



الاتحاد الفلسطيني للهيئات المحلية  
Association of Palestinian Local Authorities

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## REQUEST FOR PRICE QUOTATION (RFPQ) Services of an Individual Translator (Arabic-English)

REFERENCE CODE: APLA/EU-MAAP/2023-5

Issue Date: 07<sup>th</sup> June 2023.

1. CONTACT PERSON AT APLA	
NAME:	Maria Bairat
FUNCTION:	Procurement and Accounting Coordinator
ADDRESS:	2 <sup>nd</sup> floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine
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### 2. OBJECTIVE OF THE REQUEST

#### APLA's background:

The Association of Palestinian Local Authorities (APLA) founded in 1997, APLA is an independent organization mandated to represent and lobby for the collective interests of Local Government Units (LGUs) by supporting capacity building among local governments, facilitating exchange of knowledge and best practices, and serving as vehicle for dialogue between the central government and LGUs. APLA is a semi-governmental nonprofit association that forms a comprehensive framework, which holds all the Palestinian local authorities and works for and with them, to provide better services for the Palestinian citizen by defending their rights, and representing them on all levels nationally, regionally, and internationally.

#### Project Brief:

APLA is implementing the project (APLA's Multiannual Action Plan - MAAP 2021-2025). This project is largely financed by the European Union, under the financing agreement (FA) ENI/ 2020/ 042-362 "support productive investment in Palestine" which signed between EU and the Palestinian Authority (PA). APLA signed a grant contract with the European Union (EU) on 12 December 2021 with total EU contribution of € 1.9 million to implement the project (APLA's Multiannual Action Plan (MAAP) 2021-2025. ENI/2021/425-904). This project has been designed to strengthen LGUs collaborations on service delivery and local participatory development, and improve contributions to territorial integration, particularly in Area C. Specific objectives of MAAP are aligned to APLA's strategic plan and aims to support the role of APLA as LGUs representative and dialogue partner with the Palestinian Authority, to support the role of the LGUs in the building process of future State of Palestine and to strengthen the institutional and operational capacities of APLA.

#### The Main Objective of The Assignment:

Under the guidance and supervision of APLA, and in full cooperation with APLA's Communication Coordinator, APLA is seeking to get the services of an individual translator (Arabic to English and vice versa) to be responsible for all needed translations Arabic - English concerning APLA annual report, publications, or press releases. This includes:





All needed translations between both languages (Arabic & English) concerning APLA needs during the second year of the MAAP project. These translations will help APLA to present the achievements and strategic goals among many other targets to the members "LGUs" and all other partners and donors. These translations will cover all press releases, annual report, publications and even APLA letters to better communicate with other institutions or partners.

In this regard, APLA intends to contract an **individual professional translator** to supply APLA with the needed services concerning the translations (**Arabic to English and vice versa**)

Main tasks and responsibilities are as attached in Terms of Reference, Annex (1).

### 3. INSTRUCTIONS

RECEPTION OF PRICE OFFERS	DATE:	DEADLINE: 3:00 PM, Tue. 20 <sup>th</sup> June 2023.
	PLACE:	2 <sup>nd</sup> floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine.
	DOCUMENTS AND ANNEXES TO BE SUBMITTED: <i>(FINANCIAL OFFER AND OTHER REQUESTED DOCUMENTS HAVE TO BE SUBMITTED IN ONE SEALED ENVELOPE IN HAND TO APLA'S OFFICE AT THE INDICATED ADDRESS)</i>	1- ANNEX (1): Signed Term of Reference (ToR). 2- ANNEX (2): Financial Offer. 3- Filled & Signed RFPQ (Sign all papers). 4- Expert CV including experiences and similar previous assignments.
VALIDITY PERIOD OF THE PRICE OFFER:		30 days after the submission date of the price offer.

