



**SPREP**  
Secretariat of the Pacific Regional  
Environment Programme

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*The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.*

## REQUEST FOR TENDERS

File: SPREP 3/5  
Date: 31 January, 2018  
To: Interested suppliers  
From: Roger Cornforth, Deputy Director General

**Subject: Request for tenders:** Tender for the Provision of Translation and Interpretation services to SPREP for 2018/2019

### 1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. For more information, see: [www.sprep.org](http://www.sprep.org).

### 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced providers of high quality, efficient and accurate translation and interpretation services from English to French and from French to English.
- 2.2. The provision of the translation services will be on an “on call” basis and service providers will be required to carry out the work in their own office location.
- 2.3. It is expected that all translations reflect the basic typesetting of the source document (I e paragraph breaks, headings, sub-headings, bullet points etc), and all must be undertaken in electronic format and provided to SPREP via email. The application most commonly used is Microsoft Word, but other Microsoft Office applications and Adobe InDesign are also used from time to time.
- 2.4. The provision of conferences services will be on an “on call” basis, consisting of interpretation (simultaneous or consecutive) and on site translation services, from English to French and vice versa, including the supply of technical equipment.
- 2.5. Formal tenders for interpretation and translation services must be submitted by 28 February 2018. It is intended to offer the successful tender a contract for a two year period, conditional on satisfying a 12- monthly performance review.

### 3. Conditions: information for applicants

- 3.1 To be considered for this tender, interested suppliers must be registered with a recognized association of translators and interpreters with sufficient staff to service SPREP's translation and interpretation requests.
- 3.2 Interested suppliers will need to be able to organise recruitment of personnel for conference services, make travel and transportation arrangement for personnel, equipment and documents, subject to itineraries being approved by SPREP.
- 3.4 The suppliers will provide SPREP, a month prior to the conference, with necessary information relating to the work to be done, including CVs for new team members. SPREP reserves the right to indicate preferences for the constitution of the team for any given meeting
- 3.3 The suppliers will need to provide technical equipment for simultaneous interpretation during the conferences (e g sound equipment), and shall be responsible throughout for insurance coverage on such equipment.

#### **4. Submission guidelines**

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and in the Terms of Reference, and is available for the timeframe provided. Documentation must also address how each individual evaluation criterion is met.
- 4.2. Tender documentation should outline the interested supplier's complete proposal: tender application form, methods, previous relevant experience and qualifications, timeframes and costs.
- 4.3 Provide at CV's and at least 3 referees for all proposed personnel, including the most recent work relevant to this position.
- 4.4 Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.
- 4.5 Complete the **tender application form** provided

#### **5. Tender Clarification**

- 5.1. Any clarification questions from applicants must be submitted by email to Maraea S.Pogi ([maraeap@sprep.org](mailto:maraeap@sprep.org)) and copy [petrac@sprep.org](mailto:petrac@sprep.org) before 13 February 2018. A summary of all questions received with an associated response will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 15 February 2018.

#### **6. Evaluation criteria**

- 6.1. SPREP will select a preferred supplier on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and best satisfies the following criteria:
  - i. Experience- Minimum of ten (10) years' experience in providing translation and interpretation services.

- ii. Technical and management capability:  
Interested suppliers must:
- describe how you will manage translation services to ensure on-time delivery and maintain quality control to achieve the delivery of high quality translation,
  - identify qualified personnel to undertake the interpretation and translation service requirements, including profiles of staff proposed for all services,
- iii. Interested suppliers must submit their company profile including a copy of the company's audited accounts for the last 2 years together with the details of any significant changes since the last year end.
- iv. Cost in US\$ including rate sheet. Please state the location of the home base for all personnel (where they will be travelling from when required for Conference services)

## **7. Deadline**

- 7.1. **The due date for submission of the tender is: 28 February 2018, midnight (Apia, Samoa local time)**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked 'TENDER: Translation and Interpretation Services for 2018/2019' to one of the following methods:

Mail: SPREP  
Attention: Procurement Officer  
PO Box 240  
Apia, SAMOA

Email: [tenders@sprep.org](mailto:tenders@sprep.org)

Person: Submit by hand in the tenders box at SPREP reception,  
Vailima, Samoa.

**SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.**

For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website  
<http://www.sprep.org/accountability/complaints>