

**INTERNATIONAL INSTITUTE FOR DEMOCRACY   
AND ELECTORAL ASSISTANCE**

**TENDER NOTICE**

Tender Reference No.2021-07-009

Project Name: *Communications and Publications*

Assignment Name: *Translation Services (Institutional)*

**Deadline for submissions:**Proposals must be submitted on or before 23:59 (CET), **06 September 2021***.*   
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. Please see 2.5 and 2.6 for details about the required documents. **Price should not be mentioned in the Technical Proposal.**

**Duly completed and signed Declaration of Honour Form** should be submitted as a separate document along with the Technical and Financial proposals.

**The following text should be put in the subject field of the email:**

Tender No. 2021-07-009 Technical and Financial Proposals – Do not open before 23:59 (CET), 06 September 2021*.*

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

Clarifications may be requested via e-mail no later than 30 August 2021 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/>. 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. **Please make sure to submit your Proposal to the correct email address (tendersubmissions@idea.int).**

**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 world-wide 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 The Institute now invites proposals from qualified service providers (companies, agencies, firms and/or individuals) for translation services. The services include translation of articles, communications material, documents and publications in any or all of the following languages from/into English (UK), for the entire Institute:

* Arabic
* Bahasa Indonesia
* French (FR)
* Myanmar language
* Nepali
* Spanish (ES)
* Swedish
* Portuguese (PT)
* Russian
* Ukrainian
* Thai

In the event that translation from/into other languages not listed above are required the rate(s) will be agreed between the two Parties. International IDEA will request a quote from one or several Provider(s) when the need arises. If International IDEA accepts the quote the rate(s) will be specified in the Service Order. For the purpose of this Tender process Bidders will only be evaluated on their experience, quality and rates of the above-mentioned languages.

A detailed description of the assignment is provided in Annex B—the Terms of Reference (ToR)—attached to this Request for Proposals.

1.3 Tentative timeframe: It is anticipated that the services will commence in October 2021 for an initial period of three (3) years, with the possibility to renew for an additional two (2) year-period, up to a total maximum contract duration of five (5) years.

1.4 It is intended to establish a pool of Providers with Framework Contracts from whom International IDEA can invite quotations to undertake various translation assignments.

1.5. This assignment will be governed by International IDEA’s General Terms (attached to this Tender Notice).

**Section 2. Preparation of Proposals**

2.1 Language: The official language for the proposal, contract, reports and any other documents in relation to the assignment is English.

2.2 Estimated input: The frequency of service requests will vary between different years and languages and depend on International IDEA’s work programme. For reference, expenditures for translation were in the range of EUR 6’000 in 2019, whereas in 2020, costs for translation amounted to approx. EUR 28’000.

2.3 Required experience: The provider must be a qualified linguist or work with linguists that have documented qualifications in language translation.

2.4 Number of languages: The provider must be able to supply translation services for one or several of the languages specified in Section 1.2 (above).

2.5 a) The **Technical Proposal** can be sent as a PDF-file or a Word-file. Please specify and submit each essential technical requirement listed under 2.7 i. to vii as a separate document.   
b) The **Financial Proposal** shall be sent as an Excel file using the template provided in the Tender documents.

2.6 **Declaration of Honour Form**

A completed and signed Declaration of Honour Form (Annex D 2.1)

1. Please note that the attached Declaration of Honour Form should be submitted as a separate document along with the Technical and Financial proposals. Sections must be ticked YES or NO.
2. For individual Service Providers:

Please leave the following section (see below excerpt for ease of reference) in the Form blank if you are a natural person (not a legal person/firm/organization):

|  |  |  |
| --- | --- | --- |
| **Situations of exclusion concerning natural persons with power of representation, decision-making or control over the legal person** | YES | NO |
| Situation (c) above (grave professional misconduct) |  |  |
| Situation (d) above (fraud, corruption or other criminal offence) |  |  |
| Situation (e) above (significant deficiencies in performance of a contract ) |  |  |
| Situation (f) above (irregularity) |  |  |

1. For all Bidders:

Please note that in Section 3 of the Form (please see below excerpt for ease of reference), in the absence of conflict of interest, this section should be marked Yes.

