**Request for** **quotes / offers (RFQ)**

**Name of service:** translation of various types of documents: in English, Russian and Lithuanian languages.

**Date of announcement: April** 30, 2021.

**Applications will be accepted until:** May 12, 2021 (Vilnius time). Submit documents to viktorija@harmreductioneurasia.org

1. **Type and subject of the contest**

As part of its activities, the EHRA needs high-quality translations of various types of documents, reports and publications, guidelines and methodologies, analytical articles, blogs and articles for the website.

EHRA invites you to submit a price offer **in EUR currency** for the provision of the following services:

1. translation from Russian into English (TRE),
2. translation from English into Russian (TER),
3. translation from Lithuanian into English (TLE),
4. translation from English into Lithuanian (TEL),
5. translation from Russian into Lithuanian (TRL),
6. translation from Lithuanian into Russian (TLR).

For the reason that EHRA need of quality translations, pay attention that a high-quality translation is a translation which does not contain: grammar, spelling and punctuation mistakes. Finished text does not need proofreading

1. **Evaluation criteria / requirements for candidates:**

Two-stage evaluation procedure will be used for evaluating applications:

• assessment of previous experience (portfolio) by technical criteria - 80% in the overall assessment;

• price offer (best value for money) - 20% of the total assessment.

Cost evaluation is only carried out for applications that have scored a minimum of 80 points out of a maximum possible 100 as a requirement for passing the technical evaluation. An application that does not meet the minimum technical threshold is not considered further.

The following technical criteria (80%) will be used to evaluate the submitted applications:

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| **The following technical criteria (80%) will be used to evaluate the submitted applications:** | Points |
| Experience in translations in the field of public health and human rights protection, harm reduction, drug policy, response to the HIV epidemic (at least 1 year).Good business reputation in this sector of activitySpecialized education ( degree in linguistics, philology, etc., Special courses for translators, certifications, etc.)**Maximum possible number of points** | 402040**100** |

**Price offer (20%):**

EHRA will pay attention to both the presented portfolio and proven experience, as well as the cost of work. The price offer will be assessed by the organization in terms of the best value for money in Euro, the cost itself and other factors. To evaluate the price offer, you must provide information on the cost of translation - per page of text (1800 characters with spaces).

**3. How to apply**

Your proposal must be made in accordance with the EHRA form (see Annex 1 to the Request)

1. **General conditions**
* This Request shall not be considered as a contract or any obligation. This open tender announcement does not in any way oblige EHRA to award a contract, nor does it oblige EHRA to pay any costs or expenses incurred in preparing or submitting proposals.
* Participants must confirm that the cost of the works specified in the application is valid for a period of at least 24 months from the date of the competition.
* Evaluation of received messages will be carried out by May 31, 2021. EHRA will select the most competent consultants (short list).
* During the evaluation period, the EHRA reserves the right to ask candidates to complete an additional task in the form of a text translation, depending on the category chosen by the candidate.
* Based on the results of the tender EHRA will sign the agreements of service provision with the winners for a 2-year period. The contract is not an employment contract. Payment of all taxes and social security is the responsibility of the contractor. Further work will be carried out in accordance with the request of the EHRA, which will indicate the timing and other specific conditions.

Annex No. 1 to the Request for Proposals for Translation Services

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| --- | --- | --- |
| 1. | Name, Surname |  |
| 2. | Place of residence (country, city) |  |
| 3. | Please enter your native language |  |
| 4. | Your education and degree (including certificates, courses, etc.). Provide copies of diplomas and certificates |  |
| 5. | Price offer for each of your selected categories: cost of the translation page in EURO currency (1800 characters with spaces); | *Mark with a "V" the categories of the type of work with which you want to work*  | *indicate the price offer in front of your selected categories, euro* |
|  | translation from Russian into English (TRE) |  |  |
|  | translation from English into Russian (TER) |  |  |
|  | translation from Lithuanian into English (TLE) |   |  |
|  | translation from English into Lithuanian (TEL) |  |  |
|  | translation from Russian into Lithuanian (TRL) |  |  |
|  | translation from Lithuanian into Russian (TLR) |  |  |
| 6. | **Your experience in the selected category:** Indicate the types of translation of texts that were highlighted according to specialized topics (for example, interviews, reports, methodologies, statements, articles, etc.). Please attach **at least three examples** (the original text and translation) in electronic format. |  |
| 7. | Are you familiar with the translation materials using of terminology of public health, the protection of human rights, harm reduction, drug policy, response to the HIV epidemic (including abbreviations, acronyms, etc.)? |  |
| 8. | Briefly describe your previous experience in similar work. Indicate the name of the Donors, the name of the projects /programs, if you worked with them (for example GFTAM, UNAIDS, WHO). Provide a reference (if possible) |  |

**ATTENTION! If the specified documents are not fully provided, then the participant is not allowed to participate in the competition.**