

Reference No. **RFP#: KYR-03-2017**  **Date: 21 June 2017**

**REQUEST FOR PROPOSAL**

**Provision of Translation Services to OSCE Programme Office in Bishkek**

1. The Organization for Security and Co-operation in Europe (OSCE), its Programme Office in Bishkek seeks proposals from qualified contractors for the provision of translation services, in accordance with the requirements, terms and conditions stipulated herein. The needed services are grouped in three lots. Bidders may quote for one or several lots. Evaluation and award will be made for each lot. If bidder cannot offer all services within one lot, he may offer some of the services within one lot. Offers for incomplete lots will be accepted for consideration.

2. This Request for Proposal (RFP) consists of this document and the following annexes:

Annex A: Instruction to Bidders ([www.osce.org/procurement](http://www.osce.org/procurement))

Annex B: OSCE General Conditions of Contract for Services ([www.osce.org/procurement](http://www.osce.org/procurement))

Annex C: Terms of Reference

Annex D: Technical Compliance Form

Annex E: Pricing Format

Annex F: Acknowledgement Letter

Annex G. Vendor Registration Form

Annex H: Texts for translation

3. In submitting a proposal, the Proposer accepts in full and without restriction the requirements of this RFP including the Terms of Reference and the OSCE General Conditions of Contract for Services as the sole basis of this tender process, and waives his own conditions of sale, whatever they may be.

4. Proposals must be received by the OSCE at the address shown in paragraph 17 no later than **17.00**  **hours Bishkek time, on 28 July 2017.**  Proposals received after the designated time will be automatically rejected. Submission of proposals by fax or email is not accepted.

**INSTRUCTIONS FOR SUBMISSON OF PROPOSALS**

**General**

5. The OSCE intends to award a Contract for the provision of translation services for a period of 3 years.

6. Proposers shall submit a proposal directly responsive to the terms of this tender. Proposals should include detailed information demonstrating compliance with the requirements, terms and conditions of this RFP. It is the responsibility of the Proposer to verify all aspects of the services involved prior to submitting a proposal.

7. This RFP, including its Annexes and Attachments will form part of any purchase order or contract entered into by the OSCE as a result of this RFP.

**Proposal Format**

8. The Proposal has to be submitted in two separate parts, the technical and financial part.

9. The **Technical Proposal** shall address all aspects of the Terms of Reference of this RFP and should include technical solutions to problems raised in the specifications giving an answer to each of the points mentioned with regard to the methodology, deadlines and organization. The technical proposal must respond to the technical specifications and provide, as a minimum, all the information needed for the purpose of awarding a contract. The level of practical details provided in the tender will be extremely important for the evaluation of the tender. The technical proposal must include the texts attached in Annex H translated to the languages indicated there. Technical proposal must also contain CVs of staff (translators and interpreters) who will implement the assignment in case the contract is awarded.

**The Technical Proposal MUST NOT contain any price or cost information.**

10. The **Financial Proposal** shall contain clear, concise price information presenting all costs associated with the assignment. Prices shall be quoted in EURO without VAT. Amount of VAT, if applicable, shall be indicated separately.

Each part has to include the following information:

11. TECHNICAL PROPOSAL

Company Profile: 1. Completed and duly signed Vendor Registration Form

(<http://www.osce.org/procurement/74772>)

2. Copy of the company’s registration document/license(s)

3. Company’s Financial Statement for the last two years

4. Descriptive summary of the company’s professional capacity and experience, including a list of services relevant to the subject of this solicitation that were provided to other clients during past three years.

5. Minimum 3 references from previous clients with names and contact details: addresses and telephone numbers.

6. Detailed CVs of proposed personnel (translators and interpreters), copies of their diplomas and certificates may be requested additionally

7. Description of the approach, plans, timelines for implementation of the assignment satisfying the requirements set out in the RFP.

8. Translated texts, which are enclosed in Annex H

9. Other data necessary to describe the services offered.

**Please note that the Technical Proposal MUST NOT contain any price or cost information.**

**Please note that the following minimum qualification requirements are established for a provider of the services and its staff under this tender:**

* The supplier should be registered as a Legal Entity or Private Entrepreneur in accordance with the laws of the country of its establishment;
* The supplier must have minimum experience of 3 years of providing translation services in the market;
* The supplier must implement minimum 60 orders for translation and interpretations during past two years;
* Any potential bidder shall not be adjudged bankrupt, or be liquidated or become insolvent, or should a bankruptcy procedure be initiated in respect of the bidder, the OSCE has a right to reject its bid. The bidder shall immediately inform the OSCE of the occurrence of any of the above event;
* The supplier cannot be under investigative or/and legal action or being imposed by any legal obligations. The list of open cases has to be attached to the offer;
* The supplier must not have debts in payment of taxes and other obligatory charges according to the legislation of the country of its establishment. Relevant confirmation certificates shall be attached to the technical offer;
* The supplier should not be a subject of investigation for abetment to terrorism and extremism, illegal money laundering or any other illegal financial operations;
* Recommendations/references of minimum 3 previous clients have to be provided;

**Minimum qualification requirements to the proposed key personnel (interpreters and translators):**

* All key personnel (translators and interpreters) offered for the implementation of assignment must have higher education in linguistics (CVs must be submitted for all offered staff, copies of diplomas and certificates may be requested) ;
* All key personnel (translators and interpreters) offered for the contract must have minimum 3 years of experience in providing translation/interpretation services;
* All key personnel (translators and interpreters) offered for the contract must have confirmed experience of translation in foreign policy, military, political, economic, legal and ecological terminology/topics, and diplomatic areas;
* Previous experience of providing translation services at/for high level governmental and international events, translating for state and international organizations is highly desirable and in case of equal scores and prices the preference will be given on its basis;

12. FINANCIAL PROPOSAL

Completed and signed Annex E “Pricing Format”.