|  |  |  |
| --- | --- | --- |
| **(3) declares that the above-mentioned person has no unresolved conflict of interest that may cause the impartiality the process of awarding the contract to be questioned, except as disclosed** | | |
| **Selection criteria** | YES | NO |
| 1. no person involved in the preparation of the bid is or was a Staff Member or Member of the Board of Advisers at International IDEA in the six months precedending the submission of the bid |  |  |
| 1. no person involved in the preparation of the bid is a family member of a Staff Member or Member of the Board of Advisers at International IDEA in the six months precedending the submission of the bid |  |  |
| 1. No Staff Member or Member of the Board of Advisers at International IDEA has a material financial interest in the bidder |  |  |

**2.7 Essential technical requirements**

1. **Description of company**: A brief description (please specify whether individual person or /company/agency/organization)
2. **Experience**: An outline of recent experience on translations within the broad category of political science and within International IDEA’s work areas (electoral processes, constitution-building, gender, parliaments and democratic transitions).
3. **Work methodology**: Include a short statement on the proposed methodology and quality control mechanisms for performing the assignment(s), along with any comments or suggestions on the Terms of Reference. This is to ensure that the Bidder will deliver translations at a regular and high quality, as well as to minimize the risk of mistakes and faults occurring in the process.
4. **Samples**: A total of two (2) sample translations that the Bidder has performed shall be attached to the proposal (from English into either Arabic, French or Spanish). The translations can be extracts and should not be longer than two pages each and if possible, the source text should be attached.
5. **Staff and linguists**: A list of the proposed linguistic staff by title (and name if already identified) and the languages that would be assigned to each staff team member. The Bidder must specify if services will be delivered using in-house capacity or if services are provided by a third party and/or subcontractor. A short summary of experience and qualifications should be included but not a full CV for each linguist. Please also include CVs for the Team Leader and other proposed in-house project staff, including information on their previous experience in similar assignments. CVs for subcontractors are not necessary but their name/company name and experience should be specified.
6. **Delivery time**: Normal times of delivery shall be specified, for translation of each of the languages listed under 1.2 that the Bidder is able to provide, both into and from English (UK), based on 5’000 (five thousand) words.
7. **References**: Specify two (2) client references for whom the Bidder has undertaken translation assignments in the past two years.

**2.8 Financial Proposal**

1. **Fee**: The fee for each of the listed languages shown as a per word fee of the source text (not the target language). The financial proposal **must be prepared using Annex A – Price Matrix** for submitting prices which forms part of the tender documents. The fees should be specified in EUR for all languages
2. **VAT**: Prices should be stated including VAT. International IDEA is not tax exempt and does not have a VAT number. The Bidder must act in accordance with their country’s tax laws as it relates to providing services to non-resident organizations. The Bidder shall be responsible for his or her own tax obligations as per the laws of the respective country.

Prices should be stated including tax if it is applicable. The assessment of financial offer will be based on this price you will put in this bid.

1. **Payment terms**: Please note that International IDEA only accepts payment terms of 30 days after receipt and approval of deliverable(s) and corresponding valid invoice and does not cover any bank charges for international payments.
2. **Duration of fee rates**: Please note that the unit fee rates are expected to remain fixed for the initial three-year contract duration, after which minor revisions can be negotiated.

**Section 3. Submission of Proposals**

* 1. Proposals should be submitted in electronic format by e-mail. Technical requirements, Financial Proposal and the Declaration of Honour Form must be submitted in separate files and marked accordingly. The full details on how to submit proposals is under Tender Notice at the beginning of this document. **Please note incomplete submission of proposals (i.e. not including technical requirement files (i) to (vii) and the Financial Proposal) will not be considered for evaluation**.

**3.2 Please note that a Declaration of Honour Form should be submitted as a separate document along with your Technical and Financial Proposal.**

3.3. Proposals must remain valid for at least 90 days following the deadline for their submission stated under the Tender Notice. During this period, the consultants are expected to keep available the professional staff proposed for the assignment. In the event there should be any (unexpected) delays, International IDEA will treat proposals as valid until the tender process and evaluation of proposals has been completed.

