

**Section 3: Data Sheet & Scope of Work RFQ – 13/2021**

**Data Sheet & Scope of Work**

<b>1</b>	Introduction & Overview	Advocacy Training and Resource Center (ATRC) is a Kosovar non-governmental and non-profit organization with a registration number 5200095-5 and Fiscal Number 600254594 that works in increasing citizen and civil society participation in decision-making, as a prerequisite for a developed democratic society and regional stability.
<b>2</b>	Purpose of the Service	The purpose of this RFQ is to solicit quotations from eligible Vendors for as-needed, ad hoc purchases of Interpretation/Translation Services and Rental of Simultaneous Equipment.
<b>3</b>	Brief Description of the Required Supplies	The vendor shall provide the ATRC with a high-quality, reader-friendly translation of the original Albanian / English source material within the prescribed timeframe. The output shall require minimal revision or proofing, and shall be delivered as a formatted MS Word document file. During the translation process, the vendor will be expected to utilize a terminology glossary provided by the ATRC.
<b>4</b>	Objective and Scope	ATRC, is seeking offers from established firms to provide the translation and interpretation services for the events and activities in Kosovo, to establish a Framework Contract from 01 October 2021 till 31 Dec 2023, at fixed prices.
<b>5</b>	List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> <li>- Consecutive interpretation services between English – Albanian – Serbian in Pristina and outside Pristina.</li> <li>- Simultaneous interpretation services between English – Albanian – Serbian in Pristina and outside Pristina.</li> <li>- Translation of documents (Word, Excel, Power Point etc., between English – Albanian – Serbian.</li> <li>- Translation equipment (including sounding system, audio equipment, air and static microphones and number of headsets) in Pristina and other cities in Kosovo outside Pristina including transport.</li> <li>- Online events for consecutive interpretation services</li> </ul>
<b>6</b>	Location of work	Kosovo
<b>7</b>	Expected duration of contract	27 Months
<b>8</b>	Target start date	01 October 2021
<b>9</b>	Estimated completion date	31 December 2023
<b>10</b>	Language of Proposal	English
<b>11</b>	Pre-proposal conference	N/A
<b>12</b>	Travels Expected	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required
<b>13</b>	Names and curriculum vitae of individuals who will be involved in completing the services	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required
<b>14</b>	Currency of Proposal	EUR
<b>15</b>	Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
<b>16</b>	Bid Security	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required

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17	Financial Standing	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required
18	Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, ATRC may request the tenderers to extend the validity of bids beyond what has been initially indicated in this RFQ. The bid shall then confirm the extension in writing, without any modification whatsoever on the bid.
19	Partial Quotes	<input type="checkbox"/> Permitted <input checked="" type="checkbox"/> Not Permitted
20	Payment Terms	within 15 work days, upon receiving and approval of invoice.
21	Type of Contract to be Signed	FRAMEWORK CONTRACT
22	ATRC will award the contract to:	<input type="checkbox"/> One and only one Service Provider <input checked="" type="checkbox"/> One or more Service Providers, depending on following factors: •While preference will be given to offerors who can address the full technical requirements of this RFQ, ATRC may issue a partial award or split the award among various Vendors, if in the best interest of the ATRC.
23	Annexes to this ITT	<input checked="" type="checkbox"/> Request for Quotation (RFQ) <input checked="" type="checkbox"/> Instruction to Bidders or Consultants <input checked="" type="checkbox"/> Data Sheet and Scope of Work <input checked="" type="checkbox"/> Cover Letter and Declaration on honour on exclusion criteria and absence of conflict of interest <input checked="" type="checkbox"/> Technical and Financial Submission Form <input checked="" type="checkbox"/> Template of Proposed Contract
24	Deadline for Submission of requests for clarification	See Timetable at the Instructions to Bidders or Consultants
25	Documents to be submitted:	<input checked="" type="checkbox"/> Cover Letter and Declaration on honour on exclusion criteria and absence of conflict of interest <input checked="" type="checkbox"/> Technical and Financial Submission Form <input checked="" type="checkbox"/> Additional Annexes: Copy of registration certificate and Fiscal & Unique Number certificate from relevant Registry in the country of origin defining the constitution or legal status, place of registration, and principal place of business; <input type="checkbox"/> Additional Annexes: Joint Venture/Consortium/Association Information agreement if is permitted. <input checked="" type="checkbox"/> Additional Annexes: List of clients and reference letter. <input type="checkbox"/> Statement expressly that all the goods meet the requirements concerning origin and must state the countries of origin. <input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, certifications, awards, references and citations received by the Bidder, if any.
26	Qualification Requirements:	<ul style="list-style-type: none"> <li>• Minimum 3 years of experience in similar contracts</li> <li>• Administrative and managerial capabilities needed</li> <li>• CVs of all proposed translators (at least 5 CVs) must be part of the submission, within minimum of 03 years' experience as translators/interpretations.</li> <li>• Three (3) references of past or present clients indicating the Interpretation/Translation Services and Rental of Simultaneous Equipment</li> </ul>

