

REQUEST FOR PROPOSAL(RFP)
Ref: RFP/2021/G9
RFP Submission Form for the provision of
Translation and Transcription Services
Timescale

Event	Date and Time
RFP Issue Date	24 th November 2020
Request for clarification of the RFP document content:	2 nd December 2020
Closing date for submission of RFP Documents:	9 th December 2020
Bid Opening:	11 th December 2020

1. Introduction

Sunaulo Parivar Nepal (SPN) is a well-established NGO delivering Family Planning and Sexual Reproductive Health services through-out Nepal via different service delivery channels: centres, outreach and Marie Stopes (MS) Ladies. It is the local implementing partner of MSI Reproductive Choices (MSI), UK, a global social business providing reproductive health services across the world with a mission of ensuring every individual's fundamental right to have children by choice, not chance.

2. Objective

To secure a 3-year Framework Agreement with a quality translation and transcription agency able to translate specialized legal and medical content between English, Nepali and other ethnic dialects such as Maithili, Awadhi and Bhojpuri.

3. Language

All bids should be submitted in English.

The contract and all future correspondence will be in English.

4. Contract terms

The Framework Agreement/ Contract (FA) will be valid for a period of 3 years from the date of signature.

The contract will be a supply agreement/fixed term for the period stated above.

5. The Goods/Services required

- 5.1. To translate/transcribe from Nepali to English or vice-versa or to a local dialect such as Maithili, Bhojpuri or Awadhi.
- 5.2. Translations could be of content that is in written, spoken form, legal documents, technical/medical documents or creative documents.
- 5.3. To assure high quality of translated and transcribed documents and in a publishable standard.
- 5.4. To check the quality of language and expression.
- 5.5. The translated and transcribed documents must capture the essence of the original document provided.
- 5.6. Please refer to the Appendix 5 for Price Schedule_ Quotation

5.2 Translator/Transcriber Requirement

- Technical expertise on legal or medical translation and transcription services from Nepali to English or vice-versa or to a local dialect such as Maithili, Bhojpuri or Awadhi.
- Demonstrated experience of 3-4 years on translation and transcription assignments.
- Demonstrated experience of translating books (at least 20,000 words), presentations, technical reports, and other documents for international organizations and/or the government.
- Provide suggestion and advice as required for the betterment of assignment.
- Ensure effective communication of message of the documents.
- Must have qualified translators and transcribers, demonstrating the ability to take on multiple projects with similar timeline for delivery and manage the same.
- Latest CV of team leader and other supporting translator and transcribers should be attached.

6. Bid evaluation criteria

Bidder will be evaluated based on institutional capacity – proven experience and expertise in the relevant work, CV of the personnel purposed for the assignment and price quoted. The criteria that will be assessed are:

6.1. Essential Criteria:

Bidders must meet the following criteria:

- Bidder's registration in Nepal, submit copies of company registration, tax clearance, and all required documents listed on Checklist below
- Bidders must have at least 3 years' experience in offering the goods or services in the category.
- Bidder can prove financial stability by providing tax clearance and audit report of last fiscal year.

- Bidder commit to meet our requirement as mentioned in above clause 5: The Goods/service required.
- Bidder’s must confirm and sign all the bidding documents along with attached code of conduct

6.2 Weighting Criteria

Only bidders who submit administrative documentations allowing to check administrative requirements as stated above (also please refer to checklist) will be evaluated. Bids from bidders who do not fulfil those criteria will not be evaluated.

The evaluation criteria will be as follows:

	Evaluation Criteria	Weight (Total 100%)
The potential capability to have quality services, capacity and coverage to be provided to SPN will be considered based on the following:		
1	Responsiveness and Timeliness (evidenced by experience letters from clients and references provided by contact details mention in supplier’s questionnaire)	10
2	Quality of Translation and Transcription/ability to translate and transcribe services from Nepali to English or vice-versa or to a local dialect such as Maithili, Bhojpuri or Awadhi (sample of past work)	40
4	Price of services and discount if any	50

SPN’s appointed RFP review committee will assess all criteria based on the information submitted in the RFP documents. The contract will be awarded to the Bidder scoring the highest combined scores.

Customer Service will be assessed from SPN’s previous experience or from the feedback gathered from the referees provided on the Questionnaire (App 3).

