



TAITA TAVETA UNIVERSITY
P.O.BOX 635-80300, VOI, KENYA
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REQUEST FOR PROPOSAL (RFP)

FOR

TRANSLATION CONSULTANCY SERVICES

TENDER NO: TTU/RFP/02/2020-2021

CLOSING DATE: Thursday 25th March 2021 by 11:00 a.m. (EAT).

SECTION I - LETTER OF INVITATION

Taita Taveta University invites Request for Proposals (RFP) for TRANSLATION CONSULTANCY SERVICES

Completed tender documents are to be signed, stamped and scanned, marked with tender name and reference number and send to email; procq@ttu.ac.ke so as to be received on or before Thursday 25th March 2021 by 11:00 a.m (EAT).Tenders will be opened immediately thereafter.

Yours sincerely,

Simon K. Ndiwa
HEAD OF PROCUREMENT
FOR: VICE CHANCELLOR

REQUEST FOR PROPOSAL FOR TRANSLATION CONSULTANCY SERVICES

Taita Taveta University (TTU) invites Request for Proposal from Service Providers for the provision of Translation Services. TTU intends to procure **Chinese-to-English** translation services and vice versa on an as-and-when-required basis. The texts to be translated are of a general or specialized nature dealing with TTU's academic activities and work programmes. The translation services shall be provided for two (2) years as of the contract date, and the contract will include an option allowing it to be extended for a further one (1) year under the same terms and conditions.

Nature of the Service Required

Scope

Service Providers shall clearly demonstrate their capability to provide high quality translation to Chinese and English languages as required from time to time. A significant volume of translations required by TTU related to Legal documents, correspondence with Chinese partners, Minutes with partners, Notices, Decisions, Letters, Advocacy Materials, etc. The bulk of the documents will invariably be typed in Chinese and made available in electronic format to the service provider to be translated to English. Service Providers may be required to be physically present during meetings with partners.

Expected Deliverables and Work Outputs

The firm will produce the following outputs:

1. Act as a Lead Interpreter on both physical and virtual interaction by TTU officials with Chinese partners.
2. Be readily available either physically or virtually when required from time to time on the need basis to support TTU officials in their day to day work.
3. Read/Listen to material in Chinese, ascertain the understanding of the meaning and context of that material, and converts it into English language, making sure to preserve the original meaning.

4. Engage and expound on the technical areas in which Chinese partners conduct activities depending on complexity of the assigned work.
5. Collaborate with TTU staff and its partners to ensure consistent messaging and flow of information.
6. Offer translation or Interpretation services on short notice based on the urgency of the matter.
7. Translate document within specific duration of time as required by TTU and Chinese partners.

Note: Once awarded, there shall be no alteration of the personnel indicated in this proposal for undertaking the consultancy without the express written concurrence of Taita Taveta University.

Responsibilities of the Consulting Firm

The firm awarded the consultancy will be responsible for carrying out the tasks outlined in the ToRs and ensure the delivery of the stated outputs within the agreed budget and timelines.

Applicable Currency

All financial information shall be provided in Kenyan currency.

Evaluation Criteria

A) Mandatory Requirements (Must attach)

1.	Copy of KRA PIN Certificate	
2.	A valid Tax Compliance Certificate	
3.	Certificate of Incorporation/Registration	
4.	All pages of the Tender document should be serialized	

B) Technical Evaluation

No	Requirements	Criteria	Marks
1	Company Profile of the firm	Submit a one page document explaining suitability for the work	10
3	Experience	Submit List of previous similar/related assignments (attach documentary evidence in form of running contracts, LSOs and completion certificates) <i>(6 marks for each Client to a maximum of 30 Marks.)</i>	30
3	Recognized Certification	Hold an internationally recognized certification or national equivalent <i>(30 marks)</i>	30
4	Human Resources Capacity	Provide a list and brief profiles of individuals that will undertake the Consultancy indicating their specific roles. <i>(5 marks each)</i>	30
Total Marks			100

Notes: Only applicants that meet the minimum score will have their financial proposal evaluated

1. The minimum technical score required to qualify for financial evaluation is 60 marks.
2. The method of selection is: Quality and Cost Based Selection (QCBS).

FINANCIAL PROPOSAL

Notes on preparation of Financial Proposal

1. The Financial proposal prepared by the consultant should list the costs associated with the assignment. These costs normally cover remuneration for staff, subsistence, transportation, services and equipment, printing of documents, surveys etc as may be applicable. The costs should be broken down to be clearly understood by the procuring entity.

2. The financial proposal shall be in Kenya Shillings or any other currency allowed in the request for proposal and shall take into account the tax liability and cost of insurances specified in the request for proposal.
3. The financial proposal shall be prepared using the Standard Forms provided in this part.
4. The financial proposal should break down the cost for each of the consultancy years sought on this consultancy.

FINANCIAL PROPOSAL STANDARD FORMS

1. FINANCIAL PROPOSAL SUBMISSION FORM

_____ [Date]

To: _____

[Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for _____ in accordance with your Request for Proposal dated (_____) [Date] and our Proposal. Our attached Financial Proposal is for the sum of (_____)
[Amount in words and figures] inclusive of the taxes.

We remain,

Yours sincerely,

_____ *[Authorized Signature]*

:

_____ *[Name and Title of Signatory]:*

_____ *[Name of Firm]*

_____ *[Address]*

2. SUMMARY OF COSTS

Costs	Currency	Amount(s)
Subtotal		
Taxes		
Total Amount of Financial Proposal		_____