



**INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE**

**TENDER NOTICE**

- Tender Reference No:** 258-19/19
- Assignment Name:** **Locally based *Translation and Interpretation Services for Myanmar Office (Myanmar Nationals Only to apply)***
- Project Name:** ***STEP II & My Constitution II Projects***
- Deadline for Submissions:** Proposals must be submitted on or before 17:00 (Yangon time), 15 July 2019. Late submissions will not be considered for evaluation.
- Address for Submissions:** E-mail: [tendersubmissions@idea.int](mailto:tendersubmissions@idea.int)
- Format for Submissions:** Proposals must be submitted by email. Technical and Financial proposals must be submitted in separate files and marked accordingly. **Price should not be mentioned in the Technical Proposal.**
- The following text should be put in the subject field of the email:**
- Tender No. 258-19/19 Technical and Financial Proposals – Do not open before 17:00 (Yangon time), 15 July 2019.

***Email Address for Clarifications:*** E-mail: [tender@idea.int](mailto:tender@idea.int)

Clarifications may be requested via e-mail no later than 7 days prior to the submission deadline at the above email address. Note a response to a request for clarifications will be issued to all tenderers on our website <http://www.idea.int/about-us/procurement-and-tenders>

Therefore, tenderers are advised to check the website regularly during the process.

**Note:** there are two different email addresses as outlined above, one to be used for submission of your final proposal and the second one to be used for clarifications and other related correspondence.

# REQUEST FOR PROPOSALS

## Section 1 General Information

- 1.1 The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization established in 1995, with member states across all continents, which aims to support sustainable democracy worldwide and assist in the development of institutions and the culture of democracy. At the interface between research, fieldwork and the donor community, International IDEA provides a forum for dialogue, builds networks of experts, develops training materials and provides strategic advice at the international, regional and national level, cooperating with a range of organizations.
- 1.2 International IDEA's Myanmar office carries out a significant amount of translation and interpretation related activities each year. For 2018 the value of these services was around EUR 25,000. However, the Institute has scaled up its operation in the country and expects that the need for translation and interpretation services will be around 150,000 Euros for the next 3 years.
- 1.3 The Institute now invites proposals from qualified and experienced locally based service providers to provide a range of translation and interpretation services. A detailed description of the assignment is provided in Annex A – the Terms of Reference - attached to this Request for Proposals. It is intended to engage a number of Service Providers under Framework Contracts from whom International IDEA can invite quotations to undertake various assignments. It is anticipated that International IDEA may engage Contractors that can provide both translation and interpretation, or only one of the services.
- 1.4 Tentative timeframe: It is anticipated that the Framework Contracts will commence in August/September initially for three years with an option for renewal up to five years.

## Section 2 Preparation of Proposals

### Essential Requirements

- 2.1 Language: The official language for the proposal, contract, reports and any other documents in relation to the assignment is English.
- 2.2 Nationality: The Service Provider must be based locally and a National of Myanmar.
- 2.3 Required qualifications and experience:
  - 2.3.1 Requires in depth knowledge on the terminology used for democracy concepts, electoral systems, federal systems and constitutions, and for general political science usage;
  - 2.3.2 Excellent skills in providing interpretation and/or translation services with both English/Burmese languages;
  - 2.3.3 Able to conduct both consecutive and simultaneous interpretation;
  - 2.3.4 Demonstrated experience in providing professional translation and interpretation services in the relevant fields;
  - 2.3.5 Have at least five-years-experience in providing the services required to medium/large organizations;
  - 2.3.6 Be financially stable.

- 2.4 The proposal should provide the following information:
- 2.4.1 A brief background description of the Service Provider. If a company, this description should include such items as: size; number of staffs; number and types of clients; age of company; location of HQ; geographical network and scope of operations.
  - 2.3.2 A description of your relevant experience of working on similar contracts as the one required by International IDEA. This should include the names and size of up to three such clients' organisations.
  - 2.3.3 Include a general description of the Service Provider experience, specialties and possible unique advantages. The Contractor must specify availability with short notice, flexibility, interest to travel within/outside Myanmar.
  - 2.3.4 CVs for individual consultants or in the case of companies the Team Leader and other proposed professional staff, including information on their previous experience of similar assignments. A brief description of the role staff typically dedicated to work with a client like International IDEA.
  - 2.3.5 Provide a detailed outline of the work processes and methodology used by your company in providing the types and level of required services as outlined in sections three and four of the Terms of Reference (TOR).
  - 2.3.6 The full name and contact details (including email addresses and telephone numbers) of **two (2)** clients as references.

### ***Financial Proposal***

- 2.3.7 The financial proposal must be prepared using the Price Matrix provided in Annex B which forms part of this RfP. The proposal should be costed in Euros, USD or MMK. If the description of services listed in the Price Matrix do not align fully with your method of pricing, please provide details of your pricing separately.
- 2.3.8 The price for the different services detailed in Annex B should be quoted excluding VAT, but if VAT will be charged the percentage should be stated.

### **Section 3 Submission of Proposals**

- 3.1 Proposals must be submitted in electronic format by e-mail. Technical and Financial Proposals must be submitted in separate files and marked accordingly.
- 3.2 The full details on how to submit proposals are available under Tender Notice at the beginning of this document.
- 3.2 Proposals must remain valid for at least 60 days following the deadline for their submission stated under the Tender Notice.

## **Section 4 Evaluation of Proposals**

### **Technical Evaluation:**

- 4.1 The proposals will be evaluated and scored against the following technical criteria with respective corresponding weights:
- (i) Qualifications and experience of working with organisations similar to International IDEA (maximum 30 points);
  - (ii) Scope of services offered in relation to requirements as outlined in Section 3 of the attached TOR (maximum 20 points);
  - (iii) Quality level of service offered in relation to requirements as outlined in Section 4 of the attached TOR (maximum 20 points);
  - (iv) Price as per Financial Proposal (30 points).
- 4.2 After completing the evaluation of the proposals, International IDEA reserves the right to seek further information or organize a meeting (in-person or via video conferencing) with the short list of the highest-ranking service providers. A final decision will be made at the end of the evaluation process. International IDEA also reserves the right not to select any of the invited companies if the proposals and/or the follow-on discussions prove unsatisfactory.
- 4.3 The Service Providers ranked highest will be invited to negotiate the contract and if negotiations are successful the selected Service Providers will be awarded the contract.

## **Section 5 Final Considerations**

- 5.1. International IDEA will not be bound to select any of the proposals.
- 5.2 The following documents are enclosed with this Request for Proposals:
- Annex A: Terms of Reference
  - Annex B: Pricing Matrix
  - Annex C: Editorial Standards 2016
- 5.3 Further information on the Institute may be found on our website <http://www.idea.int/>
- 5.4 Both the successful and unsuccessful bidders will be notified in writing following the completion of the evaluation and contract award process.

Complaints regarding any aspect of the tender process should be addressed in writing to both the Internal Auditor and the Executive Director of the Institute. The address is [tender.complaints@idea.int](mailto:tender.complaints@idea.int).