

NATIONAL CALL FOR TENDER FOR A FRAMEWORK AGREEMENT - ACTED Iraq

Date: 09/01/2022

Tender N°: T/FA/10/TRANSLATION/ERB/09012022/001

Closing date: 30/01/2022

To support its ongoing operations in Iraq, ACTED is launching a national Call for Tender and is requesting through this tender the companies to provide detailed written quotations for the provision of below service:

PRODUCT SPECIFICATIONS:

- | | |
|-----------------------------------|--|
| 1. Description: | One lot of translation services |
| 2. Product class / category: | Services |
| 3. Product stage: | Finished product |
| 4. Delivery conditions: | Delivery by email and /Original copy to ACTED Erbil office |
| 5. Quantities and specifications: | As per request during the validity of the Framework Contract |

Lot #	Description	Product category	Qty	Product stage	INCOTERM/Delivery Point and Deadline
Compulsory services					
1	Translation from Arabic to English	Service	Framework agreement for one year – QTYs will be identified all over the year – Fixed price per one	New, Complete and ready-to-use	Erbil Office Email / 1-3 days after reception of purchase order
2	Translation from English to Arabic	Service	Framework agreement for one year – QTYs will be identified all over the year – Fixed price per one	New, Complete and ready-to-use	Erbil Office Email / 1-3 days after reception of purchase order
3	Translation from Kurdish Sorani/Bahdini to English	Service	Framework agreement for one year – QTYs will be identified all over the year – Fixed price per one	New, Complete and ready-to-use	Erbil Office Email / 1-3 days after reception of purchase order
4	Translation from English to Kurdish Sorani/Bahdini	Service	Framework agreement for one year – QTYs will be identified all over the year – Fixed price per one	New, Complete and ready-to-use	Erbil Office Email / 1-3 days after reception of purchase order
5	Translation from Kurdish Sorani/Bahdini to Arabic	Service	Framework agreement for one year – QTYs will be identified all over the year – Fixed price per one	New, Complete and ready-to-use	Erbil Office Email / 1-3 days after reception of purchase order
6	Translation from Arabic to Kurdish Sorani/Bahdini	Service	Framework agreement for one year – QTYs will be identified all over the year – Fixed price per one	New, Complete and ready-to-use	Erbil Office Email / 1-3 days after reception of purchase order
7	Translation from Arabic to French	Service	Framework agreement for one year – QTYs will be identified all over the year – Fixed price per one	New, Complete and ready-to-use	Erbil Office Email / 1-3 days after reception of purchase order
8	Translation from French to Arabic	Service	Framework agreement for one year – QTYs will be identified all over the year – Fixed price per one	New, Complete and ready-to-use	Erbil Office Email / 1-3 days after reception of purchase order
9	Notarization services for translation	Service	Framework agreement for one year – QTYs will be identified all over the year – Fixed price per one	New, Complete and ready-to-use	Erbil Office Email / 1-3 days after reception of purchase order

Optional services					
10	Translation from Kurdish Sorani/Bahdini to French	Service	Framework agreement for one year – QTYs will be identified all over the year – Fixed price per one	New, Complete and ready-to-use	Erbil Office Email / 1-3 days after reception of purchase order
11	Translation from French to Kurdish Sorani/Bahdini	Service	Framework agreement for one year – QTYs will be identified all over the year – Fixed price per one	New, Complete and ready-to-use	Erbil Office Email / 1-3 days after reception of purchase order
12	Translation from Kurdish Sorani/Bahdini to Spanish	Service	Framework agreement for one year – QTYs will be identified all over the year – Fixed price per one	New, Complete and ready-to-use	Erbil Office Email / 1-3 days after reception of purchase order
13	Translation from Spanish to Kurdish Sorani/Bahdini	Service	Framework agreement for one year – QTYs will be identified all over the year – Fixed price per one	New, Complete and ready-to-use	Erbil Office Email / 1-3 days after reception of purchase order

RESPONSIBILITIES OF THE CONTRACTOR:

1. Date of delivery: Within 1-3 days after reception of purchase order
2. Validity of the offer: **Six (6) months (Recommended)**

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **30/01/2022 (Jan 30th, 2022) at 16:00 (Iraq time)** in ACTED office at the following address:

ACTED representative office in Erbil, IRAQ 4 Towers, Building B, Floor 5

2. Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format.
3. Tenderers will sign and return all pages of the Product Specifications for which they apply.
4. The offer to the call for tender will not result in the award of a contract.
5. The offer must be submitted to ACTED purchase department in a sealed envelope with the mention "**T/FA/10/TRANSLATION/ERB/09012022/001 - not to be opened before 30/01/2022**" and the purpose of the offer.
6. Unsealed envelope and late offers will not be considered.
7. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor.

NOTE: ACTED adopts a zero tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and has set up a Transparency focal point (Transparency Team supervised by the Director of Audit and Transparency) via a specific e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please send an e-mail to transparency@acted.org.

SPECIFIC CONDITIONS:

1. Only translation companies with valid license/registration are eligible to bid.
2. Bidders should provide offer for all items in the lot to be considered eligible.

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3. Bidders are requested to fill in, sign, stamp and return Instructions for bidders, Offer Form, bidders questionnaire, Ethical Declaration and bidders check-list according to ACTED format below.
4. Any changes made to ACTED tender document will render the offer as not eligible.
5. The resulted contract of this tender does not imply in an exclusive clause for the hereby mentioned services.
6. All offers delivered in a sealed envelope to the ACTED Office listed above must be signed and stamped on each page (**Compulsory**).
7. Alterations to any page, including the use of correction fluid, are not permitted.