### 4. TECHNICAL SPECIFICATIONS:

#### Selections and Awarding Criteria

The translator has to submit the followings:

1. Personal CV highlighting the qualifications and relevant experience in similar service.
  - At least 10 years of practical experience in relevant field.
  - Translator CV including experiences and similar previous work

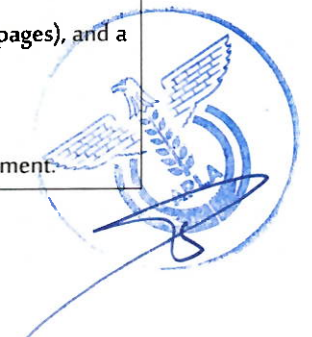
#### Awarding criteria

The selection of the translator will be based on both Qualifications and financial evaluation:

- A. Qualifications Evaluation 50%
- B. Financial Evaluation 50%

The translator has to take the following points in to consideration:

1. Payments: The consultant/translator will be remunerated according to the input (Number of translated pages), and a filled payment request reflecting that input.
2. The approved outputs will be considered "deliverables" upon the approval of APLA
3. The duration for the contract ends by 31/12/2023 and starting from the date of signing the contract agreement.





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- One cost item is requested to be filled. The translator shall fill the price per (accepted translated page), and the total price will be paid depending on the final total of the number of translated pages.
- Filled price offer should be in Euro currency (Euro).
- Individual Income Tax for Consultants: Income sourced taxes will be deducted from the gross amount and forwarded to the tax authority. It is the Consultant's sole responsibility to pay all taxes, the gross amount shall be subject to any further deductions according to Palestinian Law and the consultant hereby irrevocably authorizes APLA to deduct any such taxes and remit same to the relevant authorities.

#### 5. DELIVERY/ PERFORMANCE ADDRESS

ADDRESS:	2 <sup>nd</sup> floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine الطابق الثاني - بناية صفا - 10 شارع جبرا الانقر - المصيون - رام الله / فلسطين
CONTACT INFORMATION:	NAME: Rasha Sarhan.
	FUNCTION: Administrative & HR Assistant.
	TEL: 02-2960712.
	MOBILE PHONE: 0594398424.
E- MAIL: info@apla.ps	

#### 6. PRICE OFFERS SUBMISSION DEADLINE

Deadline of submission bids: 3:00 PM., Tue. 20<sup>th</sup> June, 2023.

#### 7. IDENTIFICATION OF THE TRANSLATOR / CONSULTANT

Last name, first name (Signature)	
Telephone number and Fax number	
E- Mail address	
Account number of Payment PLEASE, attach full Bank Info for EURO Iban Number under the name of Expert as stated at the Bank:	





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### Consultant/Translator Declaration:

By submitting this Price Offer, The Consultant/Translator .....

declares renouncing his own (sales) conditions and commits to performing this order in accordance with the provisions of the specific requested purchase conditions attached within ToR and for the price offered.

Price quotations will be in EURO.

In accordance with the specific conditions attached to this document, applicable law for this contract/ assignment is the Palestinian Law.

Certified true and sincere,  
Signature of the Vendor

\_\_\_\_\_

Date: / 06 /2023.

FAO

Reem Jaas

EXECUTIVE DIRECTOR

Abdallah Anati





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## Annex 1: TOR

### Services of an Individual Translator (Arabic-English)

Reference Code: APLA/EU-MAAP/2023-5

#### 1. Background

The Association of Palestinian Local Authorities (APLA) founded in 1997, APLA is an independent organization mandated to represent and lobby for the collective interests of Local Government Units (LGUs) by supporting capacity building among local governments, facilitating exchange of knowledge and best practices, and serving as vehicle for dialogue between the central government and LGUs. APLA is a semi-governmental nonprofit association that forms a comprehensive framework, which holds all the Palestinian local authorities and works for and with them, to provide better services for the Palestinian citizen by defending their rights, and representing them on all levels nationally, regionally, and internationally.

APLA is implementing the project (APLA's Multiannual Action Plan - MAAP 2021-2025). This project is largely financed by the European Union, under the financing agreement (FA) ENI/ 2020/ 042-362 "support productive investment in Palestine" which signed between EU and the Palestinian Authority (PA). APLA signed a grant contract with the European Union (EU) on 12 December 2021 with total EU contribution of € 1.9 million to implement the project (APLA's Multiannual Action Plan (MAAP) 2021-2025. ENI/2021/425-904) This project has been designed to strengthen LGUs collaborations on service delivery and local participatory development, and improve contributions to territorial integration, particularly in Area C. Specific objectives of MAAP are aligned to APLA's strategic plan and aims to support the role of APLA as LGUs representative and dialogue partner with the Palestinian Authority, to support the role of the LGUs in the building process of future State of Palestine.

