# Request for Quotation (RFQ)

Independent Joint Anti-Corruption Monitoring and Evaluation Committee (MEC) invite **Translation Companies** as well as **Individual Professional Translators** to provide their quotation for Translation Services **English** into **Dari** with high translation quality. This contract is for one year with possibility of extension. This is a need based contract and the winners will be assigned translation job only when and if there is a need for such a service.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| MEC-2018-009 | | | | | Solicitation No | |
| **Translation 1:**  Translation of various documents from **English** into **Dari**. The required translation service should be of high standard. The translation company or Individual Professional Translator will be responsible for translation and proof reading of the document according to MEC translation standard. Also it’s the translation company / Individual Professional Translator responsibility to make sure appropriate terminology is used and the quality of translation is up to required standard.  Responsibilities   * The translator is mainly responsible for translating documents from English to Dari. The documents are confidential and important, often containing legal terminology. * The translator will be required to deliver high-quality translation, regularly under tight deadlines. * The majority of letters and documents received must be translated in a timely manner for Committee or team members, and may require some overtime work.   General Provisions  Submission of a Quotation shall be deemed as an acknowledgement by the Proposer that all obligations stipulated by this RFQ will be met, understood and agreed. MEC hereby solicits Quotations in response to this RFQ. Proposers must strictly adhere to all the requirements of this RFQ. No changes, substitutions or other alterations to the rules and provisions stipulated in this RFQ may be made or assumed unless it is instructed or approved in writing by MEC in the form of Supplemental Information to the RFQ.  Any Quotation submitted will be regarded as an offer by the Proposer and does not constitute or imply the acceptance of any Quotation by MEC. MEC is under no obligation to award a contract to any Proposer as a result of this RFQ.  Proposers may request clarifications of any of the RFQ documents no later than the closing date prior to the proposal submission date via email add ([jobs@mec.af](mailto:jobs@mec.af)). Any request for clarification must be sent in writing via email to MEC. MEC will respond in writing via email only to the Proposer who requested clarification. MEC will endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of MEC to extend the submission date of the Proposals, unless MEC deems that such an extension is justified and necessary.  At any time prior to the deadline of Quotation submission, MEC may for any reason, such as in response to a clarification requested by a Proposer, modify the RFQ in the form of a Supplemental Information to the RFQ. In order to afford prospective Proposers reasonable time to consider the amendments in preparing their Quotations, MEC may, at its discretion, extend the deadline for submission of Quotations, if the nature of the amendment to the RFQ justifies such an extension.  The Proposer shall bear any and all costs related to the preparation and/or submission of the Quotation, regardless of whether its Quotation was selected or not. MEC shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.  The Quotation, as well as any and all related correspondence exchanged by the Proposer and MEC, shall be written in the English, Dari, or Pashtu language/s. Any printed literature furnished by the Proposer written in a language other than the language indicated in this paragraph, must be accompanied by a translation in the preferred English, Dari or Pashtu languages. For purposes of interpretation of the Quotation, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language shall govern. Upon conclusion of a contract, the language of the contract shall govern the relationship between the contractor and MEC.  All prices shall be quoted in the currency indicated either in USD or AFS. However, where quotations are quoted in different currencies, for the purposes of comparison of all Quotation: a) MEC will convert the currency quoted in the Quotation into the MEC preferred currency, in accordance with the prevailing Da Afghanistan Bank’s rate of exchange on the day of bid opening; and b) In the event that the Quotation found to be the most responsive to the RFQ requirement is quoted in another currency different from the MEC’s preferred currency, then MEC shall reserve the right to award the contract in the currency of MEC’s preference, using the conversion method specified in this paragraph.  All the Quotations shall be signed and stamped by the authorized signatory of the Proposers.  MEC will open the Quotations in the presence of an ad-hoc committee formed by MEC of at least two (2) members and the Proposers. The Proposers’ names, address, phone number, email address shall be written on the envelope. No Quotation shall be rejected at the opening stage, except for late submission, for which the Quotation shall be kept unopened in the MEC’s filing system.  MEC will inform the Proposer by phone call and email. Absence of the Proposers in the bid opening session will disqualify their Quotations.  Other conditions and requirements, rather than those mentioned in this RFQ, are going to be regulated in the Service Agreement Contract with the winning company.  **Qualifications:**   * The translation company should have valid government registration license. In case of individual Professional Translator it is not required. * The Individual Professional Translators, who are not having the required license from the government, will be under the conditions of 7% tax deduction under Afghan Income Tax Law. * Both the Company and Individual Professional Translator can submit their RFQ for English to Dari Translation. * The biding company / Individual Professional Translator should have proven high standard translation experience. * The biding Company / Individual Professional Translator should be able to accomplish the task within the given time period for each request. * The biding Company / Individual Professional Translator should be flexible to work on the weekend, if required. * The bidders should provide samples of their work along their quotations and bidding. * MEC will further conduct a written test for the bidding companies / individuals. * The Companies or Individual Professional Translator will be asked to participate in a written translation test either in the MEC’s Office or remotely from their duty station inside or outside the country. | | | | | Contract Name | |
|  | | | | | Solicitation Issue Date | |
| Monday, May 14 , 2018 | | | | | Bid Opening Date | |
| Tuesday, Jun 05, 2018 | | | | | Bid Closing Date & Time | |
| 15 June | | | | | Contract Award Date | |
|  | | | | | NTP | |
| One year | | | | | Period of Contract | |
| The quotation in hard by sealed envelope or by email should be received by MEC no later than close of business, (May 31, 2018).  If you want to send a quote by email: Please address it to [Jobs@mec.af](mailto:Jobs@mec.af) with subject reading as: | | | | | Submission of Bid | |
| Independent Joint Anti-Corruption Monitoring and Evaluation Committee (MEC)  You are kindly requested to submit a quotation to MEC to the following address  Masjid-e-Herati St. rear side of Kabul bank, Shahre Naw  Kabul, Afghanistan  0795 102 736 or by email  [jobs@mec.af](mailto:jobs@mec.af) | | | | | Issued By:  And  Delivered To: | |
|  | | | | | Name of the Company | |
|  | | | | | License No | |
|  | | | | | Mailing Address | |
|  | | | | | Email Address | |
|  | | | | | Phone No | |
|  | | | | | Website | |
| **SCHEDULE OF SUPPLIES/ SERVICES** | | | | | | |
| **Amount** | **Unit Price/word** | **Unit** | **Qty** | **Item / Service Name and Specification** | | **Item No** |
|  |  |  |  |  | |  |
|  |  |  |  |  | |  |
|  | Based on the Afghan Tax Laws and Regulations. | Contractor tax |  |  | |  |
|  | | **Total** | | | | |

**Note:** The high quality translation & Lowest Priced Company/ individual professional translator will be asked for interview and further negotiations. In addition please attach your company profile, past experience, and copy of updated license**. (In case of individual professional Translator it is not a requirement)**

**Late bids will be rejected.**