**RFQ 23-5876**

REQUEST FOR QUOTATION (RFQ)

**FOR SERVICES**

|  |  |
| --- | --- |
| **Project Title:** | **Pacific Islands Language Services** |
| **Nature of the services** | **Pacific Islands Language Services** |
| **Location:** | **Pacific Islands** |
| **Date of issue:** | **13/10/2023** |
| **Closing Date:** | **10/11/2023** |
| **SPC Reference:** | **RFQ23-5876** |

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# Part 5: PROPOSAL SUBMISSION FORMS

# Annex 1: TECHNICAL PROPOSAL FORM

Please provide the information requested (resume and registration, if any) and fill in the tables below.

* The resume must be written in either English or French, including if possible online links, PDF samples of past work or other proof of work performed. A copy of your highest tertiary or higher-level qualification (after high school) can be attached to the application. Please specify any certification from a recognised language body (e.g., NAATI) that you might possess.
* Please provide evidence and attach copy of professional registration in home country / country of residence (if any).

Please fill in the tables below to provide details of service provided:

|  |  |  |  |
| --- | --- | --- | --- |
| **Area of Service Provided** | **Yes/No** | **Years of experience** | **Language(s)** |
| Translation / Revision |  |  |  |
| Interpretation |  |  |  |
| Editing / Proofreading |  |  |  |
| Transcription |  |  |  |
| Voiceover |  |  |  |
| Sign language(s) |  |  |  |
| Other(s) |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Technical Requirements** | | | |
| ***Evaluation criteria*** | | | ***Response by Bidder*** |
| Experience and specified personnel/sub-contractors | | | |
| **Experience:** Provider to give details on the nature of the professional relationship with the referees and on the work provided (one of which being if possible a national, regional, or international agency). | **Experience:** | | |
| *[insert details of relevant experience]* | | |
| **Details for three references:** | | |
| 1. Referee/Client’s name: *[insert name of client 1]* | | |
| Contact name & details: | *[insert name of contact]* | |
| Description of work/relationship: | *[insert contact details]* | |
| Value of contract (optional): | *[insert value of contract]* | |
| 1. Referee/Client’s name: *[insert name of client 2]* | | |
| Contact name & details: | *[insert name of contact]* | |
| Description of work/relationship: | *[insert contact details]* | |
| Value of contract (optional): | *[insert value of contract]* | |
| 1. Referee/Client’s name: *[insert name of client 3]* | | |
| Contact name & details: | *[insert name of contact]* | |
| Description of work/relationship: | *[insert contact details]* | |
| Value of contract (optional): | *[insert value of contract]* | |
| Experience in producing language products | | | |
| Translation / Revision | | | *[Bidder’s answer]* |
| Interpretation | | | *[Bidder’s answer]* |
| Editing / Proofreading | | | *[Bidder’s answer]* |
| Transcription | | | *[Bidder’s answer]* |
| Voiceover | | | *[Bidder’s answer]* |
| Sign language | | | *[Bidder’s answer]* |
| Other | | |  |

|  |  |
| --- | --- |
| Knowledge of the regional culture and values | |
| Good knowledge of the country (from which language is from) | *[Bidder’s answer]* |
| Pacific Region culture and values | *[Bidder’s answer]* |
| SPC’s activities | |
| Good knowledge of areas relevant to SPC’s activities  (Fisheries, public health, climate change, etc.) | *[Bidder’s answer]* |
| Development issues in the Pacific Islands region | *[Bidder’s answer]* |
| Education | |
| Tertiary or higher qualification or equivalent professional experience | *[Bidder’s answer]* |
| **Tools** | |
| Tools or systems used | *[Bidder’s answer]* |
| Quality control process | *[Bidder’s answer]* |
| Strategies used when faced with an issue when working on a language product or during a meeting (or another example) |  |

|  |
| --- |
| **For the Bidder:** *[insert name of the company]* |
| Signature:  Name of the Bidder’s representative: *[insert name of the representative]*  Title: *[insert Title of the representative]* |
| Date: *[Click or tap to enter a date]* |

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# Annex 2: FINANCIAL PROPOSAL FORM

Tenderers are required to provide a list of rates for all the services they offer in their application.

The terms of payment shall be in accordance with the provisions of Article 10 of SPC’s General Conditions.

|  |  |  |
| --- | --- | --- |
| **Item** | **Cost in EUR**  **(Specify unit, i.e. rates per word or time charged)** | **Languages and**  **Comments (if any)** |
| Translation |  |  |
| Revision |  |  |
| Interpretation |  |  |
| Editing |  |  |
| Proofreading |  |  |
| Transcription |  |  |
| Voiceover |  |  |
| Sign language |  |  |
| Other(s) |  |  |