

REQUEST FOR QUOTATIONS FOR THE PROVISION OF TRANSLATION SERVICES OF DOCUMENTS

Issued by: Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea (REMPEC)

RfQ: REM_Quote 05/2024

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SECTION A: INSTRUCTIONS

1) Response to this Request for Quotation (RfQ) is to be submitted on procurement@rempec.org. All submissions will be dealt with in strictest confidence.

SECTION B: GENERAL INFORMATION

1) Purpose

The purpose of this RfQ is for the Provision of Translation Services of Documents from English to French, and from French to English.

2) Beneficiary

The Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea (REMPEC) is a Regional Activity Centre established within the framework of the Mediterranean Action Plan of the United Nations Environment Programme (UNEP), with a view to coordinating the activities of the Mediterranean coastal States related to the implementation of the Prevention and Emergency Protocol to the Barcelona Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean Sea. The Centre is administered by the International Maritime Organization (IMO) and hosted in Malta by the Maltese Government in terms of a host country agreement signed between the Government of Malta and IMO in 1990.

3) Scope and Terms & Conditions

Scope

The objective of this RfQ relates to the provision of translation services of documents English to French, and from French to English for two (2) years from date of agreement.

To gain a better understanding of the range of topics that fall under REMPEC's remit, please refer to our [website](#), and to the following [link](#) for samples of documents published by REMPEC. The ensuing discussions are normally of a technical maritime nature, with the use of maritime terminology.

For each event held at REMPEC an indicative number of documents, and number of words to be translated, will be provided before each event. Two or three working days ahead for smaller projects (up to 5,000 or 6,000 words); and whenever possible, four or five working days ahead for bigger projects.

During events, translators are to be on standby, and available, throughout the whole duration of the meeting (typically from 09:00 till 17:30), with documents being translated upon request by REMPEC officials, which will be communicated via e-mail. The documents would need to be translated at short notice.

Terms & Conditions

a) The date of commencement of contract shall be **10 September 2024**.

b) In cases where the contract is for any reason terminated, REMPEC, apart from other rights under the contract, shall have the right to obtain the same service from other suppliers and all extra cost shall be borne by the defaulting Contractor.

SECTION C: DETAILS OF INFORMATION REQUESTED

1) Specific Project Overview

Bidder is to provide:

Title	Detailed Description
Translation of documents	Translation of documents from English to French, and from French to English.

All prices are to be exclusive of VAT.

SECTION D: ADDITIONAL INFORMATION

- a) *Bidders are to submit their proposals as grouped in the Financial Bid Form below, including the modus operandi for requests for translations;*
- b) *Bidders are to indicate the minimum number of working days required for translation services for documents for each category as listed in the Financial Bid Form below;*
- c) *Bidders are to indicate maximum number of working days required for translation services for documents for each category as listed in the Financial Bid Form below;*
- d) *Bidders are to attach the Curriculum Vitae of the translators who will be assigned to this project with their bid;*
- e) *References: bidders are to provide a list of companies/organisations their company has worked for, including at least 3 reference letters. Previous experience with translation services provided to the maritime industry (technical documents) will be considered as an asset*

SECTION E: SUBMISSION OF QUOTES

- a) Any communications at RfQ stage shall be sent to procurement@rempec.org.
- b) Questions regarding this RfQ should be received by not later than **01 July 2024 - 5pm (Malta time)**.
- c) Submission of quotes are to clearly highlight the title, "Request for Quotations for the Provision of Translation Services of Documents from English/French/English", and reference number, "REM_Quote 05/2024".
- d) Quotes should be submitted to procurement@rempec.org by not later than **08 July 2024 - midnight (Malta time)**.
- e) All prices are to be quoted in Euro (€), and Exclusive of VAT. The quotation should include a clear, comprehensive and detailed description of the pricing plan. The Centre has a preference for a flat, all-inclusive charge. However, other formulae may be considered.
- f) Late or incomplete submissions will not be considered.

SECTION E: FINANCIAL BID FORM

Quotation Title Request for Quotations for the Provision of Translation Services of Documents

Reference Number REM_Quote 05/2024

Item No.	Description	Detailed Items to be Provided	Unit / Price per word	Total including Taxes/Charges, other Duties & Discounts <u>BUT</u> Exclusive of VAT (Delivered Duty Paid – DDP) €
1	Translation of documents <15,000 words	<ul style="list-style-type: none"> • English to French • French to English 		
2	Translation of documents From 15,000 words to 30,000 words	<ul style="list-style-type: none"> • English to French • French to English 		
3	Translation of documents From 30,000 words to 45,000 words	<ul style="list-style-type: none"> • English to French • French to English 		
4	Translation of documents From 45,000 words to 60,000 words	<ul style="list-style-type: none"> • English to French • French to English 		
5	Translation of documents >60,000 words	<ul style="list-style-type: none"> • English to French • French to English 		
6	List any additional charges (if any)			
	GRAND TOTAL INCLUDING TAXES/CHARGES, OTHER DUTIES & DISCOUNTS BUT EXCLUSIVE OF VAT (DELIVERED DUTY PAID- DDP)			