



Request for Proposals

Procurement of Services

Standard Bidding Document

For the

**Translation Services for African Continental Free Trade Area (AfCFTA)
Secretariat**

Procurement Number: AfCFTA/AHRMD/NC/2023/0004

Date of Issue: 8th November 2023

REQUEST FOR PROPOSALS

Procurement Number: AfCFTA/AHRMD/NC/2023/0004

To: **Potential Service Providers**

Date: **8th November 2023**

The **African Continental Free Trade Area (AfCFTA) Secretariat** invites you to submit your Technical and Financial Proposal for carrying out the services as described herein. Any resulting order shall be subject to the General Conditions of Contract for Purchase Orders (attached) except where modified by this Request for Proposals (RFP).

SECTION A: REQUEST FOR PROPOSAL

- 1) **Description of Services and Location**
Interpretation Services for the AfCFTA Secretariat, Accra.
- 2) Currency of Proposal **USD**.
- 3) Services are to commence by **immediately** from the date of the contract.
- 4) **This will be a frame work contract**
- 5) Proposals must be valid **for ninety (90) days** from the Return by Date given below.
- 6) Proposals and supporting documents for technical and financial should be in separate folders which must be secured passwords.
- 7) Requests for clarification should be received by no later than **22nd November 2023**.
The address for clarifications is Tender.afcfta@au-afcfta.org;
Cc: Jessica.Lawson@au-afcfta.org and Nadia.Amoako-Gyampah@au-afcfta.org
- 8) **Additional Information:** Interested eligible tenderers may obtain further information from the AfCFTA Secretariat's Website <https://au-afcfta.org/bids>.
- 9) The deadline for submission of Proposals is **Friday, 8th of December 2023 at 11:00 hours GMT**. Technical proposals shall be opened on **Friday, 8th of December 2023 at 11:30 hours GMT** in the virtual presence of proposers or Legal Representatives. The password for the technical offer will be provided by each proposer during the Technical Proposal opening session. Therefore, the presence of the Proposer or its legal representative is mandatory.
- 10) Technical and Financial Proposals must be submitted through email:
Tender.afcfta@au-afcfta.org;
Cc: Jessica.Lawson@au-afcfta.org Nadia.Amoako-Gyampah@au-afcfta.org
- 11) Payments will be made in accordance with the below order within thirty (30) days of receipt of an invoice supported by a certificate of satisfactory completion.

Signed:

Name.....

Title/Position:

For and on behalf of the Purchaser

SECTION B: TECHNICAL PROPOSAL SUBMISSION FORM

Your Proposal is to be returned on this Form by completing and returning Sections B, and including any other information and certification as stated within this RFP on your letterhead.

1) Description of Services and Location

Interpretation Services of the AfCFTA Secretariat, Accra.

2) Currency of Proposal

3) Services will commence withindays from date of Purchase Order.

4) Services to be completed by days from the date of Purchase Order.

5) Validity period of this Proposal isdays from the Return by Date.

6) We enclose the following document(s) as required by the Purchaser:

- Company profile
- Valid Business Registration Certificate
- Owner qualification and experience.
- Financial statement for three (3) years **(2020, 2021 and 2022)**
- Qualification of the Firm’s.
- Qualification of the Firm’s experts.

7) We confirm that our Proposal is subject to the African Union General Conditions of Contract for Purchase Orders and is based on the terms and conditions stated in your Request for Proposal referenced above.

8) We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

9) We confirm that payment terms are acceptable.

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

Authorised for and on behalf of:

Company: _____

Registered Address and seal:

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If any additional documentation is attached, a signature and authorisation at Sections B, C and D is still required as confirmation that the terms and conditions of this RFP prevail over any attachments. If the Proposal is not authorised in Sections B, C and D the proposal may be rejected

SECTION C : TERMS OF REFERENCE

The translation firm is expected to:

- Provide accurate translation services of all AfCFTA working documents into the following languages Arabic, English, French, Portuguese, Spanish and Swahili as required;
- Revise and proofread the final translations before submission;
- Consult the AU and AfCFTA Terminology Database and propose materials for inclusion as and when necessary;
- Check appropriate sources or references;
- Keep abreast of developments in both the source and target languages;
- Contribute to the development of AfCFTA Terminology.

1. Deliverables and Outputs

1.1 The Firm must ensure that translated documents do not require any additional editor for finalizing the work.

1.2 The Firm must ensure that translated documents are submitted in editable format.

2. Reporting

The selected translation firm will work under the supervision of the Language Services Coordinator. Invoices shall be submitted to the Language Services Coordinator and Procurement Unit.

3. Selection criteria and requirements

The selection criteria of the translation firm will be based on the qualifications and experience of the owner and translation experts. Therefore, the translation firm is expected to evidence the following qualifications.

3.1 Qualifications of the Firm

- Managed by a qualified professional translator
- Have at least five (5) years' experience in providing translation services of complex and voluminous documents with recognized institutions and/or regional/international organizations as well as managing a team of translators;
- Be able to mobilize a translation team in a very short time.

3.2 Qualifications of the Firm Experts

- Master's degree in Translation and related field, with a minimum of three (3) years' experience as a translator, preferably in an international organization;
- Bachelor's degree in Translation and related field, with a minimum of five (5) years' experience as a translator, preferably in an international organization;
- Ability to demonstrate good translation skills; high standard of accuracy, consistency and faithfulness to the spirit, style and nuances of the original text with a good grasp of the subject matter;
- Excellent command of the source and target languages; a third language will be an added advantage;
- Ability to work under pressure and in a multicultural environment;
- Team players with a high sense of discipline and professionalism;
- Be familiar with Computer-Assisted Translation tools (e.g.: SDL Trados, Wordfast, etc) as well as the workflow system management;
- Computer literacy (good command of MS Office tools: Word, Excel, PowerPoint, PDF, etc);
- Experience in translating African Union and/or WTO trade related documents will be an asset.
- Ability to work in-situ or online with tight deadlines and under minimal supervision.

4. Duration

The provision of services shall commence on the date of signature of the contract by parties for a duration of two (2) years renewable, subject to the quality of deliverables and client's satisfaction.

5. Evaluation of Offers

- 5.1. The eligibility criteria, the establishment of a shortlist and the selection procedure shall be in conformity with the AfCFTA Secretariat's Rules and Procedure for the Selection of vendors. Interested firms should provide information on their qualifications and experience demonstrating their ability to undertake the assignment (CV, reference to similar services, experience in similar assignments, etc.). The firms on the shortlist will be judged on the following criteria based on their submission.

Firm Presentation: Qualification and experience of the firm <ul style="list-style-type: none"> • Profile of the firm 10% • Owner qualification and experience 10% 	20%
Technical Approach and Methodology	20%
Qualification of the Firm's experts <ul style="list-style-type: none"> • General Education, Qualification and Relevant Training – 20% • Experience and Technical Expertise - 30% • Computer skills and mastery of Interpretation 10% 	60%
Total	100%

5.2. Only firms scoring a mark of 80 points or more will be considered for the assignment.

D. FINANCIAL PROPOSAL SUBMISSION FORM

Schedule of Rates and Prices (to be priced by Service provider)

Type of contract	Rate per word		
	Standard text	Technical or more difficult text	Very difficult or urgent text
Accurate Translation			

Authorised By:

Signature: _____ Name:

Position: _____ Date

(DD/MM/YY)

Authorised for and on behalf of:

Company: