REQUEST FOR PROPOSALS (RFP)
PL/RFP/2012/O/019

For Simultaneous Interpretation services for
International Renewable Energy Agency (IRENA)
Abu Dhabi, UAE
Section 1: Letter of Invitation

Abu Dhabi, July 8, 2012

Dear Madam or Sir,

Subject: RFP for the provision of Simultaneous Interpretation services for IRENA

1. The International Renewable Energy Agency (IRENA) hereby invites you to submit a Proposal for Simultaneous interpretation services and possibly translation services, as per attached enclosed Terms of Reference (TOR). The purpose of this bidding is to conclude a Long Term Agreement (LTA) for a period of three (3) years. The successful bidder shall be contracted for this purpose for an initial period of one year. The contract shall be extended thereafter, upon satisfactory performance of each year and at the sole discretion of IRENA.

2. This RFP includes the following documents:

   Section 1 – This Letter of Invitation
   Section 2 – Instructions to Proposers (including Data Sheet)
   Section 3 – Terms of Reference (TOR)
   Section 4 – Proposal Submission Form
   Section 5 – Documents Establishing the Eligibility and Qualifications of the Proposer
   Section 6 – Technical Proposal Form
   Section 7 – Financial Proposal Form
   Section 8 – General Terms and Conditions (attached herewith)

3. Your offer comprising of a Technical and Financial Proposal, in separate sealed envelopes, should be submitted in accordance with the Data Sheet.

4. You are kindly requested to submit an acknowledgment letter and your company’s intent to submit a proposal to IRENA via the following email procurement@irena.org or the following addressee and location:

   Luay Shalkhoub, Chief Procurement Officer
   International Renewable Energy Agency
   IRENA Secretariat, C67 Office Building, Khalidiyah (32nd) Street
   Abu Dhabi, United Arab Emirates
   RFP: Simultaneous Interpretation services

5. Should you need further clarification, kindly communicate with the contact person indicated in the attached Bid Data Sheet duly assigned to handle all queries for this RFP.

6. We look forward to your Proposal and thank you in advance for your interest in IRENA procurement opportunities.

Yours sincerely,

Ali Nimer
Acting Director of Administration and Management Services
Section 2: Instruction to Proposers

Definitions of Terms

a) “Contract” refers to the agreement that will be signed by and between the IRENA and the successful proposer, all the attached documents thereto, including the General Terms and Conditions (GTC) and the Appendices.

b) “Country” refers to the country indicated in the Data Sheet.

c) “Data Sheet” refers to such part of the Instructions to Proposers used to reflect conditions of the tendering process that are specific for the requirements of the RFP.

d) “Day” refers to calendar day.

e) “Instructions to Proposers” (Section 2 of the RFP) refers to the complete set of documents which provides Proposers with all information needed and procedures to be followed in the course of preparing their Proposals.

f) “LOI” (Section 2 of the RFP) refers to the Letter of Invitation being sent by IRENA to the Proposers.

g) “Proposal” refers to the Proposer’s response to the Request for Proposal, including the Proposal Submission Form, Technical and Financial Proposal and all other documentation attached thereto as required by the RFP.

h) “Proposer” refers to any legal entity that may submit, or has submitted, a Proposal for the provision of services requested by IRENA.

i) “RFP” refers to the Request for Proposals consisting of instructions and references prepared by IRENA for purposes of selecting the best service provider to perform the services described in the Terms of Reference.

j) “Services” refers to the entire scope of tasks and deliverables requested by IRENA under the RFP.

k) “Supplemental Information to the RFP” refers to a written communication issued by IRENA to prospective Proposers containing clarifications, responses to queries received from prospective Proposers, or changes to be made in the RFP, before the deadline for the submission of Proposals.

l) “Terms of Reference” (TOR) refers to the document included in RFP as Section 3 which describes the objectives, scope of services, activities, tasks to be performed, respective responsibilities of the proposer, expected results and deliverables and other data pertinent to the performance of the range of duties and services expected of the successful proposer.
A. GENERAL

1. IRENA solicits Proposals in response to this Request for Proposal (RFP). Proposers must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the provisions stipulated in this RFP will be accepted unless approved in writing by the Chief Procurement Officer. However, whilst fully complying with the RFP requirements, Proposers are encouraged to provide any suggestions and solutions that may achieve a more cost-effective and value-for-money approach to fulfilling the requirements of this RFP.