Currency of Bid: EURO

All prices are to be expressed exclusive of VAT, amount of VAT, if applies, has to be shown separately.

Evaluation of Proposals

13. Only tenders that are technically acceptable and that provide all the necessary evidence required in the RFP will be considered for financial evaluation. The proposals will be evaluated according to the following criteria, not necessarily listed in order of priority:

1. Compliance of the bidder to the minimum qualification criteria indicated in point 11 above
2. Compliance of the proposed staff to the minimum qualification criteria indicated in point 11 above (this compliance can be verified at the interviews)
3. Compliance of the offer to all mandatory technical requirements
4. Level of quality of the translation of the texts (70)
5. Level and number of former clients of the company and level of qualification of key staff (30)
6. Cost comparison between responsive proposers.

**Please note that offers not complaint to the criteria assessed on comply/fail basis will not be admitted for technical evaluation under point criteria.**

**The minimum technical threshold is 70 points. From among all technical acceptable proposals (whose who passed the threshold of 70 points), the award will be made to the lowest cost bid.**

Language of Proposal

15. Proposals must be submitted in the English language and must respond in detail to the requirements set out in Annex C.

Period of Validity

16. Proposals and all price offers shall remain valid and open for acceptance for at least one hundred (120 days) from the date of closing.

Submission of Bids

17. Your proposals must be submitted in **two separate envelopes**, one for the technical and the other for the financial part of the Proposal, clearly marked as follows:

|  |  |  |
| --- | --- | --- |
| CONFIDENTIAL  TENDER – DO NOT OPEN  **TECHNICAL PROPOSAL**  Reference No.: RFP#: KYR-03-2017- Translation services for POiB  Closing Date/Time: 17:00, 28 July 2017  Name of your Company |  | CONFIDENTIAL  TENDER – DO NOT OPEN  **FINANCIAL PROPOSAL**  Reference No.: RFP#: KYR-03-2017- Translation services for POiB  Closing Date/Time: 17:00, 28 July 2017  Name of your Company |

The Technical and Financial envelopes must be secured **in one envelope**, clearly marked and addressed as follows:

|  |
| --- |
| CONFIDENTIAL  TENDER – DO NOT OPEN  Chairperson, Bid Opening Board  OSCE Programme Office in Bishkek, 6 Ryskulov str., Bishkek  Reference No: RFP#: KYR-03-2017- Translation services for POiB  Closing Date/Time: 17:00, 28 July 2017  Name of your Company: |

18. Proposals delivered to any other address will be rejected.

19. The Proposal must indicate the date, bidder’s name, address, and must be signed by an authorized representative of the bidder.

20. Please note that the terms set forth in this RFP, including the contents of the annexes will form part of any contract awarded by the OSCE. Any such contract will require compliance with all factual statements and representations made in the bid.

21. This RFP does not commit the OSCE to consider any proposal or to award a contract or to pay any costs incurred in the preparation or submission of proposal, or to procure any services from any proposer.

This RFP contains no contractual offer of any kind. Any proposal submitted will be regarded as an offer by the proposer and not as an acceptance by the proposer of any offer by the OSCE. No contractual relationship exists, except pursuant to a purchase order or contract document signed by the authorized representatives of both parties. The OSCE reserves the right to reject any or all proposals received in response to this RFP, to split the award, and to negotiate with any of the proposers or other firms in any manner deemed to be in the best interest of the OSCE.

Acknowledgement of Receipt of this RFP

21. Upon receipt of this RFP, you are kindly requested to return the attached Acknowledgement Letter (Annex F) as soon as possible to [ilias.vadud@osce.org](mailto:ilias.vadud@osce.org), advising whether or not your company intends to submit a proposal.

Questions

22. Any questions pertaining to this RFP shall be addressed in writing, by email to the attention of Mr. Ilias Vadud, Procurement Assistant, FAU POiB ([ilias.vadud@osce.org](mailto:ilias.vadud@osce.org)), **no later than 17:00 hours Bishkek time on 18 July 2017**. The OSCE will notify all the invitees in writing of the questions raised and the corresponding responses. Kindly refrain from telephone calls and personal visits.

Signature

Uwe Federsel

Chief of Fund Administration Unit, POiB

**Annex B –**

OSCE General Conditions of Contract for Services ([www.osce.org/procurement](http://www.osce.org/procurement))

**ANNEX C: Terms of Reference**

**Background information**

OSCE Programme Office in Bishkek has a regular need in translation services. With this aim a framework contract with a reliable supplier(s) will be signed by POiB following results of this tender.

