For Goods:
The Aga Khan Agency for Habitat, Afghanistan invites Bids for the provision of the below listed translation services in accordance to below described terms and conditions on retaining basis. Translation services will be requested for translations in English, Dari and Pashto. Please note, this is not an exhaustive list of services to be requested from the vendor.

<table>
<thead>
<tr>
<th>Examples for translation</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 AKAH Communications material (e.g. newsletters, etc.)</td>
<td>2,000+ words</td>
<td>2-12 pages</td>
</tr>
<tr>
<td>2 AKAH Success Stories and Case Studies</td>
<td>500+ words each</td>
<td>1-2</td>
</tr>
<tr>
<td>3 AKAH Core briefs, reports</td>
<td>1,000+ words</td>
<td>1-2</td>
</tr>
<tr>
<td>4 Training materials (e.g. manuals, booklets, presentations etc…)</td>
<td>10,000+ words</td>
<td>10-70 pages</td>
</tr>
<tr>
<td>5 Tender notices, announcements, contracts, letters, etc.</td>
<td>500+ words</td>
<td>1-4 pages</td>
</tr>
<tr>
<td>6 Simultaneous translation for official events (workshops, seminars, trainings, and meetings if required)</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>

Delivery Location: **AKAH Office, Kabul, Afghanistan**  
Contract Durability: **6 months**

Terms and conditions:
- The retainer translation company should have a business license from the Government of Afghanistan  
- The retainer should be committed to delivering high quality work in a timely manner  
- The retainer should have more than 8 years of translation experience with international organizations in Afghanistan  
- It should be able to translate documents in high standard from English to Dari/Pashto and vise versa, as required.  
- The retainer should be able to provide high quality samples of its translation work with other INGOs to AKAH  
- AKAH may sign a contract with the retainer company every 6 months basis or as needed; extension of the contract will be based on the quality of the work delivered to AKAH.  
- AKAH may terminate/end the contract at any time if poor quality translation are delivered.  
- The retainer company will need to diligence follow the instructions of AKAH Communications Unit member and would need the sign-off of Communication Unit’s before implementing services  
- AKAH will not pay for materials not meeting the standards as set and agreed by the AKAH Communications Unit  
- The retainer should feel ownership of the materials while translating/reviewing the materials  
- All materials shared by AKAH with the retainer company should be kept confidential and shall not be shared with any third party without written consent of AKAH  
- Prices should be inclusive of all taxes, etc.  
- Valid account number and bank card would be required should the vendor be selected  
- Payment by the Owner will be through bank transfer only  
- Questions or clarifications can be submitted via email to wali.shahizada@akdn.org; esaaq.muqbel@akdn.org or at the Pre-Bid meeting.
Pre-Bid Meeting: Interested companies are invited to attend a pre-bid meeting to be held on on March 15th, 2020 from 2:00pm to 4:00pm, in AKAH office, House# 372, Qala e Fatullah, Street 10, District 10, Kabul, Afghanistan

Bid Opening Meeting: Interested companies must attend the Bid Opening meeting on March 18, 2020 at 2:00pm at House# 372, Qala e Fatullah, Street 10, District 10, Kabul, Afghanistan

Deliverables:
• All Bids must be submitted in a sealed envelop no later than March 15, 2020 by 4:00pm