



INTERNATIONAL NGO SAFETY ORGANISATION
Analysis & Advice for Humanitarians

1 November 2023

Request for Quotation

The International NGO Safety Organisation is issuing this RFQ to invite suitable bidders to submit bids for the procurement of:

Translation from English to Dari and English to Pashto of Safety Management Training Course

RFQ No: **[AFG/498/KBL/23]**

Critical Dates:

RFQ Issuing Date: **[November 01, 2023]**

RFQ Closing Date: **[November 15, 2023]**

Confidentiality Statement

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1. Background

The [International NGO Safety Organisation \(INSO\)](#) is a non-profit humanitarian organisation providing dedicated safety support services to the NGO community in Afghanistan since 2011.

INSO is exclusively funded by institutional donors and provides a range of services to NGOs in more than 16 countries operating in conflict-affected areas, including security information and advice, training, and crisis management support.

The INSO vision is a strong, safe, and empowered humanitarian community able to deliver aid to vulnerable individuals in the world's most challenging contexts with the minimum of risk to their staff, partners, and beneficiaries.

The INSO mission is to work on the ground alongside NGOs to provide them with comprehensive, high quality, real time and relevant information, analysis, alerts, and advice on the local safety conditions, along with practical support, training and assistance that improves their situational awareness and supports informed decision making and crisis response.

2. Tender Requirements

INSO requires a translation of an English Safety Training Course Package in both Dari and Pashto.

Translation to be done in PowerPoint, Word and Excel, and must be mindful of formatting and layout between the languages.

3. Detailed Requirements

The English course package (Safety Management Training) is made up of roughly 15,000 words on 28 PowerPoint slides, 11 Word documents, and four excel document. The translation of the English course package to Dari and Pashto respectively would result **in two full course packages** and therefore equivalent in cost. INSO is seeking completed translation in both languages five weeks from the start date of assignment.

The translator should have strong competencies with computers and be able to demonstrate consideration for formatting and layout between translations, adhering to INSO templates, colors, spacing, etc. It is essential that the translator is familiar with the work of humanitarian aid organizations in Afghanistan and has a strong understanding of humanitarian thematics, such as International Humanitarian Law, Humanitarian Principles, the concept of "Do No Harm," risk analysis, safety and security necessities, etc.

The translator will work in consultation with the Training Team Officers in-person to ensure complete understanding of the English content to be translated. Gender constraints will be managed accordingly, and we encourage women to apply.

INSO can provide a laptop for the duration of the contract, however it is preferred the translator uses their own, inclusive of translation software. INSO will not provide translation software if the translator does not have it.

4. Bid Submission Requirements

Bid Validity

All bids must be valid for 30 (thirty) days. The bid validity period must be stated in the financial proposal.

Bid Documentation Requirements

Applicants should send CV with relevant translation experience and translation samples (please include English-Dari and English-Pashto samples for our review) and include an estimate of their fee per package in the timespan allotted (five weeks for both packages). Additionally, applicants should include a reference from translation done for another entity in the past. Shortlisted applicants will be tested at the INSO offices in Kabul. (Gender constraints will be managed accordingly and we encourage women to apply.)

The Bid is to include Financial Proposals with costs see Annex A.

- ✓ The price should be quoted excluding VAT, but if VAT is charged, the percentage must be stated in the proposal.
- ✓ All bids must be in AFN
- ✓ The Financial bid must state that the bid validity is at least thirty (30) days

All bid documents must be saved in pdf file and attached to the bid email.

Bid Submission Deadline

The tender closes at 23:59 CET on [November 10, 2023].

Bids received after this time will not be accepted or evaluated.

Tender Questions and Answers and Notice of Intention to submit a Bid

Please send an email to the address below advising us of your intention to bid.

Ops.manager@afg.ngosafety.org and Training.manager@afg.ngosafety.org

Any request for clarification regarding the RFQ or questions on the RFQ must be sent to the above email address. All questions and answers will be shared with all bidders.

No other method of bid submission or sending to another INSO email address will be accepted.

5. Tender Evaluation Process

A Tender Evaluation Committee will open all bids and apply the following process:

- ✓ Administration Compliance check: to ensure all tender requirements have been complied with, and all required documentation has been received.
- ✓ Technical Evaluation: A comprehensive evaluation of all Technical Proposals received against the criteria stated in Part 2 'Tender Requirements' and Part 3 'Detailed Requirements'.
- ✓ Financial Evaluation: A comprehensive financial evaluation of only the Technical Proposals deemed acceptable at the Technical Evaluation stage.
The Financial evaluation is based on the Financial Proposal and the criteria that will be applied is 'best value for money' for the venue that best fits the detailed requirements.

Notification of Tender Result

All bidders will be informed of the outcome of their proposal within twenty (20) calendar days of the tender closing date.

ANNEX A**FINANCIAL PROPOSAL for RFQ No:****Bidders Name:** ()

The above company hereby submits the following bids in relation to the INSO RFQ No:

No.	Description	Unit of Measure	Quantity of Units	Unit Price	Total Price
1.	Translation of Safety Management training document from English to Dari	Word	15,000		
2.	Translation of Safety Management training document from English to Pashtu	Word	15,000		
			Sub- Total (AFN):		
			VAT		
			Grand Total (AFN):		

I hereby certify that the above submitted bid prices are valid for a period of thirty (30) days.

Signature: _____

Name: _____

Position: _____

Date: _____

(Company Stamp)