



IFRC, Afshar-i- Selow, Street Qurgha, ARCS Compound
Kabul, Afghanistan
Office Tel: 0702051747

FACSIMILE COMMUNICATION

[√] URGENT

NORMAL

ROUTINE

To: Whom it may concern
Attention : All Service Providers. Phone number:
From: Supply Chain Department
cc: IFRC Our file ref.: **4056/LOG/AFCD/2024**
Date: 23/07/2024 N° of pages including this page:16
Closing Date: 31/07/2024, 14:00 hrs.

Re: Request for Quotation Ref#: 4056/LOG/AFCD/2024 – Translation of First Aid Guidelines from Dari Pashto.

If you do not receive all pages, please contact us immediately. Thank you.

MESSAGE:

If you do not receive all pages, please contact us immediately. Thank you.

REQUEST FOR QUOTATION (RFQ)

1. About the IFRC

The International Federation of Red Cross and Red Crescent Societies (IFRC) is one of the world's largest humanitarian organizations, providing assistance without discrimination as to nationality, race, religious beliefs, class, or political opinions.

The IFRC is supporting the Afghanistan Red Crescent Society (ARCS) in various response, recovery, preparedness, and rehabilitation operations.

2. Purpose of the RFQ:

The IFRC Afghanistan Country Delegation would like request potential service providers to submit their best firm offer(s) for Translation of First Aid Guidelines from Dari Pashto. As per specifications, terms, and conditions attached.

3. The Required Item

The IFRC intends to procure the services below which will be delivered as per instructions of each individual Purchase Order and as per the instructions in the table below.

The translation services must be rendered in a professional way, acceptable, without compromising the quality.

As part of the evaluation process, Service Providers will be requested for Sample Translation documents to be reviewed by IFRC using an independent language expert in Kabul, Afghanistan.

3.1. Item Requirement:

Sl. No.	Items	Quantity	Unit of Measure
1.	Translation of First Aid Guidelines from Dari to Pashto	79,000	Word

3.2. General Requirements

The translation services must be fit to the context and in the locally accepted dialects of Pashto and Dari and English in reverse as well as fit for the intended purpose.

The IFRC will perform quality review of the translated materials with an independent competent authorized language expert within the Region before acceptance and use.

Therefore, decision to select Service Provider(s) will be made based on the declaration of the independent language expert “that the translated material is fit for use in IFRC communications and its work” among other parameters.

4. Delivery time and Location(s)

Once Purchase Order (PO) is issued, IFRC will require the requested literature and materials to be completed within agreeable time as will be indicated in the Purchase Order to the IFRC offices indicated thereon.

5. Required documents.

5.1. List of Documents to be Provided by Service Providers.

Service Providers are required to submit the following documents together with their Bid Offers and or Quotation. Failure to provide these documents will result in non-award of PO:

No.	Description	Attached: Yes/No
1	IFRC General Terms and Conditions Annex 1 (to be Signed and Stamped)	
2	IFRC Supplier Registration Form in Annex 2 (to be filled, Signed and Stamped)	
3	Legal business license/registration/certificates of the bidding company	
4	Updated/latest Tax clearance certificates for the years 1400&1401 for the bidding company	
5	Attach Completed contracts to other Aid Organizations (INGOs, UN, Red Cross & Red Crescent Societies) as evidence and experience for providing Translation Services.	
6	Attach Bank Account details (bank solvency letter if possible) & Bank Statement(s),	
7	Duly Filled IFRC Pricing Format – Annex 4 (to be filled in signed and stamped)	

5.2. Translation Services Pricing Format

Service Providers are requested to submit the following Information:

- Unit Price of each Word of a Document
- Net price after deduction of any discount
- Full specifications of the Language of Translation (Dari to Pashto)
- Payment terms and discounts, if you do not concur with IFRC standard payment terms, please state your terms.

5.3. Format

The Bidder's offer shall comprise of all the documents requested by IFRC, price and cost Schedules in the Pricing Matrix/Annex together with all supporting documents in sealed envelope, indicating the **reference #** (Number) above.