Definitions:

1. **Written translation** - professional written translation of specialized texts and documents;
2. **Simultaneous translation** – translation at the events and conferences, including provision of necessary equipment;
3. **Consecutive translation** – translation at meetings and events;
4. **Audio and video materials translation** – adding additional language to a video or audio file;

In 2016 the number of translation services orders from OSCE Programme Office in Bishkek – **58 orders**:

|  |  |  |
| --- | --- | --- |
| **№** | **Title** | **Bishkek** |
| 1 | Oral translation services | 19 orders |
| 2 | Written translation services | 39 orders |

**The information is provided for information purposes only; OSCE Programme Office in Bishkek does not guarantee any minimum number of orders under the signed contract.**

**Scope of services and requirements**

**The POiB needs written and oral translation for the following mandatory languages:**

English-Russian/Russian-English

Kyrgyz-Russian/Russian-Kyrgyz

Kyrgyz-English/English-Kyrgyz

**The POiB would appreciate to get written and oral translations for the following additional languages:**

Russian-French/French-Russian

Russian-Dari/Dari-Russian

Russian-Uzbek/Uzbek-Russian

Turkish-Russian/Russian-Turkish

**Minimum qualifications requirements for potential supplier**

* The supplier should be registered as a Legal Entity or Private Entrepreneur in accordance with the laws of the country of its establishment. Brief description of the company and copies of registration documents have to be attached to the technical offer;
* The supplier has to have minimum experience of 3 years of providing translation services in the market
* The supplier must implement minimum 60 orders for translation and interpretations during past two years;
* Any potential bidder shall not be adjudged bankrupt, or be liquidated or become insolvent, or should a bankruptcy procedure be initiated in respect of the bidder, the OSCE has a right to reject its bid. The bidder shall immediately inform the OSCE of the occurrence of any of the above event;
* The supplier cannot be under investigative or/and legal action or being imposed by any legal obligations. The list of open cases to be attached to the offer;
* The supplier must not have debts in payment of taxes and other obligatory charges according to the legislation of the country of its establishment. **Proper certificates shall be attached to the technical offer**;
* The supplier should not be a subject of investigation for abetment to terrorism and extremism, illegal money laundering or any other illegal financial operations;
* The supplier has to confirm his consent for accepting additional obligations of confidentiality for certain orders;
* Recommendations/references of minimum 3 previous clients have to be provided;

**Minimum qualification requirements to key personnel/translators**

* All key personnel (translators and interpreters) offered for the contract have to have confirmed level of higher education in linguistics (CVs, Diplomas and certificates may be requested) ;
* All key personnel /(translators and interpreters) offered for the contract have to have minimum experience of 3 years in providing translation/interpretation services;
* All key personnel //(translators and interpreters) offered for the contract should have confirmed experience of translation in foreign policy, military and political, economic, legal and ecological terminology/topics, and diplomatic areas;
* Previous experience of translating for high level governmental and international events, translating for state and international organizations;

**Proposed translators may be invited for interview and language test.**

**Mobilisation and implementation period**

For written translations the standard period of implementation is 5 pages of text per day (200-250 words).

The urgent period of implementation is 7 pages per day (200-250 words).

The notification period for orders for consecutive and simultaneous translation is 3 working days before the event.

For translation services to be provided outside Bishkek the OSCE Programme office will either provide or cover all related travel expenses (transportation, accommodation, meal) in actual amounts spent but within the OSCE ceilings established.

**ANNEX D: Technical Compliance form**

|  |  |  |
| --- | --- | --- |
| **Minimum qualification requirements for potential supplier** | **Evaluation method** | **Indicate compliance/incompliance with description of link to provided document** |
| The supplier should be registered as a Legal Entity or Private Entrepreneur in accordance with the laws of the country of its establishment. Brief description of the company and copies of registration documents have to be attached to the technical offer; | Pass/Fail |  |
| The supplier must have minimum experience of 3 years of providing translation services in the market; | Pass/Fail |  |
| Any potential bidder shall not be adjudged bankrupt, or be liquidated or become insolvent, or should a bankruptcy procedure be initiated in respect of the bidder, the OSCE has a right to reject its bid. The bidder shall immediately inform the OSCE of the occurrence of any of the above event; | Pass/Fail |  |
| The supplier cannot be under investigative or/and legal action or being imposed by any legal obligations. The list of open cases to be attached to the offer; | Pass/Fail |  |
| The supplier must not have debts in payment of taxes and other obligatory charges according to the legislation of the country of its establishment. Proper certificates shall be attached to the technical offer; | Pass/Fail |  |
| The supplier should not be a subject of investigation for abetment to terrorism and extremism, illegal money laundering or any other illegal financial operations; | Pass/Fail |  |
| Recommendations/references of minimum 3 previous clients have to be provided; | Pass/Fail |  |
| The supplier must implement minimum 60 orders for translation and interpretations during past two years | Pass/Fail |  |
| **Desirable qualification requirements for potential supplier** |  | **Indicate compliance/incompliance with description of link to provided document** |
| Ability to provide simultaneous translation services at 3 events simultaneously; | Pass/Fail |  |
| **Minimum qualification requirements to key personnel/translators** |  | **Indicate compliance/incompliance with description of link to provided document** |
| All key personnel (translators and interpreters) offered for the implementation of assignment must have higher education in linguistics (CVs must be submitted for all offered staff, copies of diplomas and certificates may be requested) ; | Pass/Fail |  |
| All key personnel (translators and interpreters) offered for the contract must have minimum 3 years of experience in providing translation/interpretation services; | Pass/Fail |  |
| All key personnel (translators and interpreters) offered for the contract must have confirmed experience of translation in foreign policy, military, political, economic, legal and ecological terminology/topics and diplomatic areas; | Pass/Fail |  |
| **Desirable qualification requirements for key staff** |  |  |
| Previous experience of providing translation services at/for high level governmental and international events, translating for state and international organizations is highly desirable and in case of equal scores and prices the preference will be given on its basis; | Pass/Fail |  |

