applicable
o. Special Packing Requirement	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes
p. After-sales services required, if applicable	<input type="checkbox"/> Warranty on Parts and Labour for minimum period of Click to type <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/repair <input type="checkbox"/> Others
q. Evaluation Criteria	<p>Evaluation will be done according to the following order of priorities:</p> <ol style="list-style-type: none"> 1. Full submission of Preliminary Documents (as per Annex A, point n.) 2. Technical responsiveness 3. Lowest price
r. Liquidated Damages	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes - For late delivery of Services, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions for Services. 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.

ANNEX B/ALLEGATO B
TECHNICAL SPECIFICATIONS /*TERMINI DI RIFERIMENTO*

Webcast Technical Services for Simultaneous Online Language interpretation from/to remote locations in the framework of an international event scheduled on 28, 29 and 30 April 2021 as follows:

Option 1 - April 28, 29 and 30

- n. 1 Plenary Session from 2.00 pm - 5.20 pm + n. 1 Parallel Session from 5.30 pm to 7.30 pm at the IDLO headquarters- without interpretation booth.
- n. 2 Parallel Sessions from 5.30pm to 7.30pm at the service provider's office or a location used by the service provider.

Option 2 - April 28, 29 and 30

- n. 01 Plenary session from 2.00pm - 5.20 pm at the service provider's office or location used by the service provider.
- n. 03 Parallel Sessions from 5.30pm to 7.30pm at the headquarters of the service provider or a location used by the service provider.

The language combinations for the plenary and parallel sessions are in English, Italian, French, Spanish with the use of

- n. 3 interpreters per language interpreted for the plenary sessions, for a total of n. 12 interpreters.
- n. 2 interpreters per language interpreted for the parallel sessions, for a total of n. 24 interpreters.

For further details, please refer to attached table.

The services must include the use of high end systems/equipment (such as Bosch, Sennheiser, Shure or equivalent), including simultaneous translation systems compliant with ISO standard, interpreter booths compliant with ISO4043 and with a separation between interpreters, interpreter consoles, webcast devices with wired connectivity for use with the platform, audio-video interfaces and digital filters, hardware and software, if necessary computers for the interpreters and/or the technicians for the zoom connection, if necessary monitor for the interpreters and/ or the technicians, installation and uninstallation of the systems and equipment, technical assistance to equipment, systems and interpreters in booths and any other system or equipment necessary to deliver the services in a workman like manner.

In the case of Option 1, the installation of the equipment must be performed at least two days prior to the event.

Before the contract is awarded, a connectivity test will be required to confirm the full and functional operation of the system and the quality of the connection with the IDLO headquarters.

At least five (5) days before the international meeting, the parties will perform the necessary two-way connectivity tests.

The interpreting services will be provided by IDLO. The connection will be arranged through the ZOOM videoconference platform (Business plan) managed by IDLO.

The sanitation of the service provider's premises, interpreter booths, consoles and material used by interpreters and technicians must be carried out in accordance with current legislation for the prevention of transmission of COVID-19.

Servizi Tecnici Webcast per la Traduzione Simultanea lingue online da/verso località remote nell'ambito per un evento internazionale previsto il 28, 29 e 30 aprile 2021 con le seguenti modalità operative:

Opzione 1 – 28, 29 e 30 aprile

- *n. 1 Sessione Plenaria dalle ore 14,00 – 17.30 + n. 1 Sessione Parallela dalle 17.30 all'19:30 presso la sede dell'IDLO – senza cabina interpreti*
- *n. 2 Sessioni Parallele dalle ore 17.30 alle ore 19,30 presso la sede del prestatore servizi/location utilizzata dal prestatore di servizi*

Opzione 2 – 28, 29 e 30 aprile

- *n. 01 Sessione Plenaria dalle ore 14,00 – 17.30 presso la sede del prestatore servizi o location utilizzata dal prestatore di servizi*
- *n. 03 Sessioni Parallele dalle ore 17.30 alle ore 19,30 presso la sede del prestatore servizi/location utilizzata dal prestatore di servizi*

Le combinazioni linguistiche per tutte le sessioni sia plenarie che parallele sono nelle lingue inglese, italiano, francese, spagnolo con impiego di

- *n. 3 interpreti per lingua interpretata per le sessioni plenarie, per un totale di n. 12 interpreti.*
- *n. 2 interpreti per lingua interpretata per le sessioni parallele, per un totale di n. 24 interpreti.*

Per ulteriori dettagli, si prega di riferimento alla tabella allegata.

