

# REQUEST FOR TENDERS

RFT: 2021/038  
File: AP\_6/15  
Date: 4 June, 2021  
To: Interested suppliers  
From: Julie PILLET, SWAP Project Coordinator

**Subject: Request for tenders: Provision of translation services under the SWAP project**

## 1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
  - We value the Environment
  - We value our People
  - We value high quality and targeted Service Delivery
  - We value Integrity
- 1.3. This tender is developed under the Committing to Sustainable Waste Actions in the Pacific (SWAP) Project funded by the Agence Française de Développement (AFD). The 3 million Euro SWAP Project aims to improve sanitation, environmental, social, and economic conditions in Pacific island countries and territories through proper waste management.
- 1.4. 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 services from English to French and from French to English.
- 2.2. The provision of the translation services will be on an “as and when” 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 (line 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 may also be used as occasions demand.
- 2.4. The provision of translation services includes a provision of up to 300,000 words. The contract will end when the projected word count is reached, even if the date of this service engagement has not expired.
- 2.5. It is intended to offer the successful tender a contract until June 2024, conditional on satisfying a 12- monthly performance review. A one-year extension could be signed if the

closing date of the SWAP project is extended, and if the maximum word count included in the contract is not reached. The number of words translated at the end of the contract may be less than the initial quote. Payment will be based on the actual number of words to be translated in each document provided.

- 2.6. Payments will be made on the basis of monthly reconciliations/statements according to on the number of words translated during the period covered.
- 2.7. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct. [https://www.sprep.org/attachments/Publications/Corporate\\_Documents/sprep-organisational-values-code-of-conduct.pdf](https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf)

### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must:
- Registered with a recognized association of translators with sufficient staff to meet the translation demands as described above.
  - Demonstrated experience in providing translation services to similar intergovernmental organisations as SPREP.
  - Complete the **tender application form** provided (*please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV or your Technical Proposal. Failure to do this will mean your application will **not** be considered*) and
  - Sign the **conflict of interest** form.

### 4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested provider satisfies the conditions stated above and in the Terms of Reference and is available for the timeframe provided. Documentation must also and in the Terms of Reference and is available for the timeframe provided.
- 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 Complete the **tender application form** and the **conflict-of-interest form** provided.
- 4.4 Provide at CV's and at least 3 referees for all proposed personnel, including the most recent work relevant to this position.
- 4.5 Tenderers/Bidders must provide at least 3 previous examples of translated technical documents.
- 4.6 Tender submission must be in United State Dollars (USD).
- 4.7 Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.
- 4.8 The Proposal must remain valid for 90 days from date of submission.

### 5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to [procurement@sprep.org](mailto:procurement@sprep.org) before 23 June 2021. A summary of all questions received complete with answers will be distributed to bidders by 25 June 2021.

## 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. Demonstrated experience - Minimum of ten (10) years' experience in providing translation services (20%)
  - ii. Quality of translation work - provide at least 3 previous examples of translated technical documents (20%)
  - iii. Demonstrated experience working for intergovernmental organisations similar to SPREP (20%)
  - iv. Timelines - describe how you will manage translation services to ensure on-time delivery and maintain quality control to achieve the delivery of high-quality translation, including turnaround times (20%)
  - v. Cost in US\$ (20%)

## 7. Deadline

- 7.1. **The due date for submission of the tender is: 02 July 2021, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked 'RFT 2021/038: Provision of translation services under the SWAP project.'

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

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

Fax: 685 20231

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

Note: Submissions made to the incorrect portal will not be considered by SPREP. If SPREP is made aware of the error in submission prior to the deadline, the applicant will be advised to resubmit their application to the correct portal. However, if SPREP is not made aware of the error in submission until after the deadline, then the application is considered late and will be returned unopened to the sender.

SPREP reserves the right to reject any or all tenders/bids and the lowest or any tender/bid 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>