2. Submission of a Proposal shall be deemed to constitute an acknowledgement by the Proposer that all obligations stipulated by this RFP will be met and unless specified otherwise, the Proposer has read, understood and agreed to all the instructions provided in this RFP.

3. Any Proposal submitted will be regarded as an offer by the Proposer and not as an acceptance of an offer of any Proposal by IRENA. Any Proposal shall have only one option. If options were proposed, only the first option with be considered. This RFP does not commit IRENA to award a contract.

4. A Proposer shall not be in any position of conflict of interest arising from their current or future work with respect to IRENA. All Proposers found to have a conflict of interest shall be disqualified. Proposers may be considered to have a conflict of interest with one or more parties in this solicitation process, if they:

   4.1 are or have been associated in the past, with a firm or any of its affiliates which have been engaged with IRENA to provide services for the preparation of the design, specifications, Terms of Reference and other documents to be used for the procurement of the goods and services to be purchased in this selection process;

   4.2 were involved in the preparation and/or design of the program/project related to the services requested under this RFP;

   4.3 have owners, officers, directors, controlling shareholders, or key personnel who are related to IRENA staff involved in procurement functions;

   4.4 submit more than one Proposal in this RFP, either as an individual entity, or through its membership with a joint venture/consortium/association that is also submitting a Proposal for the same contract.

   4.6 are found to be in conflict for any other reason, as may be established by, or at the discretion of, IRENA.

B. CONTENTS OF PROPOSAL

6. Sections of Proposal

Proposers are required to complete, sign and submit in the number of copies the following documents:

   6.1 Proposal Submission Covering Letter Form
   6.2 Documents Establishing the Eligibility and Qualifications of the Proposer Technical Proposal
   6.3 Financial Proposal
7. **Clarifications of Proposal**

Proposers may request a clarification of any of the RFP documents no later than the number of days indicated in the **Data Sheet** before the proposal submission date. Any request for clarification must be sent in writing, or by electronic means to the IRENA address indicated in the **Data Sheet**. IRENA will respond in writing or by electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Proposers who have provided confirmation of their intention to submit a Proposal.

IRENA shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of IRENA to extend the submission date of the Proposals, unless IRENA deems that such an extension is justified and necessary.

8. **Amendment of Proposals**

At any time prior to the deadline for submission of Proposals, IRENA may for any reason, such as in response to a clarification requested by a Proposer, modify the RFP in the form of a Supplemental Information to the RFP. All Proposers who have provided confirmation of their intention to submit a Proposal will be notified in writing of all amendments to the RFP. All amendments, if any, shall be uploaded on IRENA’s website under procurement notices. [www.irena.org](http://www.irena.org)

In order to afford prospective Proposers reasonable time to consider the amendments in preparing their Proposals, IRENA may, at its discretion, extend the deadline for submission of Proposals, if the nature of the amendment to the RFP justifies such extension.

### C. PREPARATION OF PROPOSALS

9. **Cost of Proposal**

The Proposer shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. IRENA shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the process.

10. **Language of Proposal**

The Proposal, as well as all related correspondence exchanged by the Proposer and IRENA, shall be written in the language(s) specified in the **Data Sheet**.

11. **Proposal Submission Form**

The Proposer shall submit the Proposal Submission Form using the form furnished in Section 4 of the RFP.

12. **Technical Proposal Format and Content**
Unless otherwise stated in the Data Sheet, the Proposer shall structure the Technical Proposal to meet the evaluation criteria, as follows:

12.1 Expertise of Firm/Organization – this section should provide details regarding management structure of the organization, organizational capability/resources, and experience of organization/firm, the list of projects/contracts (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the RFP.

12.3 Key Personnel – This section should include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the delivery of interpretation services, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

In complying with this section, the Proposer assures and confirms to IRENA that the personnel being nominated are available for the Contract on the dates proposed.

12.4 Other Information as may be relevant to the Proposal.

The Technical Proposal shall not include any financial information. A Technical Proposal containing any form of financial information that could lead to the determination of the price offer may be declared non-compliant.

13. Financial Proposals

The Financial Proposal shall be prepared using ONLY the attached standard structure (Section 7). No other pricing approach is accepted.

14. Currencies of Proposals

All prices from Proposers originating from outside the Country specified in the Data Sheet shall be quoted in the currency indicated in the Data Sheet.

15. Documents Establishing the Eligibility and Qualifications of the Proposer

The Proposer shall furnish evidence of its status as an eligible and qualified vendor, using the forms provided. The documentary evidence of the Proposer’s qualifications to perform the Contract is required. This evidence shall include, and must demonstrate, the following:

15.1 That the Proposer has the financial, technical, and production capability necessary to perform the Contract.

16. Joint Venture, Consortium or Association

If the Proposer is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to IRENA for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to legally bind the joint venture, consortium, or association.
The leader or lead entity, composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of IRENA.

The description of the organization of the joint venture/consortium/association must be clearly defined in the course of establishing the eligibility of the Proposer, by defining the expected role of each of its component/member firm in the course of performing the services defined in the TOR.

17. Alternative Proposals

Unless otherwise specified in the Data Sheet, alternative proposals shall not be considered. If more than one option or alternative is proposed, the first option one will be considered.

18. Period of Validity

Proposals shall remain valid for the period specified in the Data Sheet, commencing on the submission deadline date also indicated in the Data Sheet.

In exceptional circumstances, prior to the expiration of the proposal validity period, IRENA may request Proposers to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.

D. SUBMISSION AND OPENING OF PROPOSALS

19. Submission and Opening of Proposals

19.1 The Financial Proposal and the Technical Proposal Envelopes MUST BE COMPLETELY SEPARATED and each of them must be submitted sealed individually and clearly marked on the outside as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each envelope MUST also bear the name of the Proposer. The inner and outer envelopes shall:

- bear the name and address of the Proposer
- be addressed to IRENA as specified in the Data Sheet and
- Bear a warning not to open before the time and date for proposal opening, as specified in the Data Sheet.

If all envelopes are not sealed and marked as required, IRENA will assume no responsibility for the misplacement or premature opening of the Proposal.

19.2 Proposers may always submit their Proposals by mail/courier or by hand delivery. When so specified in the Data Sheet, Proposers shall have the option of submitting their Proposals electronically. When the Proposals are expected to be in transit for over 24 hours, the Proposer must ensure that sufficient lead time has been provided in order to comply with IRENA’s deadline for submission. Under such circumstances, the Proposer must inform IRENA of the exact date and time of their dispatch, through the submission of the official receipt and supporting documents (airway bill, etc.) issued by the forwarding/courier company that will deliver the Proposal to IRENA.
19.3 Proposers submitting Proposals by mail or by hand shall enclose the original and each copy of the Proposal, in separate sealed envelopes, duly marking the envelopes as “Original Proposal” and “Copy of Proposal” as appropriate. The number of copies required shall be as specified in the Data Sheet. In the event of any discrepancy between them, the original shall govern. The original and copies of the Proposal shall be signed by the Proposer or person(s) duly authorized to commit the Proposer. The authorization shall be communicated through a document evidencing such authorization issued by the highest official of the firm, or a Power of Attorney, accompanying the Proposal. The Proposer shall submit the original and copies of the Proposal in separate envelopes, marked “ORIGINAL” and “COPY”. The envelopes shall then be sealed in an outer envelope.

20. Deadline for Submission of Proposals and Late Proposals

20.1 Proposals must be received by IRENA at the address and no later than the date and time specified in the Data Sheet.

20.2 IRENA shall not consider any Proposal that arrives after the deadline for submission of Proposals. Any Proposal received by IRENA after the deadline for submission of Proposals shall be declared late, rejected, and returned unopened to the Proposer.

21. Withdrawal, Substitution, and Modification of Proposals

21.1 Proposers are expected to have sole responsibility for taking steps to carefully examine in details the full consistency of its Proposals to the requirements of the RFP, keeping in mind that material deficiencies providing information requested by IRENA, or clarity in the description of services to be provided, may result in the rejection of the Proposal. IRENA shall not assume any responsibility regarding erroneous interpretations or conclusions made by the Proposer in the course of understanding the RFP out of the data furnished by IRENA.

21.2 A Proposer may withdraw, substitute or modify its Proposal after it has been submitted by sending a written notice in accordance with RFP Clause 19, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal must accompany the respective written notice. All notices must be received by IRENA prior to the deadline for submission. The respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” or MODIFICATION”.

21.3 Proposals requested to be withdrawn shall be returned unopened to the Proposers.

21.4 No Proposal may be withdrawn, substituted, or modified in the interval between the deadline for submission of Proposals and the expiration of the period of proposal validity specified by the Proposer on the Proposal Submission Form or any extension thereof.

22. Proposal Opening

22.1 IRENA will open the Proposals in the presence of an ad-hoc committee formed by IRENA. If electronic submission is permitted, any specific electronic proposal opening
procedures shall be as specified in the Data Sheet.

22.2 The Proposers’ names, modifications, withdrawals, the presence or absence of documents, and such other details as IRENA may consider appropriate, will be announced at the opening. No Proposal shall be rejected at the opening stage, except for late submission, for which the Proposal shall be returned unopened to the Proposer.

E. EVALUATION AND COMPARISON OF PROPOSALS

23. Confidentiality

23.1 Information relating to the examination, evaluation, and comparison of Proposals, and recommendation of contract award, shall not be disclosed to Proposers or any other persons not officially concerned with such process, even until publication of the contract award.

23.2 Any effort by a Proposer to influence IRENA in the examination, evaluation and comparison of the Proposals or contract award decisions may, at IRENA’s decision, result in the rejection of its Proposal.

23.3 In the event that a Proposer is unsuccessful, the Proposer may seek a meeting with IRENA for debriefing, but said debriefing shall be limited to the discussions of the strengths and weaknesses of the Proposal of said Proposer, and no information relating to the Proposal or rating of other Proposers may be discussed.

24. Clarification of Proposals

To assist in the examination, evaluation and comparison of Proposals, IRENA may, at its discretion, ask any Proposer for a clarification of its Proposal.

IRENA’s request for clarification and the response shall be in writing. Notwithstanding the written communication, no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by IRENA in the evaluation of the Proposals, in accordance with RFP Clause 28.

Any unsolicited clarification submitted by a Proposer in respect to its Proposal, which is not a response to a request by IRENA, shall not be considered during the review and evaluation of the Proposals.

25. Preliminary Examination of Proposals

IRENA shall examine the Proposals to determine whether they are complete, whether the documents have been properly signed, and whether the Proposals are generally in order. IRENA reserves the right to reject any Proposal after preliminary examination of Proposal, if IRENA finds justifiable reason for such rejection, including but not limited to the discovery of significant or material deviation, conflict of interest, fraud, among others.
26. Evaluation of Proposals

26.1 IRENA shall examine the Proposal to confirm that all terms and conditions under the IRENA General Terms and Conditions and Special Conditions have been accepted by the Proposer without any deviation or reservation.

26.2 The evaluation committee shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference/scope of services and other documentation provided, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score. A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the RFP, and particularly the Terms of Reference, or if it fails to achieve the minimum technical score indicated in the Data Sheet. Absolutely no changes may be made by IRENA in the criteria, sub-criteria and point system indicated in the Data Sheet after all Proposals have been received.

26.3 In the second stage, only the Financial Proposal of those Proposers who achieve the minimum technical score will be opened for evaluation for comparison and review. The Financial Proposal Envelopes corresponding to Proposals that did not meet the minimum passing technical score shall be returned to the Proposer unopened. The overall evaluation score will either be based either on a combination of the technical score and the financial offer, or the lowest evaluated financial proposal of the technically qualified Proposers. The evaluation method that applies for this RFP shall be as indicated in the Data Sheet.

26.4 IRENA shall reserve the right to determine to its satisfaction the validity of information provided by the Proposer, through verification and reference checking, among other means that it deems appropriate, at any stage within the selection process.

