



SPREP Circular

SPREP

Secretariat of the
Pacific Regional
Environment Programme

PO Box 240, Apia, Samoa
E: sprep@sprep.org
T: +685 21 929
F: +685 20 231
W: www.sprep.org

File: SPREP 3/5

Date: 11 January 2011

Circular: 11/02

To: SPREP National Focal Points

Subject: **Tender for the Provision of Translation and Interpretation services to SPREP**

Tenders are invited from qualified and experienced providers of high quality, efficient and accurate translation and interpretation services from English to French and from French to English. The deadline for submission of tender is 11th February 2011.

I would be grateful if Governments and Administrations could pass on a copy of the attached Notice to all the interested firms in your country, to ensure the tender obtains the widest possible coverage.

Yours faithfully,



David Sheppard
Director

DS/AT/ae





SPREP

Secretariat of the Pacific
Regional
Environment Programme

PROE

Programme régional
océanien de
l'environnement

Request for Tenders

File: SPREP 3/5
Date: 11 January, 2011
To: Interested suppliers

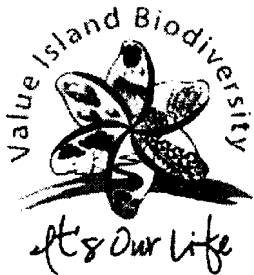
Subject: Tender for the Provision of Interpretation and Translation services to SPREP

1. Background

- 1.1. The Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced providers of high quality, efficient and accurate interpretation and translation services from English to French and from French to English.
- 2.2. The provision of the translation services will be on an "on call" basis and service providers will be required to carry out the work in their own office location.
- 2.3. It is expected that all translations reflect the basic typesetting of the source document (ie paragraph breaks, headings, sub-headings, bullet points etc), and all must be undertaken in electronic format and provided to SPREP via email.
- 2.4. The provision of conferences services will be on an "on call" basis, consisting of interpretation (simultaneous or consecutive) and on site translation services, from English to French and vice versa, including the supply of technical equipment.
- 2.5. Formal tenders for interpretation and translation services must be submitted by 12th February 2011. It is intended to offer the successful tender a contract for a two year period, conditional on satisfying a 12-monthly performance review.



3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must be registered members of any national, regional or local trade associations in the field of translation and interpretation, with sufficient staff to service SPREP's translation and interpretation requests.
- 3.2 Interested suppliers will need to be able to organize recruitment of personnel for conference services, make travel and transportation arrangement for personnel, equipment and documents, subject to itineraries being approved by SPREP
- 3.4 The suppliers will provide SPREP, a month prior to the conference, with necessary information relating to the work to be done, including CVs for new team members. SPREP reserves the right to indicate preferences for the constitution of the team for any given meeting
- 3.3 The suppliers will need to provide technical equipments for simultaneous interpretation during the conferences (e g sound equipment) and shall be responsible throughout for insurance coverage

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the specifications and timeframes, and provide supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should outline the interested supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.

5. Evaluation criteria

- 5.1. SPREP will select a preferred supplier on the basis of SPREP's evaluation of the extent to which their tender documents demonstrate that they offer the best value for money and that they satisfy the following criteria:
 - (i) Technical and management capability
Interested suppliers must describe how they will manage translation services to ensure on time delivery and how they will maintain quality control to achieve the delivery of good quality translation. .

- (ii) Qualified personnel to undertake the interpretation and translation service requirements.

Interested suppliers must provide profile of staff involved with translation and interpretation services.

- (iii) Company's profile

Interested suppliers must submit their company profile including a copy of the company's audited accounts for the last 2 years together with the details of any significant changes since the last year end.

- (iv) A comprehensive cost proposal

Interested suppliers must submit a comprehensive costs proposal that demonstrates the advantage of using their company for SPREP's translation and interpretation services. The translation cost proposal should be given per word, and by hour for simultaneous interpretation. The supplier should also provide a price for simultaneous translation services needed during the conferences and they can propose price based on daily or hourly charges.

6. Deadline

- 6.1. The deadline for submission of the tender is: 11th February 2011. Late submissions will be returned unopened to the sender
- 6.2 Please send all tenders clearly marked 'TENDER: FOR TRANSLATION AND INTERPRETATION SERVICES' to:
- mail: SPREP
PO Box 240
Apia, SAMOA
- Email: AlofaT@sprep.org with the subject line "Tender for translation and interpretation services"
- Fax: 685 20231
- Person: Submit by hand in the tenders' box at SPREP reception, Vailima, Samoa.
- 6.3 If you need further clarification please email Alofat@sprep.org or phone 21929 ext 228.