**Technical requirements**

**Lot #1: Mandatory languages (English, Russian, Kyrgyz languages, rent of simultaneous translation equipment)**

|  |  |  |
| --- | --- | --- |
| **services** | **Evaluation method** | **Indicate compliance/incompliance with description of link to provided document** |
| **Provision of simultaneous translation Equipment** |  |  |
| Simultaneous equipment for groups up to 30 participants (including booth) | Pass/Fail |  |
| Simultaneous equipment for groups of 30-50 participants (including booth) | Pass/Fail |  |
| Simultaneous equipment for groups of 50-70 participants (including booth) | Pass/Fail |  |
| Simultaneous equipment for groups of 70-100 participants (including booth) | Pass/Fail |  |
| Simultaneous equipment for groups of 100-150 participants (including booth) | Pass/Fail |  |
| Simultaneous equipment for groups of 150-200 participants (including booth) | Pass/Fail |  |
| **Provision of Simultaneous translation services** |  |  |
| English-Russian/Russian-English  -2 translators for half a day (up to 4 hours)  -2 translators/1 working day of 8 hours | Pass/Fail |  |
| Kyrgyz-Russian/Russian-Kyrgyz  -2 translators for half a day up to 4 hours  -2 translators/1 working day of 8 hours | Pass/Fail |  |
| Kyrgyz-English/English-Kyrgyz  -2 translators for half a day up to 4 hours  -2 translators/1 working day of 8 hours | Pass/Fail |  |
| **Provision of Consecutive translation services** |  |  |
| English-Russian/Russian-English | Pass/Fail |  |
| Kyrgyz-Russian/Russian-Kyrgyz | Pass/Fail |  |
| Kyrgyz-English/English-Kyrgyz | Pass/Fail |  |
| **Provision of Written translation services** |  |  |
| The supplier has to confirm his consent for accepting additional obligations of confidentiality for certain orders; | Pass/Fail |  |

|  |  |  |
| --- | --- | --- |
| Standard written translation to be translated within a day after order is in place 5 pages of original text (200-250 words on a page) or 2000 signs | Pass/Fail |  |
| Urgent written translation to be translated within a day after order is in place 7 pages of original text (200-250 words on a page) or 3000 signs. | Pass/Fail |  |

|  |  |  |
| --- | --- | --- |
| English-Russian/Russian-English | Pass/Fail |  |
| Kyrgyz-Russian/Russian-Kyrgyz | Pass/Fail |  |
| Kyrgyz-English/English-Kyrgyz | Pass/Fail |  |
| **Editing/proof-reading services** |  |  |
| Editing English-Russian/Russian-English | Pass/Fail |  |
| Editing Kyrgyz-Russian/Russian-Kyrgyz | Pass/Fail |  |
| Editing Kyrgyz-English/English-Kyrgyz | Pass/Fail |  |

* **8 hours include a meal break, if any.**
* **Half a day includes coffee-breaks, if any**

**Lot #2: Desirable languages (Uzbek, French, Turkish and Dari languages translation)**

|  |  |  |
| --- | --- | --- |
| **Translation services** | **Evaluation method** | **Indicate compliance/incompliance with description of link to provided document** |
| Simultaneous translation Uzbek-Russian /Russian-Uzbek  -2 translators for half a day up to 4 hours  -2 translators/1 working day of 8 hours | Pass/Fail |  |
| Consecutive translation Uzbek-Russian/Russian-Uzbek  -1 translators for half a day up to 4 hours  -1 translators/1 working day of 8 hours | Pass/Fail |  |
| Written translation Uzbek-Russian/Russian-Uzbek | Pass/Fail |  |
| Written translation Uzbek-English/English-Uzbek | Pass/Fail |  |
| Simultaneous translation French-Russian/Russian-French  -2 translators for half a day up to 4 hours  -2 translators/1 working day of 8 hours | Pass/Fail |  |
| Consecutive translation French-Russian/Russian-French  -1 translators for half a day up to 4 hours  -1 translators/1 working day of 8 hours | Pass/Fail |  |
| Written translation French-Russian/Russian-French | Pass/Fail |  |
| Simultaneous translation Turkish-Russian/Russian-Turkish  -2 translators for half a day up to 4 hours  -2 translators/1 working day of 8 hours | Pass/Fail |  |
| Consecutive translation Turkish-Russian/Russian-Turkish  -1 translators for half a day up to 4 hours  -1 translators/1 working day of 8 hours | Pass/Fail |  |
| Written translation Turkish-Russian/Russian-Turkish | Pass/Fail |  |
| Simultaneous translation Dari-Russian/Russian-Dari  -2 translators for half a day up to 4 hours  -2 translators/1 working day of 8 hours | Pass/Fail |  |
| Consecutive translation Dari-Russian/Russian-Dari  -1 translators for half a day up to 4 hours  -1 translators/1 working day of 8 hours | Pass/Fail |  |
| Written translation Dari-Russian/Russian-Dari | Pass/Fail |  |

