



REQUEST FOR PROPOSAL (RFP)

NATIONAL AND INTERNATIONAL BIDDERS Liberian vendors are highly encouraged to apply	DATE: February 22, 2023
	REF: MOH CHWSPS TRANSs 3.23

The Ministry of Health is requesting proposals from reputable national and international vendors for expert translation services from English to Portuguese, Arabic, Spanish, and French (and vice versa) for the International Symposium for Community Health Program in Liberia from March 20–24, 2023 at the Ellen Johnson Sirleaf Ministerial Complex in Congo Town. The Symposium will facilitate the exchange of best practices for developing and sustaining community health programs, which will make achieving Universal Health Coverage practicable (UHC).

This historic and important event will bring together health practitioners and policymakers from Africa, Asia, Europe, Haiti, and America for a week. It is made possible with support from various partners, including UNICEF, USAID, Last Mile, Partners in Health Liberia, LLC, etc.

Proposals for the translation services may be submitted via email or delivered at the address below on or Before March 9th, 2023 4:30 pm.

Please read the instructions herein as well as the forms and annexes to submit a competitive bid.

Electronic submission:

Libsuppliesmonrovia@pih.org_gtc.2023.event@gmail.com with cc: adamewood@pih.org. The subject of the email should be: Translation Services for Global CHW Symposium

Physical delivery:

Partners In Health

Sophie Community, Opposite Africa Development Bank

Congo Town, Liberia

Please indicate: Proposal for Global CHW Symposium Translation Services on your bid package

Annex 1: GENERAL TERMS AND CONDITIONS

1. Proposal should be written in English and valid for a period of 90 days.
2. Ensure that your proposal reaches the addresses above on or before the deadline. Proposals that are delivered after the deadline for whatever reasons, shall not be considered.
3. The proposal that complies with all the requirements, meets all the evaluation criteria and offers value for money shall be selected and awarded the contract.
4. Any offer that does not meet the criteria shall be rejected.
5. Any discrepancies between the unit price and the total price shall be recomputed by the Ministry and the recomputed unit price and total shall prevail. If the vendor refuses the recomputed prices, the proposal shall be rejected.
6. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be considered by the Ministry after it has received the proposal. At the time of the award of the contract, the Ministry reserves the right to vary the quantity (decrease or increase) services by a maximum of 25% of the total offer without change in the unit price or other terms and conditions.
7. Any offer or contract that will be made as a result of the RFP shall be subject to these general terms and conditions. The mere submission of a proposal implies that the vendor accepts without question these General Terms and conditions in Annex 1.
8. The Ministry and or its partners shall not be responsible for nor bound to award any contract or responsible for any costs incurred by the vendor in the preparation and submission of the proposal regardless of the outcome of the selection process.
9. The Ministry and its partners encourage every vendor to prevent and avoid conflict of interest by disclosing to the Ministry if the vendor or any of its affiliates or personnel were involved in the preparation of the requirements, design, cost estimates, and any other information used in this RFP.
10. The Ministry and its partners have zero tolerance for fraud, and other proscribed practices and are committed to identifying, preventing, and addressing all such acts and practices in the procurement of goods and services. The Ministry and her partners agree to bring allegations of corrupt, fraudulent, collusive, coercive or obstructive practices arising in relation to this Agreement, of which any party has been informed or has otherwise become aware, promptly to the attention of the other party. Vendors are encouraged to report such acts to libseah@pih.org and can be assured of exclusive protection.
11. The Ministry and its partners commit to designing non-discriminatory procurement and contracting processes that are right-based, person-centered, gender-responsive and inclusive.

ANNEX 2: DESCRIPTION OF SERVICES

<p>1.0 Context of Services</p>	<p>Expert translation services in French, Spanish, Arabic, and Portuguese must be provided for international guests and dignitaries from over 6 countries. Translation services will begin immediately after the selection and confirmation of the successful bidder. Services shall include, but not be limited to, oral and written translation:</p> <p>a. Pre-Conference - translation of agenda, brochure, website content, virtual platform, letters, etc.) b. Conference (March 20th- 24th) - oral and content translations c. Post Conference- Final submission of all reports and translated documents</p> <p>The contractor must be available to support a dry run prior to the event and to troubleshoot equipment set up. It is expected that the contractor will advise on the most suitable translation style based on the size/structure of discussion rooms. Staffing support at registration and the event’s help desk is required throughout.</p>
<p>1.1 Implementing Agency</p>	<p>Government of Liberia, Ministry of Health</p>
<p>1.2 Person to Supervise the Work or Vendor</p>	<p>National Community Health Program (NCHP), Ministry of Health, S. Olasford Wiah, Director</p>
<p>1.3 Frequency of Reporting</p>	<p>Daily in the form of de-briefing</p>
<p>1.4 After-Event Report</p>	<p>Due 5 working days after the end of the event. Format to be discussed with implementing agency.</p>
<p>1.5 Location of Work</p>	<p>Congo Town, Ministerial Complex</p>
<p>1.6 Expected Duration of Work</p>	<p>2 Weeks</p>
<p>1.7 Target Contract Start Date</p>	<p>March 15, 2023</p>
<p>1.8 Contract Completion Date</p>	<p>March 26, 2023</p>
<p>1.9 Travels Expected</p>	<p>A Kick-off meeting will be held at the Ministry of Health and any travel agenda will be discussed.</p>
<p>2.1 Insurance Requirement</p>	<p>Not applicable to this contract</p>
<p>2.3 Detailed Implementation Schedule</p>	<p>Required as part of the proposal to be submitted by the vendor.</p>
<p>2.4 Names and Curriculum Vitae of persons who will be providing the translation services</p>	<p>Required. A maximum of four people with one quality assurance person.</p>
<p>2.5 Currency of the Proposal</p>	<p>United States Dollars or Liberian Dollars</p>
<p>2.6 Bids Opening Conference</p>	<p>The bids opening Conference will be held at the Conference Room of Partners in Health in Congo, Sophie Community on Friday, March 10, 2023, at 11:00 am prompt. All vendors or representatives are expected to be present.</p>
<p>2.7 Taxes</p>	<p>Applicable Taxes shall be applied according to the Liberian Revenue Code of 2000</p>
<p>2.8 Payment Terms</p>	<p>Strictly in line with the Terms of the Contract</p>
<p>2.9 Type of Contract</p>	<p>Service Contract</p>

3.1 Criteria for Contract Award	Highest Combined score. 60% Technical Offer and 40% price reasonability. Full acceptance of the terms and conditions in Annex 1.
3.2 Criteria for Proposal Assessment	<p><u>Minimum – 40%:</u></p> <ul style="list-style-type: none"> ▪ Be established as a legal entity – valid business registration ▪ Valid Tax Clearance Certificate ▪ At least 3 years of experience providing translation services ▪ History of previous performance. At least 3 referees are required. <p><u>Technical Proposal</u></p> <ul style="list-style-type: none"> ▪ Experience of the firm – 10% ▪ Methodology – 20% ▪ Qualifications of key personnel – 30% <p><u>Financial Proposal</u></p> <ul style="list-style-type: none"> ▪ Proposals with the lowest price among the proposals with strong technical and proven experience.
3.4 Liquidated Damages	10% of the amount of service will be deducted from the payment for each day of delay.
3.5 Terms of Reference and Work Packages	Will be shared as part of the contract award.
3.6 PSEAH	To be signed by the selected vendor