



## REQUEST FOR PROPOSAL

### TRANSLATION SERVICE – IFES HAITI

Ref.: RFP/09/010

Date: November 19, 2009

#### **SUBJECT: REQUEST FOR PROPOSAL**

The International Foundation for Electoral Systems (IFES) - Washington DC, invites your firm to participate in this competitive solicitation for pricing, performance delivery, and terms for a translation of a Haiti Electoral Law Analysis.

#### **INTRODUCTION**

The International Foundation for Electoral Systems (IFES) is an independent, non-governmental organization providing professional support to electoral democracy under a United States Agency for International Development (USAID) funded projects.

#### **DESCRIPTION OF SERVICES REQUIRED (Scope of Work)**

Please see the official document attached to this RFP for further details. The paragraphs in red font do not need to be translated.

- Original Language: French
- Target Language: English

#### **PERFORMANCE PERIOD**

**Award will be released on Monday, November 23<sup>rd</sup> 2009.**

This service requires a performance period of 4 days maximum after acceptance of award.

#### **IMPORTANT NOTE**

IFES will develop a Contract Agreement with terms and conditions that shall be applicable to this engagement and the prospective Service Provider shall sign the Contract Agreement and Comply with it. IFES anticipates establishing a fixed price contract for the performance of the work.

#### **PAYMENT TERMS**

**The Contract Agreement must be signed and should contain a schedule for work implementation.** Full payment upon satisfactory completion and delivery of the translation work.

#### **PENALTY**

If the performance delivery is not completed in three days after the agreed dateline, the contract can be cancelled by IFES and the award will be made to the second ranking company.

**TERMS AND CONDITIONS**

1. Prices quoted must be valid for 60 days minimum.
2. All procurement will be subject to IFES contractual obligations and contingent on the availability of donor funding.
3. IFES reserves the right to accept or reject any quotation or stop the procurement process at anytime, without assigning any reason or liability.
4. IFES reserves the right to accept all or part of the quotation when awarding the Contract Agreement.

**FROM/CONTENT OF RESPONSE**

All quotations shall:

1. Be in the English language.
2. Contain detailed cost in US Dollar with applicable Tax/Charges clearly identified.
3. Include a contact name, email address, and telephone number to facilitate communication between IFES and the service provider.
4. Addressed to the attention of Jaime Acosta, Procurement Officer at [jacosta@ifes.org](mailto:jacosta@ifes.org) and/or Ragheed Al Ameen, Procurement Associate at [ralameen@ifes.org](mailto:ralameen@ifes.org) by 4:00 pm U.S. Eastern Standard Time on Friday, November 20, 2009. Quotations addressed to other emails or physical addresses will be ignored.
5. All follow up communication after the award should be addressed to Jaime Acosta, Procurement Officer.

Jaime Acosta  
Procurement Officer