7. Requests for clarification

Please e-mail any requests for clarification to: ritu.bajracharya@mariestopes.org.np, cc to Samjana.gc@mariestopes.org.np

Please quote the bidding group reference in the subject of the email and reference the relevant section of the RFP documents which the query relates to. SPN will respond to all enquiries as soon as possible.

Please note that requests for clarification will not be accepted after date mentioned in the [Timescale](#).

8. Preparing the RFP Documents

Please ensure that all bids are completed in full. Incomplete bids will be rejected.

A list of the items that need to be submitted with your bid are included below:

Please tick ✓ in following whether "Yes, No or Not Applicable"					
S. No.	Documents Required	YES	NO	NOT APPLICABLE	Remarks if any
	Technical				
1	Application Letter				
2	Signed and Stamped RFP Submission Form /Term of Reference (<i>Appendix 1</i>)				Compulsory
3	Latest CVs of team leader and other supporting translator and transcribers should be attached				Compulsory
4	Experience letter with Client List				Compulsory
5	Catalogues/Brochures/Leaflets				If relevant
6	Previous translated and transcribed work – Nepali to English or vice versa, Maithali, Bhojpur, Awadhi				Compulsory – may be provided digitally and/or in paper format
7	Other Supporting Documents				If relevant
	Financial				
8	Copy of Company Registration				Compulsory
9	Pan/Vat Registration with renewal documents				Compulsory
10	Tax Clearance Certificate (Year 2076/77)				2075/76 certificate accepted if 2076/77 not yet available
11	Latest Audit Report (year 2076/77)				2075/76 certificate accepted if 2076/77 not yet available
12	Price Schedule/Quotation (Appendix 5)				Compulsory
13	Other Certificates if any				
	Other				
14	Signed Code of Conduct (Appendix 2)				Compulsory
15	Supplier Questionnaire (Appendix 3)				Compulsory
16	Bidders Representation Form (Appendix 4)				Compulsory

Submission of the bid

The Bidder shall submit their proposal in **one sealed envelope as detailed below:**

(a) Addressed to:

*Procurement Department
Sunaulo Parivar Nepal
Baluwatar (opp. Chinese Embassy) Nepal
Reference marked with **RFP/2021/G9 (Translation and Transcription Services)***

The envelopes shall indicate the **Name and Address of the Bidder**

Soft copy of signed and stamped Annex 1, 2, 3, 4 and 5 shall be required to be submitted in pendrive along with hardcopy in **SEALED ENVELOPE by **9th December 2020 5.00 pm.****

- In submitting a bid, it will be implied that the bidder accepts all the provisions of this RFP including all terms and conditions stated.
- SPN reserves the right to issue the response to any clarification request made by the bidder to all bidding Organizations.
- The information contained in these RFP documents and in any related written or oral communication is believed to be correct at the time of issue but SPN will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such.
- By issuing these RFP documents, SPN is not bound in any way to enter into any contractual or other arrangement with you or any other party.
- It is intended that the procurement will take place in accordance with the provisions of these RFP documents but SPN reserves the right to terminate, amend or vary the procurement process by notice to all bidding organizations in writing. SPN will accept no liability for any losses caused to bidders as a result of this.
- Bidders will not be entitled to claim from SPN any cost or expenses that they may incur in preparing their response irrespective of whether or not their proposal is successful.
- All information supplied to bidders by SPN, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to bidder's professional advisers) unless the information is already in the public domain.
- There must be no publicity by bidders regarding the Project or the future award of any Contract unless SPN has given expressed written consent to the communication.
- Any attempt by bidders or their appointed advisers to inappropriately influence the Contract award process in any way will result in their bid being disqualified.
- Any direct or indirect canvassing by a bidder or his appointed advisers in relation to this procurement or any attempt to obtain information from any SPN employees or agents may result in disqualification.
- SPN reserves the right to disqualify a bidder if he does not submit his bid in a manner consistent with the provisions set out in Instructions to Bidders.
- It is the bidder's responsibility to ensure that any sub-contractor and adviser abides by these Conditions of RFP.

9. List of Appendixes

Appendix	Appendix Reference Number
RFP Submission Form	Appendix 1
Code of Conduct	Appendix 2
Supplier Questionnaire	Appendix 3
Bidder Representation Form	Appendix 4
Price Schedule/Quotation	Appendix 5