6. The following is the time schedule that IFRC seeks:

RFQ Launch Date	23 rd of July 2024
Deadline for seeking clarifications	29 th of July 2024, 16:00 pm
Deadline for submission of sealed bid	31 st of July 2024, 14:00 pm

7. Partnership Conference

Selected Service Providers will be invited to IFRC Afghanistan Country Delegation Office inside the Afghan Red Crescent Society, ARCS Compound, Kabul, Afghanistan, to present their experience in translation work in Afghanistan. This will be a good opportunity to present your capacity to undertake huge translation services at sometimes short timelines.

8. Clarifications

Prospective Service Providers are required to read carefully the RFQ, Annexes and Requirements to ensure they respond fully to the IFRC Requirements. Failure to provide required information and or documentation and or adhere to the Terms and Conditions of this RFQ may result in disqualification from the Tendering process.

9. Sample Submission

Shortlisted Service Providers will be requested to submit translated samples

10. All or none clause:

The IFRC reserves the right to accept or reject any or all offers, and the lowest bid is not a guarantee for award. The IFRC reserves the right to cancel this tender Process all together, at any time without giving any reason to any bidder.

Failure to comply with any of the above requirements may lead to rejection of any bid. The Federation reserves the right to negotiate with any of the Service Providers or other Companies in any manner deemed to be in the best interest of the Federation. It also reserves the right to negotiate and award separate or multiple contracts for the elements covered by this RFQ. It may combine as it may deem appropriate, at its sole discretion; modify or exclude any considerations, information, or requirements at any stage of procurement process, including during negotiations with Service Providers or bidders.

Service Providers must provide all required information, clearly and fully respond to all requirements contained in this RFQ. Offers that do not fully and comprehensively address the RFQ may be rejected. Bid documents should be fully prepared and organized according to the guidelines provided. All Pages and Papers forming the Bid Document must be Bound with Spiral Binding as one document. Loose papers and or documents are not encouraged.

The Federation's Standard Terms of Payment are Payment within 30 days upon satisfactory delivery, acceptance, Receipt and Signature of Delivery Note and or Goods Received Note, and presentation of an Original Invoice. Bidders are required to clearly specify in their offers, their preferred Terms of Payment, if different from those of IFRC.

11. Guidelines for Submission of offers.

Service Providers are requested to submit their Bid Offers, together with all Annexes, Price Quotation and Business Licenses as well as documents listed under *Article 7* to the IFRC Afghanistan Country Delegation Office located in the below address.

The Complete Sealed Package of documents above must be addressed and delivered at the listed IFRC Address on or before the deadline of **31st of July 2024, at 14:00 hrs. (Kabul, Afghanistan time):**

Ref#: 4056/LOG/AFCD/2024 – Translation of First Aid Guidelines from Dari Pashto

**The Local Committee of Contracts, LCoC
The International Federation of Red Cross and Red Crescent Society, IFRC Inside
the Afghanistan Red Crescent Society Compound
Afhsar-i-Selow, Qargha Road, P.O. Box 3039;
Kabul, Afghanistan**

Offers not addressed and referenced as above will not be accepted.

Any offers submitted after the deadline will be rejected. Submission of offers other than in the manner stated above will be rejected.

The Bid Offer must contain the date, signature, name, telephone, title, email, and mailing addresses of the bidding company.

The Bid Offer must include Terms of Payment including prompt payment discounts, if any.

All Bids must be submitted in English language only.

Bid Offers must be written on the bidding Company's Letter Head, clearly identifying your company with a Signature and Stamp.

The IFRC may at its discretion decide to extend the deadline for submission of bids, by notifying all prospective bidders simultaneously.

12. GENERAL CLAUSES:

Except where expressly varied, IFRC Terms and General Conditions attached hereto will apply (Annex 1).

Should your offer be accepted, you will be required to sign and return a formal agreement conforming your acceptance.

The IFRC reserves the right to conduct regular market assessments during the duration of the Framework Agreement to ensure it always receives the best and most competitive prices.

The Service provider is encouraged to maintain accurate and correct records in connection with the translated materials to be supplied to the IFRC.

13. LIQUIDATED DAMAGES:

To ensure prompt implementation of its activities, IFRC will apply a penalty of 0.5% per day up to a maximum of 5 % of the DAP (INCOTERM 2020) value of each purchase order for delays in delivery.