Il servizio dovrà essere comprensivo di utilizzo di impianti e apparecchiature di alta qualità (quali Bosch, Sennheiser, Shure o equivalente), comprensivo di impianti per traduzione simultanea a norma ISO, cabine interpreti a norma ISO4043 e complete di separazione tra le interpreti, consolle interpreti, apparati webcast con connettività cablata per uso con la piattaforma, interfacce audio-video e filtri digitali, hardware e software, se necessario computer per le interpreti e/o i tecnici per collegamento zoom, se necessario monitor per le interpreti e/o i tecnici, installazione e disinstallazione impianti e apparecchiature, assistenza tecnica alle apparecchiature, impianti ed interpreti in cabine e quant'altro necessario per dare il lavoro a perfetta regola d'arte.

Nel caso della opzione 1, l'installazione degli apparati elettronici webcast e traduzione simultanea dovrà essere eseguita almeno due giorni prima dell'evento.

Prima dell'assegnazione del contratto, sarà richiesto un test di connettività per confermare la piena e funzionale operatività del sistema e qualità' del collegamento con la sede IDLO.

Almeno cinque giorni prima della riunione internazionale sarà necessario eseguire i dovuti test di connettività bidirezionale,

Il servizio di interpretariato sarà fornito a cura IDLO. La connessione sarà eseguita tramite impiego di piattaforma videoconferenza ZOOM (piano Business) gestito dall'IDLO.

La sanificazione dei locali del prestatore di servizi, delle cabine interpreti, console e materiale utilizzato da interpreti e tecnici dovrà essere effettuata in base alla normativa vigente per la prevenzione della trasmissione del virus COVID-19.

CONFERENCE STRUCTURE

Italian Time	28-Apr-21			29-Apr-21			30-Apr-21		
	THEME 1:			THEME 2:			THEME 3:		
14:00 - 14:30	Opening			HL Session 2.1			HL Session 3.1		
14:30 - 15:30	HL Session 1.1								
15:30 - 15:50									
15:50 - 17:20	HL Session 1.2			HL Session 2.2			HL Session 3.2:		
14:00 17:20	FR 1			FR 1			FR 1		
	FR 2			FR 2			FR 2		
	FR 3			FR 3			FR 3		
	ENG 1			ENG 1			ENG 1		
	ENG 2			ENG 2			ENG 2		
	ENG 3			ENG 3			ENG 3		
	SP 1			SP 1			SP 1		
	SP 2			SP 2			SP 2		
	SP 3			SP 3			SP 3		
	ITA 1			ITA 1			ITA 1		
ITA 2			ITA 2			ITA 2			
ITA 3			ITA 3			ITA 3			
17:20 - 17:30	Break			Break			Break		
17:30 - 19:00	Session 1	Session 2	Session 3	Session 1	Session 2	Session 3	Session 1	Session 2	Session 3
19:00 - 19:15									+ 15 minutes
17:30-19:00	FR 1	FR 1	FR 1	FR 1	FR 1	FR 1	FR 1	FR 1	FR 1
	FR 2	FR 2	FR 2	FR 2	FR 2	FR 2	FR 2	FR 2	FR 2
	ENG 1	ENG 1	ENG 1	ENG 1	ENG 1	ENG 1	ENG 1	ENG 1	ENG 1
	ENG 2	ENG 2	ENG 2	ENG 2	ENG 2	ENG 2	ENG 2	ENG 2	ENG 2
	SP 1	SP 1	SP 1	SP 1	SP 1	SP 1	SP 1	SP 1	SP 1
	SP 2	SP 2	SP 2	SP 2	SP 2	SP 2	SP 2	SP 2	SP 2
	ITA 1	ITA 1	ITA 1	ITA 1	ITA 1	ITA 1	ITA 1	ITA 1	ITA 1
ITA 2	ITA 2	ITA 2	ITA 2	ITA 2	ITA 2	ITA 2	ITA 2	ITA 2	

zoom 1	
zoom 2	
zoom 3	
zoom 4	

**ANNEX C
SUPPLIER'S QUOTATION**

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

We, the undersigned, hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice. We hereby offer to supply the items listed below in conformity with the specification and requirements of IDLO as per **RFQ NO. 31_2021_HQ**

Company Name	
Company Full Address	
Date	
Signature	
Stamp	
Contact Person	
Telephone number	
Email address	

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

Lots	Description	Total amount in EURO
Option 1	<ul style="list-style-type: none"> • n. 1 Plenary Session from 2.00 pm - 5.20 pm + n. 1 Parallel Session from 5.30 pm to 7.30 pm at the IDLO headquarters. • n. 2 Parallel Sessions from 5.30pm to 7.30pm at the service provider's office or a location used by the service provider. 	
Option 2	<ul style="list-style-type: none"> • n. 01 Plenary session from 2.00pm - 5.20 pm at the service provider's office or location used by the service provider. • n. 03 Parallel Sessions from 5.30pm to 7.30pm at the headquarters of the service provider or a location used by the service provider 	
Taxes (if applicable)		
Total amount including taxes		

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

Any quote submission will imply the unconditional acceptance of IDLO General Terms and Conditions for 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_services_august_2020.pdf

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