

REQUEST FOR PROPOSAL

ANNEX I REQUEST FOR PROPOSAL

1. Scope of Work

The service provider will be required to:

- Translate documents from English into Burmese.
- Ensure translations are accurate, clear, and consistent with legal and humanitarian terminology.
- Deliver documents electronically.
- Translate both standard documents and sensitive content.

2. Proposal Guidelines

Vendors must include the following in their proposals:

- **Technical Proposal**
 - Executive Summary: A brief overview of the organisation and understanding of the scope of work.
 - Company Profile: Information on the organisation, relevant certifications, experience with translation services, and particularly in conflict/humanitarian contexts.
 - Proposed Solution: Detailed methodology for delivering high-quality English to Burmese translations.
 - Indication of tools or systems used to ensure consistency and quality.
 - Average turnaround time for documents (500, 1,000, and 5,000 words).
 - Details of quality assurance processes.
 - Translation sample: Burmese translation of the following sentence: "Persons taking no active part in the hostilities, including members of armed forces who have laid down their arms and those placed 'hors de combat' by sickness, wounds, detention, or any other cause, shall in all circumstances be treated humanely, without any adverse distinction founded on race, colour, religion or faith, sex, birth or wealth, or any other similar criteria."
 - Team Information: Names, roles, and qualifications of personnel involved in translation work.
 - References: References from at least two previous or current clients, ideally with work related to humanitarian/conflict settings.
- **Financial Proposal**
 - **Proof of Registration:** Valid registration of the company in Europe.
 - **Pricing Structure:**
 - Cost per word (CHF or working currency) for standard translation.
 - Any additional costs (e.g., urgent translation rates, formatting, etc.).
 - Explanation of the invoice and payment process.
- **Financial Capacity:** Brief statement or documentation demonstrating the ability to maintain services for the duration of the contract (e.g., previous contracts, bank statement, liquidity ratio, etc., if applicable).

3. Eligibility Criteria

This tender is open only to organisations legally registered and operating in Switzerland. Applications from entities based outside of Switzerland will not be considered.

4. Evaluation and Selection Process

The contract will be awarded based on the most technically sound proposal at the lowest price, considering the following:

- Quality and accuracy of the translation sample.



- Price per word.
- Average turnaround time.
- Capacity to handle translation requirements during the framework period.
- Sensitivity and experience working with conflict-affected content and contexts.

5. Terms and Conditions

Payments will be made upon satisfactory delivery and invoice submission, payment term 30 days net.

6. Confidentiality

All translations must remain confidential and will become the property of Geneva Call. Selected service providers will be required to sign a confidentiality agreement.

7. Third Party Performance Reviews and Audit

Performance Review. In addition to internal measures of performance, Geneva Call retains the right to require independent evaluation of Contractor performance. Geneva Call may, contract with independent third parties to audit the contract service levels. The Contractor will cooperate fully with any third-party audit and agrees that all information shared with Geneva Call may be shared with such third party contractor.

Financial Audit. Geneva Call requires the Contractor to retain all financial documents related to the costs and revenues of its account for the standard financial data retention period in the country of incorporation.

Proof of registration

1. Cost Breakdown:

- a. Provide a detailed cost breakdown, including all relevant expenses for the complete project.
- b. Breakdown costs by development phase or key deliverable.

2. Financial ratio company

Financial stability company

Liquidity ratio, debt-to-equity ratio, profitability ratios used to assess financial performance

3. Payment Schedule:

- a. Define a clear payment schedule aligned with key milestones and deliverables.

4. Additional Expenses:

- a. Identify any additional expenses that may arise during the project's lifecycle.

5. Budget Justification:

- a. Provide a brief justification for the proposed budget, explaining the rationale behind major cost items.

6. Management:

- a. Provide the resumes of the key members of the management team of the company.

8. The Contract

Term of Agreement. The Agreement resulting of this solicitation shall be for an initial period of one (1) year with the option to extend, at the sole discretion of Geneva Call, for an additional two (2) two-year period.



Termination Geneva Call may terminate the Agreement resulting from this solicitation, or any services under such Agreement, without prejudice to any other rights or remedies, by giving thirty (30) days written notice to the Contractor.

9. Disclaimer

The framework agreement does not guarantee a fixed volume of work.