**Lot #3 rent of additional conference equipment and services, if any**

|  |  |  |
| --- | --- | --- |
| **Item** | **Evaluation method** | **Indicate compliance/incompliance with description of link to provided document** |
| Rent of laser pointer | Pass/Fail |  |
| Rent of radio microphone (1 item) or lavaliere microphone or fitting garniture (all wireless) | Pass/Fail |  |
| LCD projector | Pass/Fail |  |
| Notebook | Pass/Fail |  |
| Projection screen 1,8 х 1,8 m | Pass/Fail |  |
| Projection screen 2х2 m | Pass/Fail |  |
| Projection screen 3х4 m | Pass/Fail |  |
| Flip chart with a set of paper | Pass/Fail |  |
| Tribune | Pass/Fail |  |
| Rent of MFU (black and white) | Pass/Fail |  |
| Video recording of the event (external digital data drive recording) | Pass/Fail |  |
| Photo recording of the event (external digital data drive recording) | Pass/Fail |  |
| Audio recording of the event (external digital data drive recording) | Pass/Fail |  |
| Taking of shorthand notes | Pass/Fail |  |

Validity of offer (120 days minimum): .……………………………………………….

Company name:

Authorized representative’s name and signature:

**Annex E: PRICING FORMAT**

**All prices are to be expressed exclusive of VAT in EURO, VAT, if any, should be shown separately of price.**

Following unit of measurements should be read as follows:

* Page consist of 1800 characters without spaces
* Half-day 4 hours including coffee-breaks, if any
* Day-8 hours including maximum 1 hour for meal break and coffee-breaks, if any
* Standard period of implementation – up to 5 pages of text per day (200-250 words)
* Urgent period of implementation – 7 pages per day (200-250 words)
* Offered rate for provision of equipment for simultaneous translation must include the transportation costs within Bishkek.

**Lot #1 English, Russian, Kyrgyz languages, rent of simultaneous translation equipment.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | | **Provision of equipment for simultaneous translation services** | **Units** | **Unit Price, EUR, net of VAT** |
|  | | Simultaneous equipment for groups up to 30 participants (including booth) | Set/half day |  |
| Set/day |  |
|  | | Simultaneous equipment for groups of 30-50 participants (including booth) | Set/half day |  |
| Set/day |  |
|  | | Simultaneous equipment for groups of 50-70 participants (including booth) | Set/half day |  |
| Set/day |  |
|  | | Simultaneous equipment for groups of 70-100 participants (including booth) | Set/half day |  |
| Set/day |  |
|  | | Simultaneous equipment for groups of 100-150 participants (including booth) | Set/half day |  |
| Set/day |  |
|  | | Simultaneous equipment for groups of 150-200 participants (including booth) | Set/half day |  |
| Set/day |  |
| **#** | | **Provision of simultaneous translation services** | **Units** | **Unit Price, EUR, net of VAT** |
|  | | Simultaneous translation  English-Russian/Russian-English (2 translators) | Half- day |  |
| Day |  |
|  | | Simultaneous translation  Kyrgyz-Russian/Russian-Kyrgyz (2 translators) | Half- day |  |
| Day |  |
|  | | Simultaneous translation  Kyrgyz-English/English-Kyrgyz (2 translators) | Half- day |  |
| Day |  |
| **#** | | **Consecutive translations services** | **Units** | **Unit Price, EUR, net of VAT** |
|  | | Consecutive translation (1 translator)  English-Russian/Russian-English | Half- day |  |
| Day |  |
| hour |  |
|  | | Consecutive translation (1 translator)  Kyrgyz-Russian/Russian-Kyrgyz | Half- day |  |
| Day |  |
| hour |  |
|  | | Consecutive translation (1 translator)  Kyrgyz-English/English-Kyrgyz | Half- day |  |
| Day |  |
| hour |  |
| **#** | **Written translations – standard period of implementation** | | **Units** | **Unit Price, EUR, net of VAT** |
|  | Written translation  English-Russian/Russian-English | | Page |  |
|  | Written translation  Kyrgyz-Russian/Russian-Kyrgyz | | Page |  |
|  | Written translation  Kyrgyz-English/English-Kyrgyz | | Page |  |
| **#** | **Written translations – urgent period of implementation** | | **Units** | **Unit Price, EUR, net of VAT** |
|  | Written translation  English-Russian/Russian-English | | Page |  |
|  | Written translation  Kyrgyz-Russian/Russian-Kyrgyz | | Page |  |
|  | Written translation  Kyrgyz-English/English-Kyrgyz | | Page |  |
| **#** | **Text editing/proof-reading services for mandatory languages** | | **Units** | **Unit Price, EUR, net of VAT** |
|  | Editing  English-Russian/Russian-English | | Page |  |
|  | Editing  Kyrgyz-Russian/Russian-Kyrgyz | | Page |  |
|  | Editing  Kyrgyz-English/English-Kyrgyz | | Page |  |