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		<ul style="list-style-type: none"> <li>• Experience with USAID, EU or other donor-funded projects in Kosovo.</li> <li>• Full acceptance of the PO/Contract General Terms and Conditions</li> </ul>	
27	Award Criterias	<p>The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, or exceeds the minimum required technical specifications, and is judged to be the best value based on a lowest-price, technically acceptable basis</p> <ul style="list-style-type: none"> <li>- Level of Compliance with RFQ: 05 points</li> <li>- Team Qualification: 20 points</li> <li>- Relevant experience and references: 25 points</li> <li>- Financial Proposal (Lowest Price): 50 points</li> <li>- Total 100 points</li> </ul>	

### Scope of work

The purpose of this RFQ is to engage the firm to provide Interpretation/Translation Services and Rental of Simultaneous Equipment to Advocacy Training and Resource Center. The firm must utilize qualified interpreters/translators with a proven track record of translation for international projects and should include CVs of the proposed translators/interpreters that will be used to offer the services to the ATRC.

ATRC interacts with central and local level officials and non-profit organizations in several field like, justice, awareness raising campaigns, trainings, etc., and interpreters are expected to be highly professional.

ATRC reserves its right to object to the use of a particular interpreter and Offeror must be willing to provide a suitable alternative if an objection is received. The firm shall, and when requested, provide the following services:

1. Consecutive interpretation services between English – Albanian – Serbian in Pristina and outside Pristina.
2. Simultaneous interpretation services between English – Albanian – Serbian in Pristina and outside Pristina.
3. Translation of documents (Word, Excel, Power Point etc., between English – Albanian – Serbian.
4. Translation equipment (including sounding system, audio equipment, air and static microphones and number of headsets) in Pristina and other cities in Kosovo outside Pristina including transport.
5. Create rooms for online events (Zoom) and provide consecutive interpretation services.

### Detailed Services.

Line Item	Description and Scope
1	Consecutive interpretation between English – Albanian – Serbian in Pristina
2	Consecutive interpretation between English – Albanian – Serbian outside Pristina
3	Simultaneous interpretation between English – Albanian – Serbian in Pristina
4	Simultaneous interpretation between English – Albanian – Serbian outside Pristina
	<b>Description and Scope</b>
5	Translation of documents between English – Albanian – Serbian
6	Translation of Power Point* between English – Albanian - Serbian

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	<b>Description and Scope</b>
7	Simultaneous translation equipment in Pristina, including sounding system, audio equipment, air and static microphones and number of headsets
8	Simultaneous translation equipment, including sounding system, audio equipment, air and static microphones and number of headsets in other cities in Kosovo outside Pristina including transportation
	<b>Description and Scope</b>
9	Create rooms for online events (Zoom Platform)
	<b>Description and Scope</b>
10	Proofreading between English – Albanian – Serbian