

Request for Proposals

Translation of the content for an e-Learning Course: Introduction to Asset Management in the water sector from English to Macedonian language

1. Introduction

The Network of Associations of Local Authorities of South East Europe (in the rest of the document referred to as "NALAS"), within the project "Asset management for water and sanitation infrastructures in South-East Europe", supported by the GIZ Open Regional Funds-Modernisation of Municipal Services (in the rest of the document referred to as "ORF MMS") requests proposals from interested individuals/companies for the provision of professional translation services to translate the content of the e-Learning Course on Introduction to Asset Management in the water sector *from English to Macedonian language*.

NALAS is a network of associations of local authorities of South Eastern Europe. It brings together 15 Associations which represent roughly 9000 local authorities, directly elected by more than 80 million citizens of this region. The NALAS Secretariat, based in Skopje, is responsible for the overall coordination and implementation of the activities.

2. Procurement information

NALAS intends to engage an individual/company that will provide professional translation services to translate the content of the e-Learning Course on Introduction to Asset Management in the water sector *from English to Macedonian language*. The translation of the products shall be completed by **18 April 2016**.

Companies/individuals are invited to submit offer for translation services as specified below:

- Translation of the content of the e-Learning Course on Introduction to Asset Management in the water sector *from English to Macedonian language*, up to 400 pages. The content includes mostly Word files, and Power Point Presentations.

3. Offers

The offer shall include:

- *Financial offer* for the services described, calculated by 1800 characters with spaces. For companies, the price should be stated before VAT and the total price including VAT expressed in EUR. For individuals, the net price shall be stated.
- *List of References* – list at least 5 projects in the area of local government, water and waste water issues. The list shall include: name of the organization, task performed, date and contact person.
- *3 Recommendations* from international organisations.
- *List of staff* to work on the task (for companies);
- *Detailed CV*.

The translators are expected to have an expertise in translating publications in the relevant topic and to ensure the accuracy and appropriateness of all translations. The company is responsible for ensuring quality of the entire document before submitting it to NALAS Secretariat, in the same format as the originally received files.

Offers must be submitted at info@nalas.eu before **16:00, at 4 April 2016**.

4. Deliverables

Translated materials in MS Word and Power Point files.

5. Technical Evaluation criteria

- Education: University degree, preferable in English language.
- Authorised translator/interpreter.
- Experience: At least 5 years of experience in translation/interpretation with international organizations. At least 5 projects in the area of local government, water and waste water issues.
- Language Requirements: Excellent command of Macedonian and English language.
- Advanced knowledge and skills of MS Office, including MS Word and MS PowerPoint is required.

6. Overall evaluation

The Evaluation Committee will evaluate the proposals based on the following criteria:

- 60% Technical evaluation criteria;
- 40% Financial Offer.

7. Terms of Payment

The payment will be done in after completing the task and submitting all deliverables.

8. Modification of Terms

NALAS reserves the right to modify the terms of the RfP at any time at its sole discretion.

9. Company's Expenses

Companies/individuals are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with NALAS.

10. Acceptance and Rejection of Proposals

NALAS may not necessarily accept the lowest priced proposal or any proposal. At its sole discretion, NALAS reserves the right to reject any or all proposals received and to accept any proposal which it considers advantageous, whether or not it is the lowest priced proposal. NALAS is not under any obligation to award a contract, and reserves the right to terminate the Request for Proposal process at any time, and to withdraw from discussions with all or any of the Consultants who have responded. NALAS reserves the right to accept the proposed offer in total or in part, to reject any or all offers, to waive any minor informalities, irregularities, or technicalities, and to accept the offer deemed most favourable to the Network.

11. Contract Negotiation

NALAS reserves the right to negotiate specific terms of the contract with the short-listed proponents prior to the final award of the contract. NALAS also reserves the right to negotiate specific terms of the contract with the Contractor as the contract progresses.

Thank you for your interest in submitting a proposal. It is hoped that the information provided is of value and should anything be unclear, please contact NALAS directly.