**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:

1. Specific experience in relevant subjects as specified in proposal (max 25 points). Points will be allocated on a yes/no basis. Experience in the specified field will be allocated 5 points if the answer is yes.

(Electoral processes: 5 pts)  
(Constitution-building processes: 5 pts)  
(Parliaments: 5 pts)  
(Gender: 5 pts)  
(Democratic transitions: 5 pts)

1. Adequacy of the proposed methodology and work plan in responding to the ToR (max 25 points).

(Methodology: 15 pts) (inclusion of glossary 3 pts, system for extending the glossary 3 pts, inclusion of International IDEA’s Editorial Standards 4 pts, delivery times 3 pts, innovative approach 2 pts)

(Quality control mechanisms: 10 pts) (control mechanism to ensure that all text has been translated 2 pts, review of the translators’ work by another linguist 5 pts, additional quality control steps 3 pts)

1. Qualifications and experience of the staff (both linguists and project staff) proposed to perform the assignment (max 10 points).

(Qualifications: 5 pts)

(Experience: 5 pts)

1. Quality of the two sample translations including the source text (maximum 25 points) Points will be allocated after review by an International IDEA staff member.

Flow and readability of target language (25 pts)

1. Evaluation from references (maximum 15 points).

As part of the technical evaluation, and following receipt of all proposals submitted in response to this Tender, a questionnaire containing six questions will be sent to the Bidder’s two client references. The questionnaire will contain six questions, with a maximum total score of 30 points, which will then be transferred to an average score of maximum 15 points. A deadline of fourteen (14) calendar days will be set for submission of responses and any responses received after the deadline will not be considered for scoring.

The maximum technical score (T) is 100 points.

Note the minimum passing score in the technical evaluation is 60. Only proposals of 60 and above will be considered for financial evaluation.

**Financial Evaluation**

4.2 The financial proposals will be verified and, if necessary, adjustments will be made to the prices to ensure consistency with the technical proposals in terms of work input and to eliminate arithmetical errors.

4.3 The currency used for evaluation is EURO.

The fees will be recalculated to one average evaluation price where each language will be given the following weight:

Arabic 15%

Bahasa Indonesia 5%

English (UK) 5%

French (FR) 20%

Myanmar 5%

Nepali 5%

Spanish (ES) 20%

Swedish 5%

Portuguese (PT) 5%

Russian 5%

Ukrainian 5%

Thai 5%

In case the Bidder cannot provide translation in all the above listed languages, an average evaluation price will be calculated without differentiating the weight between the languages.

4.4 The financial scores (F) will be computed as follows:

The lowest evaluation price proposal (Em) will be given a financial score (Fm) of 100 points.

The financial scores of the other proposals will be computed applying the formula:

F = 100 x Em/E, where: Em is the lowest evaluation price, and

E is the evaluation price of the proposal under consideration.

**Consolidated Technical and Financial Score:**

4.5 The final scores (S) will be computed by applying the formula:

S = t x T + f x F, where: t is the weight given to the technical score

f is the weight given to the financial score

4.6 The weights given to the technical and financial scores are:

t = 60%

f = 40%

4.7 Upon completion of the evaluation process, the Bidder(s) securing the highest final score will be invited to negotiate the contract and if negotiations are successful the selected service provider(s) will be awarded the contract. As stated in 1.4, International IDEA intends to award several Framework Contracts.

4.8 Please note that awarding a Framework Contract does not guarantee that International IDEA will give the Contractor any assignments.

4.9 International IDEA reserves the right not to select any of the tendering companies if the proposals prove unsatisfactory.

**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: Price matrix

Annex B: Terms of Reference

Annex D.2. 1: Declaration of Honour Form

Other relevant documents:

International IDEA’s General Terms (issued November 2020)

International IDEA’s Editorial Standards in Arabic, English, French, Myanmar language and Spanish

5.3 Further information on the Institute can be found on our website: <http://www.idea.int/>.

5.4 We would appreciate your informing us by e-mail (contact details above):

* Upon your receipt of this Request for Proposals, whether or not you intend to submit a proposal.

5.5. 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 Director Executive Division (ED) at the Institute. The address is [tender.complaints@idea.int](mailto:tender.complaints@idea.int)