**Lot #2 Uzbek, French, Turkish and Dari languages translation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | | **Description** | **Units** | **Unit Price, EUR, net of VAT** |
|  | | Simultaneous translation Uzbek-Russian/Russian-Uzbek 2 translators | Half- day |  |
| Day |  |
|  | | Consecutive translation Uzbek-Russian | Half- day |  |
| Day |  |
| Hour |  |
|  | | Written translation Uzbek-Russian/Russian-Uzbek | Page/urgent |  |
| Page/standard |  |
|  | | Simultaneous translation French-Russian/Russian-French 2 translators | Half- day |  |
| Day |  |
|  | | Consecutive translation French-Russian/Russian-French | Half- day |  |
| Day |  |
| Hour |  |
|  | | Written translation French-Russian/Russian-French | Page/Urgent |  |
| Page/Standard |  |
|  | | Simultaneous translation Turkish-Russian/Russian-Turkish 2 translators | Half- day |  |
| Day |  |
|  | | Consecutive translation Turkish-Russian/Russian-Turkish | Half- day |  |
| Day |  |
| Hour |  |
|  | | Written translation Turkish-Russian/Russian-Turkish | Page/urgent |  |
| Page/standard |  |
|  | | Simultaneous translation Dari-Russian/Russian-Dari  2 translators | Half- day |  |
| Day |  |
|  | Consecutive translation Dari-Russian/Russian-Dari | | Half- day |  |
| Day |  |
| Hour |  |
|  | Written translation Dari-Russian/Russian-Dari. Standard period of implementation. | | Page/Urgent |  |
| Page/Standard |  |

**Lot #3 rent of equipment and related services for conferences**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Description of equipment, services** | **Units** | **Unit Price, EUR, net of VAT** |
|  | Rent of laser pointer | Set/hour |  |
| Set/day |
|  | Rent of radio microphone (1 item) or lavaliere microphone or fitting garniture (all wireless) | Set/hour |  |
| Set/day |
|  | LCD projector | Set/hour |  |
| Set/day |
|  | Notebook | Set/hour |  |
| Set/day |
|  | Projection screen 1,8 х 1,8 m | Set/hour |  |
| Set/day |
|  | Projection screen 2х2 m | Set/hour |  |
| Set/day |
|  | Projection screen 3х4 m | Set/hour |  |
| Set/day |
|  | Flip chart with a set of paper | Set/hour |  |
| Set/day |
|  | Tribune | Set/hour |  |
| Set/day |
|  | Rent of MFU (black and white) | Set/hour |  |
| Set/day |
|  | Video recording of the event (external digital data drive recording) | Set/hour |  |
| Set/day |
|  | Photo recording of the event (external digital data drive recording) | Set/hour |  |
| Set/day |
|  | Audio recording of the event (external digital data drive recording) | Set/hour |  |
| Set/day |
|  | Taking of shorthand notes | Set/hour |  |
| Set/day |

Validity of offer (120 days minimum): .……………………………………………….

Company name:

Authorized representative’s name and signature:

Address:

Email:

Telephone:

**ANNEX F: Acknowledgement letter**

**Reference: Reference RFP # KYR/03/2017**

**Subject: Provision of Translation Services to OSCE Programme Office in Bishkek**

Closing date: 28 July 2017, 17:00 hrs Bishkek time.

Company Name: ……………………………………………………………………………

Contact Points: ………………………………………………………… (email, telephone no. fax no. etc.)

We

/\_/ INTEND /\_/ do NOT INTEND

to submit a bid/proposal in response to the above-mentioned tender.

The following company representative(s) will attend:

Name(s):

1. ……………………………………………………………………..

2. ……………………………………………………………………..

If you do not intend to submit a bid, please specify the reason:

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Signature:

Date:

Please return this form to **Ilias Vadud (**[**ilias.vadud@osce.org**](mailto:ilias.vadud@osce.org)**)** as soon as possible

**Annex G. Vendor Registration Form**

|  |
| --- |
| ***Note to Bidders****: The Bidder shall fill in and submit this Vendor Registration Form as part of its Technical Proposal* |

**Section 1: Company Contact Details and General Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Name of Company: | |  | | |
| 2. Street Address: | | City: | Postal Code: | Country: |
| 3. Mailing Address and P.O. Box: | |  | | |
| 4. Telephone Number: | |  | | |
| 5. Fax Number: | |  | | |
| 6. Website: | |  | | |
| 7a. Contact Name (for Bids): | |  | | |
| 7b. Contact Title: | |  | | |
| 7c. Contact email address: | |  | | |
| 8a. Contact Name (for Contract signature, if different to point 7 above): | |  | | |
| 8b. Contact Title: | |  | | |
| 8c. Contact email address: | |  | | |
| 9. Parent Company, if any (full legal name): | |  | | |
| 10. Principal subsidiaries, associates, and/or representative(s), if any: | | | | |
| 11. Corporate Seat: |  | | | |

**Section 2: Company Profile**

|  |  |
| --- | --- |
| 1. Type of business | (Corporate/Limited, Partnership, Private Firm, Family Business) |
| 2. Nature of business: | (Manufacturer, Authorised Agent, General Trader, Consulting Firm) |
| 3. List of authorized products |  |
| 4. Year established |  |
| 5. Number of full time employees |  |
| 6. License number and Country where registered: |  |
| 7. Tax / VAT ID Number: |  |

**Section 3: Financial Information and Experience**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Annual value of total turnover for the last three years: | | | | | |
| 2014 |  | 2015 |  | 2016 |  |
| 2. Annual value of the working capital (profit) for the last three years: | | | | | |
| 2014 |  | 2015 |  | 2016 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 3. Contracts of similar scale/volume during the last three years: | | | | |
| Customer Name | Value (EUR) | Year | Services Provided | Country |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4. Three (3) customer references: | | | | |
| Company Name | Contact Name | Position | Contact email | Contact telephone |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Section 4: Technical Capacity and Information on Services offered**

|  |  |
| --- | --- |
| Description of core services offered: | |
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 2. Quality Assurance Certification Number: |  |
| 3. Membership of International Trade or Professional Organisations: |  |

