



Federal Republic of Somalia
House of the People
Office of the Speaker's

RFQ/HoP/0016/2016

December 3, 2016

REQUEST FOR QUOTATION OF TRANSLATION MANUALS AND GUIDELINES

Dear Sir / Madam:

The Federal Parliament of Somalia hereby tenders **translation of Manuals, Guidelines and Forms from English language to Somalia language**. All interested Consultants/Professional firms are hereby invited to submit their quotation/proposals in sealed envelope to Office of the Speaker's in Villa Hargeisa/Villa Somalia not later than Wednesday 13th December 2016, at 11:00am or by email to smado45@gmail.com, abdikarimbuh@yahoo.com or info@sfp.so

1. Required translation service

S/no#	Description	Quantity	Number of Words per Manual/Guideline/Form
1.	Fixed Asset Register and stores management forms	6 forms	forms
2.	Employee Background & Security Check Policy	7 pages	1766
3.	Finance and Accounting Manual	34 pages	8323
4.	Human Resource Manual	88 pages	24098
5.	Internal Audit Charter	6 pages	1236
6.	Internal Audit Policy Manual	18 pages	5211
7.	Job Analysis Descriptions	39 pages	7733
8.	Project Close Out Report - Final Report	21 pages	4841
9.	Procurement Policy	14 pages	3577
10.	Recruitment and Selection Policy	12 pages	3293

Service provider

2. Terms and Conditions

CONDITIONS	
Language of the Quote	English
Quote Price	The prices quoted shall be as per in USD.
Award criteria for award of contract	<p>The contractor offering the lowest quote and most technically compliant quote will be awarded the contract.</p> <p><u>Evaluation criteria:</u></p> <ul style="list-style-type: none">○ Minimum 4 years translating official government and/or development assistance documents from English to Somalia and vice versa.○ The Consultant/Professional firms should have a minimum of a Bachelor degree in linguistics, Business Administration, Social sciences, Development studies, Economics, Public Administration or any other related discipline○ Delivery time: translation of documents should be completed within three weeks from the date of issuance of contract
Bid Validity Period	20 days
Payment Terms	Payment will be made within 30 days following receipt of invoice for delivered materials. Payment shall be made by Check or bank transfer.
Bid Security	Not Required
Preliminary Examination completeness of bid.	Partial Quotes are not acceptable

Service provider

3. Cost Breakdown

Description	Unit price in USD
0 - 1,000 words	
0 - 2,000 words	
0 - 3,000 words	
0 - 4,000 words	
0 - 5,000 words	

Chief of Cabinet Speaker's Office
Somali Federal Parliament



Service provider