27. Responsiveness of Proposal

27.1 IRENA’s determination of a Proposal’s responsiveness is to be based on the contents of the Proposal itself.

27.2 A substantially responsive Proposal is one that conforms to all the terms, conditions, and specifications of the RFP without material deviation, reservation, or omission.

27.3 If a Proposal is not substantially responsive, it shall be rejected by IRENA and may not subsequently be made responsive by the Proposer by correction of the material deviation, reservation, or omission.

28. Nonconformities, Errors and Omissions

28.1 Provided that a Proposal is substantially responsive, IRENA may waive any non-conformities or omissions in the Proposal that do not constitute a material deviation.

28.2 Provided that a Proposal is substantially responsive, IRENA may request the Proposer to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the
price of the Proposal. Failure of the Proposer to comply with the request may result in the rejection of its Proposal.

28.3 Provided that the Proposal is substantially responsive, IRENA shall correct arithmetical errors on the following basis:

28.3.1 if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of IRENA there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;

28.3.2 If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

28.3.3 If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the above.

28.4 If the Proposer does not accept the correction of errors made by IRENA, its Proposal shall be rejected.

29. Fraud and Corruption

IRENA implements a policy of zero tolerance on fraud and corrupt practices and is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against IRENA as well as third parties involved in IRENA activities.

F. AWARD OF CONTRACT

30. Right to Accept, Reject, or Render Non-Responsive Any or All Proposals

IRENA reserves the right to accept or reject any Proposal, to render any or all Proposals as non-responsive, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Proposer, or any obligation to inform the affected Proposer(s) of the grounds for IRENA ’s action. IRENA shall neither be obliged to award the contract to the lowest price offer.

31. Award Criteria

Prior to expiration of the period of proposal validity, IRENA shall award the contract to the qualified Proposer with the highest evaluated score based on the evaluation method indicated in the Data Sheet.

32. Right to Vary Requirements at the Time of Award

At the time of award of Contract, IRENA reserves the right to vary the quantity of services and/or goods, by up to a maximum 15% of the total price offer, without any change in the unit price or other terms and conditions.

33. Contract Signature
Within fifteen (15) days from the date of receipt of the Contract, the successful Proposer shall sign and date the Contract and return it to IRENA.

34. Performance Security

34.1 A performance security, if required, shall be provided in the amount and form provided in Section 8 and by the deadline indicated in the Data Sheet, as applicable.

34.2 Failure of the successful Proposer to comply with the requirement of RFP Clause 33 or RFP Clause 34 shall constitute sufficient grounds for the annulment of the award and forfeiture of the performance security if any, on which event IRENA may award the Contract to the Proposer with the second highest rated Proposal, or call for new Proposals.

35. Bank Guarantee for Advanced Payment (not applicable)

In the event that the advanced payment requested exceeds 20% of the total proposal price, or exceed the amount of $30,000, IRENA shall require the Proposer to submit a Bank Guarantee in the same amount as the advanced payment. A bank guarantee for advanced payment shall be furnished in the form provided in Section 9, and by the deadline indicated in the Data Sheet, as applicable.

36. Vendor Protest

In the event that you believe you have not received fair treatment, please contact procurement@irena.org
Instructions to Proposers

DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Instruction to Proposers. In the case of a conflict between the Instruction to Proposers and the Data Sheet, the provisions in the Data Sheet shall prevail.