**Previous clients of the company and key staff proposed**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Customer Name | Value (EUR) or volume (pages or hours) | Year | Services Provided | Country |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Section 5: Banking details**

|  |  |
| --- | --- |
| 1. Name of Bank: |  |
| 2. Account Number: |  |
| 3. Account Name: *Must be in the name of the vendor* |  |
| 4. BIC: |  |
| 5. IBAN: |  |

**Section 6:**

Qualifications and experience of the proposed management team

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name** | **Years of experience (general)** | **Years of experience in proposed position** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Information by the Bidder on any litigation, current or during the last three years, in which the Bidder was/is involved, the parties concerned, and the disputed amounts; and awards

|  |  |  |
| --- | --- | --- |
| **Other party(ies)** | **Cause of dispute** | **Amount involved** |
|  |  |  |
|  |  |  |
|  |  |  |

Corporate Stamp and Signature of

Authorized Representative of Contractor:

Name:…………………………………………………….

Signature:………………………………………………

Date:………………………………………………………

**Annex H. Samples of text for translation**

**Sample 1:**

***Text in English: Translate into Russian and Kyrgyz***

**WHAT: Central Asian Youth Network seminar (CAYN)**

**OSCE-supported the Central Asian Youth Network (CAYN) Seminar: “Dialogue, Trust & Security in Central Asia”**

**WHEN**: September 10-11, 2016

**WHERE**: “Akun” Issyk-Kul hotel, Kara-Oi village, Issyk-Kul province, the Kyrgyz Republic

**ORGANIZED BY**: OSCE Center in Bishkek in co-operation with the OSCE Programme Office in Astana

**BRIEF DISCRIPTION**: This is the follow-up event hosted by the OSCE Programme Office in Bishkek on 10-11 September in Issyk-Kul, Kyrgyzstan of the event which was earlier hosted by the OSCE Programme Office in Astana and held from 5 to 7 July 2016 in Almaty, Kazakhstan.

The event brought together some 40 university students and CAYN alumni from Central Asia, Afghanistan and Mongolia and representatives of the OSCE and expert speakers from Kazakhstan and Kyrgyzstan.

This network has been established in 2004 as part of the OSCE’s efforts to enhance young people’s understanding of contemporary security threats and explain the OSCE’s role in responding to them. This is the first time the event is hosted by the OSCE Centre in Bishkek.

**Goal of the event:** The topic of this year’s forum “Renewing dialogue, rebuilding trust, restoring security” was selected to reflect the priorities of Germany’s 2016 OSCE Chairmanship. The participants will discuss the key challenges for comprehensive security in Central Asia and beyond, and explore ways to address them in their communities and together with co-operation from neighboring countries.

**Expected results:** They will also address the issue of civil society’s role in promoting fundamental freedoms and human rights, and re-examine co-operation in Central Asia on its way to integration with a special emphasis on connectivity and multilateral co-operation.

**Project:** Activity has been organized in the framework of OSCE project “Promoting inter-ethnic tolerance and capacity for regional co-operation amongst young people”.

**Sample 2:**

***Text in Kyrgyz:Translate into Russian and English***

“Маалыматка жетүү, коомчулуктун чечим кабыл алуу процессине катышуусу жана курчап турган чөйрөгө байланышкан маселелер боюнча сот адилеттигине жетүү жөнүндө” Конвенцияга Орхус шаарында (Дания) “Европа үчүн курчап турган чөйрө” Процессинин алкагында 1998-жылдын 25-июнунда өткөн Курчап турган чөйрөнүн министрлеринин конференциясында кол коюлган. Ал буга чейинки кабыл алынган макулдашууларга, анын ичинде Адамды курчап турган чөйрөнүн көйгөйлөрү боюнча Стокгольм декларациясына, Курчап турган чөйрө жана өнүгүү боюнча онунчу Рио-де-Жанейро декларациясына жана башка Бириккен Улуттар Уюмунун бир катар резолюцияларына негизделген. Расмий түрдө Орхус Конвенциясы 2001-жылы күчүнө кирген жана 2006-жылга карата 39 катышуучуну камтыган. 2003-жылы Тараптар Булгоочуларды чачыратуу жана көчүрүү регистрлери жөнүндө (БЧКР) протоколду кабыл алып, ал аны он алты өлкө ратификациялагандан кийин күчүнө кирген.

2001-жылы Кыргыз Республикасы “Маалыматка жетүү, коомчулуктун чечим кабыл алуу процессине катышуусу жана курчап турган чөйрөгө байланышкан маселелер боюнча сот адилеттигине жетүү жөнүндөгү” Орхус Конвенциясына кошулуу менен улуттук мыйзамдарды Конвенцияга шайкеш келтирүү жана маалыматка жетүүнү, коомчулуктун чечим кабыл алуу процессине катышуусун жана курчап турган чөйрөгө байланышкан маселелер боюнча сот адилеттигине жетүүнү камсыздоо боюнча милдеттенмелерди мойнуна алды. Кыргыз Республикасынын Өкмөтүнө караштуу Курчап турган чөйрөнү коргоо жана токой чарбасы мамлекеттик агенттиги (КЧКТЧМА) Кыргыз Республикасынын Конвенция боюнча милдеттенмелерин аткаруусуна жооптуу мамлекеттик орган болуп саналат.

