

15th July 2021,

Request for Quotations (RFQs)

REF: RFQ-485-21-IPPASE - Call for Quotations for Provision of Translation Services (English to Dinka Dialect)

Catholic Agency for Overseas Development (CAFOD) is implementing its project through local implementer partners across South Sudan in areas of sustainable food security, Livelihood, peacebuilding, and emergency response.

We are inviting for the potential Service Provider for Provision of Translation Services from English to Dinka Dialect.

Please tender your proposal as per Terms of Reference (ToR) in the **Annexed A:**

1. Submission Date and Address:

We would like to receive your proposal on or before **23rd July 2021 at 4:00pm** (Juba Local Times) through the following address below.

Bids shall be submitted to:

CAFOD & Trocaire in Partnership (CTP)

CTP Office, Plot 19, Block XIII, P.O.Box 7, Hai Malakal - Juba, South Sudan

Envelope should be labeled with reference no#: RFQ/485/21-IPPASE.

2. Price and Currency:

The quotation shall be in **United States Dollars (USD)**.

3. Language for the Bids:

The language for the bids shall be **English** only.

4. Minimum Requirements (Mandatory):

- A. Certificate of Incorporation (**Valid copy attached**)
- B. Tax Clearance Certificate (**Valid Copy**), and Tax Identification Certificate
- C. Operation Licence/Trade Licence (**Valid Copy**)
- D. Membership certificate from South Sudan chamber of commerce
- E. References/Recommendation (minimum of 3 with evidence of engagement contracts) - a list of references, preferably from INGOs or UN agencies, for the same services.
- F. The quotation prices will be valid for **30** days from the date of receipts of the quotation.

5. ANNEXES:

- A. Term of Reference Annexed: A
- B. CAFOD Terms & Conditions Annexed: B
- C. CAFOD Supplier Code of Behaviour: C





CATHOLIC AGENCY FOR OVERSEAS DEVELOPMENT (CAFOD)

SUBJECT: READVERTISED - INVITATION TO TENDER FOR PROVISION OF TRANSLATION SERVICES FROM ENGLISH TO DINKA (CIEC)

PERIODS OF ADVERTISEMENT: 7 WORKING DAYS

OPENING DATE: 15th July 2021

CLOSING DATE: 23rd July 2021

TIME: 4:00PM (SOUTH SUDAN LOCAL TIME)

**CATHOLIC AGENCY FOR OVERSEAS DEVELOPMENT OFFICE LOCATION AT HAI MALAKAL,
PLOT 19, BLOCK XIII, P.O.BOX 7**

JUBA, SOUTH SUDAN

Background

A handwritten signature in blue ink, consisting of several overlapping loops and lines.



CAFOD and Trocaire in Partnership is seeking for a service provider provide quality, timely and professional translation/interpretation services from English into Dinka spoken in Yirol (Ciec) languages in Yirol. As a result of this, we request for Proposal for Services process for satisfactory performance by the service provider.

Description

- ✓ Ensure that the translation text is technically, linguistically, and grammatically correct, error free and meets high quality standards, without requiring further editing after completion of the translation.
- ✓ Professional translation from English to Dinka spoken in Yirol (Ciec) languages.
- ✓ Provide accurate and timely translation to the satisfaction of CAFOD and Trocaire in Partnership and TOCH standards.
- ✓ Observe confidentially and refrain from exposing any information about the content of the text.
- ✓ Return/ delete the original of the documents after completion of the services.
- ✓ Translation shall be completed within two weeks of the work order and upon signing
- ✓ Maximum percentage margin of errors per page should not be more than 3 %.
- ✓ The translated materials should be provided to CAFOD and Trocaire in Partnership after completion of the required services in a hard copy and a soft copy by email or CD-ROM.
- ✓ The documents translated remain the copyright of CAFOD and Trocaire in Partnership and should not be shared with any third party.
- ✓ Draft translated work shall be shared with CTP and TOCH for review before finalization
- ✓ This translation is both in word and Excel documents (about 64 pages)
- ✓ Payment will be done 100% upon completion of services

Confidentiality and Copyrights

All documents compiled by in connection with this to this service shall be property of CAFOD and Trocaire in Partnership and shall be treated as confidential and shall be delivered accordingly on completion of the work or services under the contract.

In no event shall the contents of such documents or any information known or made known to the Contractor by reason of its association with CAFOD and Trocaire in Partnership be made known by the Contractor to any unauthorized person without the written approval of CAFOD and Trocaire in Partnership

The Contractor shall take all reasonable measures to ensure that its agents, employees, sub-contractors and independent contractors comply with the provisions of this section.

The obligations in this Section shall not lapse upon termination of the contract.

Company profile and methodology Background and capacity

The bidder should have a minimum of five (5) years of experience providing the services/ similar requested.

Provide a brief description of the organization submitting the proposal and types of activities undertaken and reference of their work



Recourse

CAFOD and Trocaire in Partnership reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines.

Qualification, Skill and attributes. Or Specialized Knowledge

- ✓ Minimum of 5 years of professional experience in translation and editing including interpretation Service
- ✓ Demonstrated experience in translating professional documents
- ✓ Outstanding translation and editing skills in Dinka language
- ✓ Past work with International and national Organization will be an advantage.
- ✓ Knowledge of GBV Programming terminology will be considered an advantage
- ✓ Proven experience of translation/interpretation services
- ✓ Experience working with international development organizations is desirable
- ✓ Demonstrate effective organizational skills and ability to handle work in an efficient and timely manner

Structure of the proposal

The Proposal shall contain the mandatory documentation identified below. Bidders are requested to focus on the provision of relevant information and to limit the amount of advertising material.

Methodology, and quality control

The proposal should describe the organization's methodology used to provide the services, including their approach to quality assurance, proofreading, urgent translation and/or interpretation, delays in timelines, correction of mistake and mitigation of risk in these areas. Describe the potential risks that may impact quality or timely completion of expected results. Describe measures that will be put in place to mitigate these risks. The description should include case studies showcasing their expertise in the areas.

Resources and assignment of tasks

The bidder must demonstrate that it is qualified to support CAFOD and Trocaire in Partnership and to execute the services indicated in this document.

Describe the availability of resources in terms of personnel and facilities required for the TOR.

Describe the structure of the proposed team/personnel, and the work tasks including supervisory which would be assigned to each. Special attention should be given to providing a clear picture of

Curricula vitae

- ✓ Provide curricula vitae of the proposed personnel that will be involved, either full time or part time. Highlight relevant academic qualifications, work experience, and specialized knowledge areas of translators and translation managers.
- ✓ Experience and customer references
- ✓ Previous or current clients/projects
- ✓ Please outline experience in providing translations/interpretation of an international nature in the fields of Protection, Gender based violence, human rights, gender equality, and other emergency and development areas. Include a list of clients and notable projects.



References

Bidders should include at least three (3) client references, along with a description of the services provided, as per the format provided in Annex.

Please provide references similar INGO, NGO, government department and academic institutions

Financial proposal

Financial proposals submitted should be quoted in USD

