

Date: 22.02.2024

**Dear Messer's,
Greetings from REFORM Association**

Subject: Request for Quotation- Centralized Translation Services

The Palestinian Association for Empowerment and Local Development—REFORM requests an offer for translation services for a one-year period, with the option to extend for an additional two years.

Deadline of Submission: Thursday, 29 of February 2024, before 03:00 pm.

Specifications of the Translator:

- At least 5 years of experience in translation and interpretation as a registered company or an individual.
- Bachelors' degree in English Language/Translation or a language related field. A MA degree is a plus.
- Strong ability to translate from Arabic-to-English and English-to-Arabic.
- Proven knowledge in socio-political terminology.
- Proven knowledge of the Palestinian socio-political context, specifically relating to youth, refugee camps and issues in C Areas.
- Proven knowledge in the Palestinian socio-political context.
- Proven experience in translating socio-political issues.
- Interpretation services for sessions in both English and Arabic, with the ability to work virtually.
- Advanced knowledge of Palestinian social, economic, and environmental issues, the NGO landscape, social entrepreneurship, economics, and relevant terminologies.
- Ability to provide 2 excerpts as examples of previously translated work.
- Advanced communication skills.
- Native-level proficiency in Arabic.
- Expertise in the subject matter of the document(s) to be translated.
- Proven experience in professional translation services, with a portfolio of previous work or client references.
- Familiarity with industry-specific terminology if the translation involves technical or specialised content.
- Only provide translations and interpretations prepared by highly competent and qualified translators and interpreters, especially for legal documents.
- Excellent Arabic and English listening and speaking skills.
- Good familiarity with civil society organizations' terminology.

- Familiarity with the terms of civil peace and the rule of law.
- Familiarity with civil peace issues and terminology related to the state of the rule of law in Palestine.
- Ability to conduct meetings (to provide simultaneous translation) both online and in person.

Scope of Work:

- Translation of written material, including researches, studies, policy and position papers, manuals, policies, and other relevant texts, from English-to-Arabic and Arabic-to-English.
- Translation of texts, graphs and tables.
- Constantly communicate with the Association to ensure that the translation meets their needs.
- Proofreading to ensure that the document remains clear, concise and coherent.
- Restructure the text, proofread it for logical coherence, while maintaining the original meaning.
- Adherence to the specific tone, style, and context of the source material to ensure the message's integrity and meaning are retained in the translated version.
- The translated documents should be provided in an editable format (e.g., MS Word) and a final, proofread version.
- If required, the translation service provider should be open to providing linguistic consultation to clarify any linguistic or cultural nuances in the source material.
- Recreate shapes and forms as needed in the translated document to match those in the original.
- Use Calibri font, size 12, for English translations.
- Use Simplified Arabic font, size 14, for Arabic translations.
- Accurate translation of the original text content and context.
- Define the duration for translation.
- Accept any adjustments required by REFORM.
- Provide interpretation service for videos.
- Transfer the original meaning of words, convert audio and text recordings from Arabic to English and vice versa.
- Coordinate and keep in contact with REFORM to ensure that the translation meets the need.

Notes:

- **REFORM is not obliged to choose the lowest price.**
- Advertising fees will be covered by the winning vendor.

- Companies should submit a valid deduction on source certificate or else 10% of the total payment will be deducted as income tax.
- Applicants must specify the needed duration for the required service.
- The technical offer must include the company's profile- resume, registration certificate, deduction at source and sample(s) of previous work.
- The use of translation websites, such as Google Translate, are not accepted.
- More than one supplier may be chosen for the translation.

Submission criteria:

For those who meet the eligibility criteria mentioned above and are interested to apply, kindly please follow the application instructions below in order to be considered:

- **Signed and/or stamped offers must be submitted in two sealed envelopes and delivered by hand to REFORM Association.**
- **Address:** Tirawi Building, 2nd floor in Al Masyoun, Ramallah.
- Please include your name and the service type on the envelopes.
- Sealed envelopes must be clearly labeled as either technical or financial.

1. Technical offer must include:

- Company profile or individual resume that reflects the needed background.
- Sample of work both original text and translated.

2. Financial offer must include:

- Price offer should be drafted in English and submitted in ILS per page. All taxes should not be included in the final price.
- Number of words per page are approximately 250 words.
- Financial offer must be valid for one year with ability to extend for 2 years upon agreement from both parties.
- **Kindly submit your price offer according to the below schedule:**

Description	Price offer per page in ILS excluding VAT or Income Taxes.
For one page 250 words	
From (1-50) pages	
From (51-100) pages	
From (101-200) pages	
From (201 +) pages	
Video 1 minute 60 Seconds	
Interpreter for 1 hour	

Suppliers will be evaluated based on the following criteria:

Qualifications	Grade
▪ Technical offer:	40%
Company profile- Individual resume that reflects matching experience and needed requirements	20%
Sample of work both original text and translated.	20%
▪ Financial offer:	60%

Thank you for your kind cooperation.

Mona Morrar,

Procurement Coordinator