

Inquiry form

Request for quotation: Translation of the English version of the Oil and Gas curriculum and module hand book to Dari

for the GIZ Project Academic Mining Education in Afghanistan (AMEA)

Date: 09 -21.02.2019

No.	Specifications	Unite	Price.
1	<p>1. Scope of work</p> <p>The contractor shall translate the English version of the Oil and Gas curriculum and module hand book precisely to Dari. As each word of the document was discussed jointly by Afghan and international experts and professors, the highest accuracy and perfection is expected from the translator regarding translation as well as layout. The contractor shall keep in mind that the result of his/her work it will be used for approval by the authorities and for the studies of the Afghan youth, evtl. his/her own or his/her relatives children will be educated according to this version of the curriculum and handbook.</p> <p>2. Tasks of the Service Providers</p> <p>The contractor will translate the English version of the Oil and Gas curriculum and module hand book to Dari and must be sensitive for:</p> <ul style="list-style-type: none"> • Ensure highest quality of work <ul style="list-style-type: none"> ○ Ensure excellence of translation including proper vocabulary, syntax, expression, and grammar as well as relevant professional terminology with less than 5 mistakes per page. ○ Ensure precisely the same layout of original and translated document (therefore both word and pdf document are transferred to the contractor) ○ Ensure that no typographical, spelling or grammar errors are left in the final text. • Ensure the timely delivery of the translation <p>The contractor has to submit the translation on the agreed-on date in the agreed-on quality.</p> <p>In the case of any error or omission in the translation, it shall be the responsibility of the service provider to review and finalize the services to the satisfaction of the client (AMEA project). The following procedure to ensure quality will be implemented: Each page will be checked for any layout mistakes and a random sample of pages will be checked by experts for mistakes in translation. (any change in the layout, e.g. different arranged columns or cells of a table even any wrong number will be considered as mistake). If these experts find more than 5 mistakes either layout or translation per page in average the contractor will get one chance to improve the complete document within maximum 3 weeks after notification of the failure and guarantee that less than 5</p>	Page	

	<p>mistakes per page are found in the improved version. However, this will be considered as delay and fined with a reduction of 15% of the contract value. This improved version will be checked again. If more than 5 errors per page are found in a random sample, the work will be considered as being not done and no payment will be done at all.</p> <p>Any delay will be considered as partial failure. 1-7 days delay will decrease the contact value to be paid by 2,5%. 8-15 days delay will decrease the amount to be paid by another 3,5% (in total 6% 16-21 days delay will decrease the amount to be paid by another 4% (in total 10%). A delay of more than 21 days will be considered as not fulfilling the contract at all.</p> <p>3. Qualification of the translator (CV has to be handed in)</p> <ol style="list-style-type: none"> 1. Excellent English and Dari language skills 2. Work experience in translation of academic texts for a university, MoHE or international company documented by two (2) samples and two (2) references email and mobile number) 3. Working or study experience abroad with the need to communicate in English (documented by company or university) 4. Bachelor's degree in Oil and Gas Engineering from an Afghan university (documented) 5. Graduate of Kabul Polytechnic University would be an asset; (documented) 6. Master's degree in Oil and Gas Engineering studied in English would be an asset (documented) 7. Profound knowledge of MS. office <p>4. Work Results (Deliverables) and Timeframe</p> <p>The translation of the Oil and Gas curriculum & module hand book to Dari has to be submitted as Microsoft Word and as PDF file to Mr. Haidary, Mr. Yaqubi & Mr. Steger (khan.haidary@giz.de ali.yaqubi@giz.de and kai-uwe.steger@giz.de)</p> <table border="1"> <thead> <tr> <th>Document</th><th>Pages</th><th>Due date</th><th>Delivery</th></tr> </thead> <tbody> <tr> <td>Oil and Gas curriculum and module hand book in English to be translated to Dari</td><td>135</td><td>Latest 30 working days after signing of contract</td><td>By email as MS Word (doc or docx) & pdf files</td></tr> </tbody> </table>	Document	Pages	Due date	Delivery	Oil and Gas curriculum and module hand book in English to be translated to Dari	135	Latest 30 working days after signing of contract	By email as MS Word (doc or docx) & pdf files		
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Oil and Gas curriculum and module hand book in English to be translated to Dari	135	Latest 30 working days after signing of contract	By email as MS Word (doc or docx) & pdf files								

Note:

- The offer should send in sealed envelope to GIZ/PCP Office (GIZ-PCP office, Qala –e-Fatullah, main street, behind Madina Bazar, between street 1st and 2nd, Kabul Afghanistan).
- The offer should be for the original products.
- The validity of the offer should be included or it will be counted for 30 days.
- The offer should be signed & stamped in a sealed envelope.
- The company must have an official bank account or will pay by checque through bank.

Date: Sign & stamp of company/store: -----