Required documents to be submitted to ACTED:

1. PART A – Instructions to Bidders must be attached, filled, signed and stamped by the supplier on every page (**compulsory**);
2. PART B – Offer Form must be attached, filled, signed and stamped by the supplier on every page. The bid prices shall be in USD and IQD and all columns of items applied to have been filled (**compulsory**).
3. An original and one copy of the bid to be provided (**Compulsory for the original**).
4. PART C –Bidder Questionnaire Form must be attached, filled, signed and stamped by the supplier on every page (**compulsory**).
5. PART D – Bidder’s Ethical Declaration must be attached, filled, signed and stamped by the supplier on every page (**compulsory**).
6. ACTED General Conditions of Purchase (**Compulsory**)
7. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past similar items deliveries) (**recommended**);
8. ANNEXES – Application Letter on Company Template.
9. ANNEXES – A valid copy of a government issued ID (drivers license or passport) of the company's authorized representative in addition to a copy of a valid Certificate of Incorporation and Official Operational License (**Compulsory**).
10. ANNEXES - A valid copy of the Company registration certificate (**compulsory**).
11. All bidding documents must be filled in English (**Compulsory**).

THE OFFER WILL NOT BE CONSIDERED ELIGIBLE IF:

- White ink is used, price correction by hand.
- All papers are not signed and stamped.
- Documents mentioned as “compulsory” in Bidder’s check-list are not attached.

SELECTION CRITERIA:

1. Best price: **50 points (see price table)**
2. Past performance and experience with INGOs: **30 points** (based on past contracts)
3. The ability to assign/hire one focal point for the contract management: **10 points** (Yes/No)
4. The ability to prioritize ACTED requests and answer within 24 hours: **10 points** (Yes/No)

OFFER FORM

Date:

Tender N°: T/FA/10/TRANSLATION/ERB/09012022/001

To be Filled by Bidder (COMPULSORY)

Details of Bidding Company:

1. Company Name: (_____)
2. Company Authorized Representative Name: (_____)
3. Company Registration No: (_____)
No/Country/ Ministry
4. Company Specialization: (_____)
5. Mailing Address (Physical Address): (_____)
Country/Governorate. /City/St name/Shop-Office No
 - a. Contact Numbers: (Land Line: _____ / Mobile No: _____)
 - b. E-mail Address: (_____)

I undersigned _____, agree to provide ACTED, non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.

LOT 1: Translation service (Framework agreement):
Compulsory services

As a minimum, please complete the table below with the unit prices. Note that the **Notarization Service** is an additional cost that is added to the cost of translation, and will include a notarized signature and stamp on each page of the translation. If a different unit is applied (such as a price per page) the price for a full page (500 words) will be used for comparison of prices.

Item no.	Item Specifications	Weight in selection (50 total)	Measuring Unit	Supplier's Specification (if different)	Unit Price IQD*	Unit Price USD*
1	Translation from Arabic to English	15 points	1 word			
1	Translation from English to Arabic		1 word			
3	Translation from Kurdish Sorani/Bahdini to English	15 points	1 word			
4	Translation from English to Kurdish Sorani/Bahdini		1 word			
5	Translation from Kurdish Sorani/Bahdini to Arabic	5 points	1 word			
6	Translation from Arabic to Kurdish Sorani/Bahdini		1 word			
7	Translation from Arabic to French	5 points	1 word			
8	Translation from French to Arabic		1 word			
7	Notarization services for translation	10 points	1 word – to be added to the cost of translation			

Optional services

The services below may be quoted, and may be added to the contract if awarded. However, for the purposes of financial scoring they shall not be considered.

Lot no.	Item Specifications	Measuring Unit	Supplier's Specification (if different)	Unit Price IQD*	Unit Price USD*
9	Translation from Kurdish Sorani/Bahdini to French	1 word			

10	Translation from French to Kurdish Sorani/Bahdini	1 word			
11	Translation from Kurdish Sorani/Bahdini to Spanish	1 word			
12	Translation from Spanish to Kurdish Sorani/Bahdini	1 word			

IN CASE OF NO COUNTS OF WORDS:

- FULL PAGE TO BE CONSIDERED 500 WORDS
- MIDDLE: 300 WORDS
- SMALL PAGES (SUCH AS ID): 100 WORDS

1. Assign/hire one focal point for the contract management: Yes No

a. If Yes, please provide name and contact email :

name _____ email: _____

2. Prioritize ACTED requests and answer within 24 hours: Yes No

BIDDER'S COMMENTS/REMARKS:

1. _____
2. _____

BIDDER'S TERMS AND CONDITIONS:

1. Validity of the offer: _____ (Recommended: 6 months or more)
2. Terms of delivery: _____
3. Terms of payment: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

BIDDER'S CHECK LIST

Date: _____

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BEFORE SENDING YOUR BIDDING DOCUMENTS, PLEASE CHECK THAT EACH OF THE FOLLOWING ITEM IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA:

Description	To be filled in by Bidder		For ACTED use only (to be filled in by Purchase Committee)		
	Included		Present		Comments
	Yes	No	Yes	No	
1. An original and one copy of the bid have been provided (Compulsory for one original)					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier. (Compulsory)					
3. PART 2 (form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier. (Compulsory)					
4. The prices in the Offer Form are in USD and IQD (Compulsory)					
5. PART 3 (form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. (Compulsory)					
6. PART 4 – (form PRO-06-02) – Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. (Compulsory)					
7. The Bidding documents are filled in English. (Compulsory)					
8. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided. (Highly recommended)					
9. ANNEXES – A Copy of Company registration documents and license are included. ID of legal representative (Compulsory)					
10. ACTED General Conditions of Purchase (Compulsory)					

Name & Position of Bidder's authorized representative _____

Authorized signature _____