<table>
<thead>
<tr>
<th>Project Context :</th>
<th>FOR IRENA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Services/Work:</td>
<td>Long Term Agreement (LTA) for simultaneous interpretation services</td>
</tr>
<tr>
<td>Country:</td>
<td>Abu Dhabi, UAE</td>
</tr>
<tr>
<td>Language of the Proposal:</td>
<td>English</td>
</tr>
<tr>
<td>Conditions for Submitting Proposals for Parts or sub-parts of the TOR</td>
<td>Partial bidding is not allowed</td>
</tr>
<tr>
<td>Conditions for Submitting Alternative Proposals</td>
<td>shall not be considered</td>
</tr>
<tr>
<td>A pre-proposal conference will be held:</td>
<td>No</td>
</tr>
<tr>
<td>Period of Proposal Validity commencing on the submission date</td>
<td>90 days</td>
</tr>
<tr>
<td>Proposal Security</td>
<td>Not Required</td>
</tr>
<tr>
<td>Acceptable forms of Proposal Security</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Validity of Proposal Security</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Proposal Prices shall be subjected to Taxation</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Advanced Payment upon signing of contract</td>
<td>Not allowed</td>
</tr>
<tr>
<td>Liquidated Damages</td>
<td>Will not be imposed</td>
</tr>
<tr>
<td><strong>Performance Security</strong></td>
<td>Not required</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Currency of Bid Proposal</strong></td>
<td>Single Currency: USD</td>
</tr>
<tr>
<td><strong>Deadline for submitting requests for clarifications/questions</strong></td>
<td>3 days before the submission date.</td>
</tr>
<tr>
<td><strong>Contact Details for submitting clarifications/questions</strong></td>
<td>Focal Person in IRENA: Luay Shalkhoub, Chief Procurement officer; E-mail address dedicated for this purpose <a href="mailto:lshalkhoub@irena.org">lshalkhoub@irena.org</a></td>
</tr>
<tr>
<td><strong>No. of copies of Proposal that must be submitted</strong></td>
<td><strong>Originals:</strong> Technical Proposal 1, Financial Proposal 1  <strong>Copies:</strong> Technical Proposal 3, financial proposal 1</td>
</tr>
<tr>
<td><strong>Proposal submission address</strong></td>
<td>International Renewable Energy Agency IRENA Secretariat, C67 Office Building, Khalidiyah (32nd) Street, 19th Floor, Procurement Office Abu Dhabi, United Arab Emirates Tel: 00971 2 417 9000</td>
</tr>
<tr>
<td><strong>Deadline of Submission</strong></td>
<td>Date: Tuesday, July 17, 2012 Time: 14:00</td>
</tr>
<tr>
<td><strong>Procedures and condition for submitting Proposals by electronic means</strong></td>
<td>ALLOWED, send your electronic proposals to <a href="mailto:bids@irena.org">bids@irena.org</a>, in two separate attachments, one for technical and one financial. Original bids to be submitted within 2 working days after the deadline.</td>
</tr>
</tbody>
</table>
| **Evaluation method to be used in selecting the most responsive Proposal** | Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively  

The formula for the combined scoring method shall be:  

\[ p = y \left( \frac{x}{z} \right) \]  

Where:  

\( p \) = points for the financial proposal being evaluated  
\( y \) = maximum number of points for the financial proposal  
\( x \) = price of the lowest priced proposal  
\( z \) = price of proposal being evaluated  

The contract will be awarded to the bidder with the highest score in the combined scoring of technical and financial proposal. |
| **Required Documents that must be Submitted to Establish** | 1. Full submission including company profile, which should not exceed thirty (30) pages excluding the cover letter. |
Qualification of Proposers.

2. Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation

3. Trade name registration papers, if applicable

Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Proposer, if any

**EVALUATION** (Note: Passing score with be 70%)

1. **Evaluation criteria of the service provider:**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight 40%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Established service provider with not less than 10 years’ experience in providing simultaneous interpretation services at international, governmental conferences, such as the United Nations, European Union or others or other international organization.</td>
<td>20%</td>
</tr>
<tr>
<td>2. Management and coordination of the team of interpreters including preparation of the team, administrative aspects etc.</td>
<td>10%</td>
</tr>
<tr>
<td>3. Presentation of a list of the four latest intergovernmental conferences that have been serviced by the provider.</td>
<td>10%</td>
</tr>
</tbody>
</table>

II. **Evaluation criteria of the interpreters:**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight 60%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Presentation of CVs demonstrating the interpreters’ proven records of not less than 10 experience in simultaneous interpretation at international, governmental meetings such as meetings of the United Nations, European Union or similar, on the basis of which professional teams of interpreters would be formed for simultaneous translation at the 3rd meeting of the Council on 12-13 November 2013, as well as present CVs of interpreters as possible replacements.</td>
<td>40%</td>
</tr>
<tr>
<td>2. Interpreters should be members of the Association of Interpreters and Translators (AITC) or International Association of Conference Interpreters (AIIC).</td>
<td>10%</td>
</tr>
<tr>
<td>3. Experience with using digital interpretation and conferencing systems such as DCS 6000 or Bosch.</td>
<td>5%</td>
</tr>
<tr>
<td>4. Experience in simultaneous interpretation at international conferences dealing with development issues, renewable energy as well as administrative and financial subjects.</td>
<td>5%</td>
</tr>
</tbody>
</table>
Section 3: Terms of Reference/scope of services (TOR)\textsuperscript{1}