14. PRICE VALIDITY

Your offer must remain valid for a period of **60 Days** from the date of opening of the quotation, before which a Purchase Order, if placed should be accepted by you.

15. PRICE CHANGES

During the 60 days period, there will be no changes in the prices of the translation services. Where there are adverse conditions to necessitate this, IFRC and the Service Providers will agree on a considerable adjustment to the ensuing agreement after a market survey.

16. TRANSPORT COSTS

The quoted price should be inclusive of all costs up to the locations stated above.

17. TAXATION:

The Service Providers shall be responsible to clear all their tax obligations under the issued contract from the Afghanistan Government.

18. FEDERATION GENERAL TERMS AND CONDITIONS

The IFRC General Terms and Conditions attached hereto as *Annex I*, will apply to this Tender Process and the ensuing Framework Agreement. By submission, a bidder confirms acceptance of the general terms and conditions by the Service Providers.

19. The IFRC PAYMENT TERMS

The IFRC prefers Bank Transfer within 30 days after satisfactory receipt of Translated Materials and relevant shipping documents in good order. Bidders are encouraged to state their terms of payment.

20. TERMINATION

The IFRC reserves the right to terminate the Agreement without giving any reasons for doing so. The Agreement can also terminate naturally upon expiry.

21. SUPPLIER REGISTRATION FORM:

Service Providers must be registered with IFRC. Please fill in the supplier registration form Annex 2 and return it with your Bid offer.

22. DELIVERY AND TRANSPORTATION MEANS

Bidders should consider the quality of the means for delivery and transportation of the translated materials. The chosen delivery means, and system should be in line with the type of the materials.

23. DOCUMENTS

The following documents will be required at the time of Delivery of the Translated Materials:

- Commercial Invoice
- Delivery Order
- Delivery Note
- Service Completion/Goods Received Note (to be issued by IFRC)
- Any other document as required in the relevant purchase order.

Distribution of documents will be confirmed in the Framework Agreement.

24. MARKINGS

- Marking shall be defined at each Purchase Order, if any.

25. QUALITY ASSURANCE

All translated materials will be subject to verification by IFRC, prior to final acceptance. Acceptance will be subject to verification of the translated materials. The IFRC reserves the right to inspect, accept or reject acceptance of the translated literature and or materials, where they do not conform to the terms and conditions stipulated in the final Purchase Order.

26. NON-CONFORMING TRANSLATED LITERATURE & MATERIALS

Once translated materials have been received, IFRC reserves the right not to accept the batch, if any product and or particulars are found to be non-conforming during the inspection process. All costs associated with visual or inspections which are found to be non-compliant will be borne by the Service Providers including the associated penalties as a result of the non-compliant materials.

27. CODE OF CONDUCT CLAUSE:

Service Providers selected and contracted under the ensuing Framework Agreement will be required to read and sign the IFRC Code of Conduct. Any violations of the Code of Conduct during the FWA period will be grounds for discontinuation.

28. 34. SAFE CALL:



At any time during the bidding process, Service Providers are encouraged to report any alleged misconduct or integrity incident, such as corruption, fraud, sexual exploitation and abuse, harassment, unethical behaviour, child abuse, security incident, information security or staff health incidents - online on <https://ifrc.integrityline.org>, send an email to speakup@ifrc.integrityline.org, or call ([Phone List](#)).

29. 1.1. MODIFICATION AND WITHDRAWAL OF BIDS

No modification or withdrawal of any bid shall be allowed after submission and deadline date. Service Providers who decline to accept any contractual agreements upon notification of award will be removed from the list of Service Providers to IFRC. This information may also be shared with other Red Cross Red Crescent Societies working in Afghanistan and the Region.

Thank you and wish all the best in the bidding process.

The Supply Chain Department

Date: 23rd of July 2024

Place: Kabul, Afghanistan

Email: abdulfatah.hamidi@ifrc.org

Enclosures:

Annex - I / IFRC General Terms and Conditions for service

Annex - II/ Pricing format

Annex - III/ Standard Acceptable Quality Limit and Penalties Plan

Annex - IV / Supplier registration form

Annex - V/ Declaration of Undertaking Terms of Reference.