



Request for Proposals

Procurement of Services

Standard Bidding Document

For the

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

Procurement Number: AfCFTA/AHRMD/NC/2023/0003

Date of Issue: 8th November 2023

REQUEST FOR PROPOSALS

Procurement Number: *AfCFTA/AHRMD/NC/2023/0003*

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 as specified in Section B must be in 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 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:

.....
.....
.....

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 and C the proposal may be rejected.

Section C: Terms of Reference

The interpretation firm is expected to:

- Provide interpretation services in the following languages Arabic, English, French, Portuguese, Spanish and Swahili as required;
- Service all AfCFTA Workshop/Meetings/Conferences (i.e., Sub-Committees, Committees, Council of Ministers) and events by providing simultaneous interpretation, in-person or remotely (in this case Remote Simultaneous Interpretation – RSI), in all the aforementioned AU languages;
- Have ability to demonstrate good interpretation skills, and provide high-quality, clear and faithful interpretation during various workshops, seminars, conferences and meetings of the AfCFTA Secretariat, using standard and accurate language;
- Consult appropriate references to ensure adequate understanding and use of relevant AU and AfCFTA terminology;
- Check appropriate sources or reference;
- Keep abreast of developments in both the source and target languages.

1. Reporting

The selected interpretation firm will work under the supervision of the Language Services Coordinator. Monthly reports and invoices shall be submitted to the Language Services Coordinator and Procurement Unit.

2. Selection criteria and requirements

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

2.1 Qualifications of the Firm

- Managed by a qualified conference interpreter, holder of an academic title in interpretation from a higher education institution;

- Have at least 5 years' experience in providing interpretation services with recognized institutions and/or regional/international organisations as well as managing a team of interpreters
- Be able to mobilise an interpretation team in a very short time;
- Experience in providing interpretation services to African Union Organs will be an asset.

2.2 Qualifications of the Firm Experts

- Master's degree in Interpretation and related field, and a minimum of five (5) years' experience as an interpreter, preferably in an international organization.
- Bachelor's degree in Interpretation and related field, and have a minimum of seven (7) years' experience as an interpreter, preferably in an international organization.
- Ability to demonstrate good interpretation skills; high standard of accuracy, consistency and faithfulness to the spirit, style and nuances with a good grasp of the subject matter;
- Be familiar with Remote Simultaneous Interpretation (RSI)
- Have an 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;
- Ability to work in-situ or online with tight deadlines and under minimal supervision

3. Duration

The provision of service 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.

4. Evaluation of Offers

4.1. 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%

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

SECTION D: FINANCIAL PROPOSAL SUBMISSION FORM

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

Item No.	Description of Services (In accordance with Section D)		Quantity	Daily rate on specified currency
1.	Arabic, English, French, Portuguese, Spanish and Swahili (virtual)		1	
2	Arabic, English, French, Portuguese, Spanish and Swahili (on site)		1	

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____