

Call for Expression of Interest (EOI) for Translation Service

Project No. 18.9206.6-001.00

Project Name: GIZ Country Office Iraq

GIZ in Iraq is looking for a contractor(s) for Translation services in KRI & and Central Iraq. The purpose is to provide Multilingual Translation and simultaneous Interpretation services for covering its activities for (Arabic, English, Kurdish and German) languages. Eligible contractor(s) will be invited to participate in the bidding process for the proposed tender. This requirement will result in entering for a Framework Agreement with the selected contractor (s) for a period of 1 year with the option for extension for an additional 1 year based on satisfactory performance.

Objective

For the provision of Translation Service in Iraq, GIZ is requesting the bidders to express their interest for participating to the mentioned service for achieving the organization objective.

Interested Translation Service Providers (both firms and Individuals) are requested to send a Letter of Interest with following documents:

- For translation firms:
 - Introduction of Firm/Company or profile and CVs of the translators.
 - A scan copy of the firm registration in Iraq or KRI.
 - Translation certificate (certificates will be requested) that permits the bidder to work in this field.
 - Bank details under the company's name with all details from a local bank (Bank Name, Account Holder, IBAN, Account number, currency).
 - Experience in similar or related projects, at least 5 years of experience in Multilingual Translation and Simultaneous Interpretation services.
 - Provide at least 3 references in translation services.
 - Firms should have the financial capacity to perform the required services and at least 3 annual turnover reports must be provided.
 - Provide Affidavit that the firm has been neither blacklisted by any Government, semi-governmental institute or private institute nor involved in any litigation in the current or during the last two (2) years or a (self-disclosure).
- For individual translators:
 - CV of the consultant with ID or passport.
 - Translation certificate (certificates will be requested) that permits the bidder to work in this field.

- Bank details under the bidder's name with all details from a local bank (Bank Name, Account Holder, IBAN, Account number, currency).
- Experience in similar or related projects, at least 5 years of experience in Multilingual Translation and Simultaneous Interpretation services.
- Provide at least 3 references in translation services.

This EOI is market research to identify service providers with verified technical and financial capacity to perform the services required. GIZ keeps the right for appropriate selection of the best qualified contractor(s) for future demand of Translation services.

This EOI does not constitute a solicitation. GIZ reserves the right to change or cancel this procurement process or any of its requirements at any time during the process; any such action will be communicated to all participants.

All supporting documentation listed above shall be prepared in accordance with the instructions provided and sent by email to Procurement.Iraq@giz.de no later than **Thursday 15.02.2024 at 17:00 local time**. Please insert the subject line as following: EOI-Translation Service - Insert bidder Name.

Please note that GIZ email is automatically rejecting any email size more than 20 MB, if your document size is bigger, you can send your response in multiple email; however please highlight in the body of the email as Email 01 of XX, Email 02 of XX and so on.

After the deadline for submission, GIZ will evaluate responses received and will notify eligible participants of the outcome of the evaluation.

Yours Sincerely,

Procurement and Contracting Unit Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

E procurement.iraq@giz.de

I www.giz.de