Attached herewith as Section 3
Section 4: Proposal Submission Form

To: IRENA, Chief Procurement Officer

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services for IRENA’s council and assembly meeting, or other meetings, in accordance with your Request for Proposal dated and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation contained in it may lead to our disqualification.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of IRENA’s.

We agree to abide by this Proposal for 90 days

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that IRENA is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that IRENA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: ________________________________

Name and Title of Signatory: ________________________________

Name of Firm: ________________________________

Contact Details: ________________________________
Section 5: Documents Establishing the Eligibility and Qualifications of the Proposer

Proposer Information Form

[The Proposer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: [insert date of Proposal Submission]

<table>
<thead>
<tr>
<th>1. Proposer’s Legal Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. In case of Joint Venture (JV), legal name of each party:</td>
</tr>
<tr>
<td>1. Proposer’s</td>
</tr>
<tr>
<td>2. Country of Registration:</td>
</tr>
<tr>
<td>4. Proposer’s Year of Registration:</td>
</tr>
<tr>
<td>5. Proposer’s Legal Address in Country of Registration:</td>
</tr>
<tr>
<td>6. Proposer’s Authorized Representative Information</td>
</tr>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Telephone/Fax numbers:</td>
</tr>
<tr>
<td>Email Address:</td>
</tr>
</tbody>
</table>
SECTION 1: EXPERTISE OF FIRM/ ORGANISATION

This section should fully explain the Proposer’s resources in terms of personnel and facilities necessary for the performance of this requirement.

1.1 Brief Description of Proposer as an Entity: Provide a brief description of the organization / firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc.

1.2. Financial Capacity: Provide the latest Audited Financial Statement (Income Statement and Balance Sheet) duly certified by a Public Accountant, and with authentication of receiving by the Government’s Internal Revenue Authority. Include any indication of credit rating, industry rating, etc.

1.3. Track Record and Experiences: Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this Contract.

<table>
<thead>
<tr>
<th>Name of project</th>
<th>Client</th>
<th>Contract Value</th>
<th>Period of activity</th>
<th>Types of activities undertaken</th>
<th>Status or Date Completed</th>
<th>References Contact Details (Name, Phone, Email)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SECTION 2: EXPERTISE/ CERTIFICATION OF PERSONNEL

2.1 Qualifications of Key Personnel: Provide the CVs for key personnel as indicated in the TOR including their certificates as Certified Interpreters from Association of Interpreters and Translators (AITC) or International Association of Conference Interpreters (AIIC).

2.2 Management Structure: Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.
Section 7: Financial Proposal Form

Section 7 Price schedule is attached hereto

1. The Proposer is required to prepare the Financial Proposal in a separate envelope from the rest of the RFP response as indicated in RFP.

2. The format shown attached hereto is required in preparing the Financial Proposal. *(Do not use any other format).*

3. Price Schedule for Simultaneous Interpretation services is based on cost plus fee % structure. You are required to indicate the cost of interpreter without any mark up.

<table>
<thead>
<tr>
<th>Description of activity/item</th>
<th>8 hours Daily rate per interpreter including lunch or coffee break</th>
<th>3 hours daily rate per interpreter not including coffee break</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simultaneous Interpretation Services English, Arabic, French, Spanish and vice-versa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agency/Interpretation firm Fees in percent on the total value of the invoice</td>
<td>%</td>
<td></td>
</tr>
</tbody>
</table>

Special conditions:

1. *(ALL PRICES TO BE INDICATED IN USD)*

2. Above daily rate should not include cost for travel, accommodation. All of these costs shall be paid by the contractor and IRENA will reimburse based on actual cost and receipts.

3. IRENA shall only reimburse based on economy fare travel and 4 stars hotels.