



IRAQ COUNTRY OFFICE REQUEST FOR BID

**for bids above 5000 for purchases of goods*

Date: **21 July, 2024**

No. of pages including this page: **3 + 2**

PR Reference No: **PRIQ24080**

Subject or Title: **Framework Agreement for Translation services**

Search for Common Ground (Search) is an international non-profit organization whose mission is to transform the way the world deals with conflict, away from adversarial approaches, toward cooperative solutions. In partnership with (Various Donor), SFCG undertakes (Various Projects) in (Iraq), requiring (Translation services as attached list #1).

Dear [Company Representative], on behalf of Search for Common Ground (Search) kindly request a quotation for the attached list of [Translation Services], expressed in [IQD].

Questions / Clarification Requests:

Should you have questions about this quotation request, please contact us via email at:

Email: procurement.iraq@sfcg.org

Response Deadline: Quotations must be provided no later than	[4 August, 2024]
Source Selection Criteria: <ul style="list-style-type: none">• Flexibility.• Registration.• Best price.• Expectations for Quality (Examination)• The quality of the services.• Context of translated materials should be given a priority• Special offer	
Quotation Validity: <ul style="list-style-type: none">• The Quotation should be valid for [12 months (ONE YEAR) – amend as applicable] from the request for quotation (RFQ) due date. If this is not possible, please indicate your best quote validity time frame.• The Quotation includes, but is not limited to cost, pricing, terms and conditions, service levels, and all other information. If your company is awarded the contract, all information in the RFQ and negotiation process is contractually binding.	
Price Offer: <ul style="list-style-type: none">• Price must include any discount terms and transportation and insurance costs, if applicable	
Partial Quotation: <ul style="list-style-type: none">• Search for Common Ground [will] consider a partial quotation. – amend as	

appropriate.	
Payment Terms: Search for Common Ground intends to award a firm fixed-price FRAMEWORKAGREEMENT as a result of this RFQ. Payment terms are to fall within 30 days from delivery and acceptance of the ordered Services, only through bank transfers in IQD. If this is not possible, please quote your best payment terms.	
Scope of Work: A service list attached (List 1Page)	
Delivery Location and Terms:	all Iraq governorate & by email
Delivery Timeline:	Upon to the request during 2024 and 2025
Others:	This request to get a fixed cost of Translation services in the list attached for one year during 2024 and 2025.
Submission Instructions: Quotations must be submitted: Interested companies should submit their offer <ul style="list-style-type: none"> ● 01 For Technical Proposal (Includes Administrative and Technical Information) ● 01 For Financial Proposal (including below annex, filled in in total) <p>The Tender can be submitted through Procurement.Iraq@sfcg.org or by Hand personal delivery against receipt to the following address:</p> <p>To: Logistics Officer Address: Italian Village 1, House Number 206, Erbil. Delivery and application is open until 1 August 2024 at 4:00 PM Iraqi time.</p> <p>You are required to submit signed and dated offers on your Business letterhead. In case of submission by hand in a sealed envelope, the outside of the envelope must clearly note the RFQ reference number. We will not be held responsible if an envelope sent without a legible RFQ reference number is mistakenly opened and thus disqualified.</p> <p>Note: Please sign and stamp every single page of RFQ pages, including the attachments.</p>	
Terms and Conditions: <ul style="list-style-type: none"> ● Issuance of this RFQ does not constitute an award commitment on the part of the Search for Common Ground, nor does it commit Search for Common Ground to pay for costs incurred in the preparation and submission of a bid. ● Attached files are an integral part of this RFQ, including any costing sheets, extra specifications and requirements. ● By submitting the valid offer to this RFQ you accept to adhere to RFQ and Terms and Conditions. ● Search for Common Ground may contact bidders to confirm the contact person, address, bid amount and to confirm that the bid was submitted for this solicitation. 	
False Statements in the Bid: Bidders must provide full, accurate and complete information as required by this solicitation and its attachments. False statements in bids constitute grounds for immediate termination of the agreement with the vendor. Search for Common Ground takes fraud, misstatements, falsification, manipulation, alteration of facts and/or documents very seriously. It has a zero-tolerance policy and may choose to take legal action in case of misrepresented disclosures by contractors.	

Conflict of Interest Disclosure:

Bidders must disclose any past, present or future relationships with parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in **Search for Common Ground** having to re-evaluate the selection of a potential bidder.

Right to Select/Reject

Search for Common Ground reserves the right to select and negotiate with the firms it determines, at its sole discretion, to be qualified for competitive proposals, and to terminate negotiations without incurring any liability. **Search for Common Ground** also reserves the right to reject any or all proposals received without explanation.

Reporting of Fraud & Unethical Behavior:

To report fraud and unethical behavior:

- Contact: Peshtkir Hizir – Mobile +964 (0)750 202 1987
- Report to: phizir@sfcg.org

Translation services - Costing Sheet Annex 1 Attached List #1					
RFQ#				Date:	
A:					
Documents translation	Languages			Cost per page	
	English to Arabic (vice versa)				
	English to Kurdish - Surani (vice versa)				
	Arabic to Kurdish - Surani (vice versa)				
	English to other languages (vice versa)				
*Acceptable minimum mistakes (words per page)					
The page should be (250 - 300 words /Simplified Arabic - Times New Roman)					
B:					
Live interpreting (Erbil)	Languages	Cost Per 2 hours only	Cost Per 4 hours only	Cost Per Full day (8 hours)	
	English to Arabic (vice versa)				
	English to Kurdish - Surani (vice versa)				
	Arabic to Kurdish - Surani (vice versa)				
	English to other languages (vice versa)				
**Time you needs to change the Interpreter (if required)					
C:					
Live interpreting (KRI)	Languages	Cost Per 2 hours only	Cost Per 4 hours only	Cost Per Full day (8 hours)	
	English to Arabic (vice versa)				
	English to Kurdish - Surani (vice versa)				
	Arabic to Kurdish - Surani (vice versa)				
	English to other languages (vice versa)				
Time you needs to change the Interpreter (if required)					
Live interpreting (Other Iraqi Governorates)	Languages	Cost Per 2 hours only	Cost Per 4 hours only	Cost Per Full day (8 hours)	

	English to Arabic (vice versa)			
	English to Kurdish - Surani (vice versa)			
	Arabic to Kurdish - Surani (vice versa)			
	English to other languages (vice versa)			
Time you needs to change the Interpreter (if required)				
Live interpreting (Online)	Languages	Cost Per 2 hours only	Cost Per 4 hours only	Cost Per Full day (8 hours)
	English to Arabic (vice versa)			
	English to Kurdish - Surani (vice versa)			
	Arabic to Kurdish - Surani (vice versa)			
	English to other languages (vice versa)			
Time you needs to change the Interpreter (if required)				
Applications : Zoom, Skype, Google hangout, Microsoft Team				
D:				
Interpreting devices		Cost Per 2 hours only	Cost Per 4 hours only	Cost Per Full day (8 hours)
Up to 50 Devices				
50 - 100 Devices				
100-150 Devices				
150 - 200 Devices				
More than 200 Devices				
<p>*Acceptable minimum mistakes (words per page): Put the acceptable number of wrong words on each page, noting that the translation will not be accepted if you exceed this number, the grammar & the context must be accurate.</p> <p>**Time you needs to change the Interpreter (if required): If the performance of the interpreter is initially unacceptable, you will be requested to change the interpreter. How long does you take to change it?</p>				