КЧКТЧМА тарабынан жарандык коом менен биргеликте Конвенцияны ишке ашыруу боюнча төрт улуттук отчет даярдалып, расмий түрдө Конвенциянын Катчылыгына жөнөтүлгөн.

Орхус Конвенциясынын принциптери менен жоболорун жана Кыргыз Республикасында анын милдеттенмелерин аткаруу боюнча жүргүзүлүп жаткан ишмердүүлүктү чагылдыруу максатында КЧКТЧМА расмий сайтында электрондук маалымат ресурсу ишке киргизилген.

“Курчап турган чөйрө жана коопсуздук” (ENVSEC) демилгесинин иштери программасынын алкагында 2004-жылы Ош шаарында ЕККУнун колдоосу менен Орхус Конвенциясынын жоболорун ишке ашыруу боюнча маалыматтык борбор ачылып, иш алпарууда. Аталган маалыматтык борбордун ишмердүүлүгү өлкөнүн түштүк аймагын кучагына алат жана мамлекеттик органдарга бул багытта чарбалык субъектилер, жергиликтүү калк менен иштешүүгө, ошондой эле жарандык коомго курчап турган чөйрөнүн маселелери боюнча маалымат берип турууга шарт түзөт.

Муну менен бирге эле милдеттенмелердин өз убагында жана натыйжалуу аткарылышын, ошондой эле коомчулуктун чечимдерди кабыл алууга активдүү катышуусун жана маалымдуулугун арттыруу үчүн Кыргыз Республикасынын жалпы аймагында Конвенцияны илгерилетүү үчүн расмий макамы жана ыйгарым укуктары бар өз алдынча органды түзүүнүн зарылдыгы келип чыкты.

2014-жылдын 23-декабрында Кыргыз Республикасынын Өкмөтүнө караштуу КЧКТЧМА жана Бишкектеги ЕККУ Борборунун ортосунда Орхус Борборун түзүү боюнча Өз ара түшүнүшүү жөнүндө меморандумга кол коюлган. Бул меморандумга ылайык, 2015-жылдын январында Бишкек шаарында Орхус Борбору түзүлүп, расмий түрдө Кыргыз Республикасынын юстиция органдарында каттоодон өткөн.

***Text in Russian: Translate into Kyrgyz and English***

Центр ОБСЕ в Бишкеке совместно с Орхусскими центрами в г. Бишкек и Ош, а также Учебным центром Верховного суда Кыргызской Республики организует круглый стол для судей по вопросам природоохранного законодательства и доступа к правосудию по экологическим вопросам в г. Бишкек и Ош. Целью обсуждения является обеспечение участников с основами применения положений Орхусской конвенции с учетом нормативных правовых актов Кыргызской Республики и повышение потенциала судей в применении принципов Орхусской конвенции в соответствии с положениями о доступе к правосудию по вопросам, связанных с экологическими проблемами. Во время тренинга будет осуществлена оценка и интерпретация законов и нормативных правовых актов, таких как Законы «Об охране окружающей среды», «О доступе к информации, находящихся в ведении государственных органов и органов местного самоуправления КР.», «Общий технический регламент по обеспечению экологической безопасности в КР». В мероприятии примут участие около 50 судей со всей страны.

А также, 17-18 июня 2016 года, Орхусский Центр в г. Бишкек при поддержке Центра ОБСЕ в Бишкеке проведет круглый стол на тему “Участие общественности Таласской области в решении экологических проблем”, в ходе которого будут обсуждены основные направления деятельности общественных организаций в вопросах состояния окружающей среды Таласского региона, а также выявление возможных путей более активного вовлечения общественности для решения этих вопросов.

На данном мероприятии будут презентованы работы общественных организаций Таласской области в области экологии, государственных экологических служб, местных органов власти, а также будет представлен отчет Орхусского Центра г. Бишкек по выполнению Стратегии развития деятельности Орхусских Центров по продвижению основных принципов Орхусской Конвенции в Кыргызской Республике на 2015-2018 годы.

Министерство чрезвычайных ситуаций Кыргызской Республики выбрал Центр ОБСЕ в Бишкеке “Партнером года 2015”. Центр ОБСЕ в Бишкеке получил награду “Партнер года 2015” от Министерства чрезвычайных ситуаций Кыргызской Республики в ходе церемония награждений, которая состоялась в рамках Форума по обсуждению проекта Стратегии комплексной безопасности населения и территорий Кыргызской Республики в чрезвычайных и кризисных ситуациях до 2030.

Награда была вручена в знак признания высокого уровня сотрудничества и совместных усилий в укреплении потенциала Министерства в области уменьшения опасности бедствий. В 2015 году, Центр ОБСЕ в Бишкеке поддержал Министерство чрезвычайных ситуаций в повышении потенциала специалистов системы 112 по раннему предупреждению и предотвращению стихийных бедствий. Совместные действия были направлены на повышение потенциала и профессиональной подготовки специалистов экстренных служб, таких как 101,102, 103, интегрированных в Систему-112, приобретение ими навыков работы на автоматизированных рабочих местах Системы-112, и межведомственному взаимодействию. В настоящее время охват населения Системы-112 составляет около 2,5 млн. жителей республики.