#### 2. Main Objectives of the assignment:

The assignment aims basically to translate APLA's Annual Report Draft from Arabic to English, Translation of SDGs localization Plan from English to Arabic and includes also any other needed translations related to APLA work requirements such as the publications, press releases, lettering or media translations, with taking into consideration the following outputs:

- Increasing APLA's visibility for the members & other stakeholders in translated material
- Attracting new investors and donors.
- Promoting APLA's activities.
- Tracking the Association's progress across the years.
- Archiving Association's achievements.

#### 3. Language:

All deliverables (Translations) should be submitted in the requested languages only: **Arabic or English.**

#### 4. Timeframe

APLA shall hire the consultant/translator to finalize the needed translations and targets as requested up to 31/12/2023, starting from the date of signing the contract agreement between APLA and the translator.





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## 5. Scoop of Services

To proceed with the process, APLA invites you to submit your offer in EURO currency based on the tasks and outcomes mentioned below:

Tasks	Description
<b>Task1:</b> Translation of APLA's Annual Report, (Arabic-English)	➤ Translations (Arabic – English)  (60 pages in total \ each 250 words in output drafts will be accounted as one page).
<b>Task 2:</b> Translation of SDGs localization Plan (English-Arabic)	➤ Translations (English - Arabic)  (70 pages in total \ each 250 words in output drafts will be accounted as one page).
<b>Task 3:</b> Other Document (Arabic-English)	➤ Translations (Arabic – English)  (30 pages in total \ each 250 words in output drafts will be accounted as one page).

## 6. Deliverables

Task	Deliverables	Due Date
Task One	<b><u>Deliverables #1: Annual Report and Localization plan Translation/ Initial Draft.</u></b> <ul style="list-style-type: none"><li>Deliver the first translated draft to be reviewed and edited by APLA.</li></ul>	45 days from the date of the purchase order
Task Two	<b><u>Deliverables #2: Annual Report and Localization Plan Translation/ Final Draft.</u></b> <ul style="list-style-type: none"><li>Deliver the final translated document.</li></ul>	10 days from sending APLA feedback on the initial draft
Task Three	<b><u>Deliverables #3: Any required translations other than the Annual report and localization plan (Publications, letters, press releases, ...)</u></b>	Upon the request of APLA





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## 7. Minimum Qualifications of the Consultant/Translator:

The translator should have the following minimum requirements:

- Possess minimum a bachelor's degree in either Translation / languages and literature / English literature. Master's degree will be considered an advantage.
- Have a minimum of Ten (10) years' experience in the field of translation between Arabic and English, and possess a similar experience in similar fields; reports translations, lettering translations and media or press translations.
- Have excellent written and spoken knowledge of English and Arabic languages.
- Be results-oriented, creative, confident and proactive who is able to work independently.
- Have strong organizational, analytical and planning skills.
- Have competencies in use of computer and internet.
- Be experienced in working with Palestinian governments or donors or civil society and media.
- Committed and meet deadlines

## 8. Other Terms / Conditions (Please, Read Carefully)

- The translator will be remunerated upon the delivery of specified final deliverable, (Final approved translated pages between Arabic and English)
- The 'outputs' of the assignment will be considered as "deliverables" upon technical approval by APLA.
- The translator shall ensure close cooperation and coordination with APLA.
- There will be NO extra compensation for any extra efforts than the demanded ones.
- The Consultant / Translator should submit Annex 2 of this document (filled and signed) in the sealed offer envelope with the bidding documents.
- Any other costs required in implementing the assignment is the responsibility of the winning translator.
- Tender advertisement fees are the responsibility of the tender winner
- All submitted documents should be signed by the applicant.

### Documents to be submitted (One envelope):

- 1- ANNEX (1): Signed Term of Reference (ToR).
- 2- ANNEX (2): Financial Offer.
- 3- Filled & Signed RFPQ (Sign all papers).
- 4- Translator / Expert CV including experiences and similar previous works





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## ANNEX 2: FINANCIAL OFFER

"Please note to fill the unit price, total price and total in words for each requested item":

Description/ Activity	Unit	Quantity	Unit Price (EURO Per Page)	Total Price in EURO
1- Translated pages (Arabic-English) of APLA annual report and SDGs localization Plan (English-Arabic) or any other needed translations, each (250) words in outputs translations are considered one page upon the approval of APLA.	Translated Pages	160		
Total amount in letters for item (1): .....				
GRAND TOTAL (EURO) in Numbers				
GRAND TOTAL (EURO) in Words				

Signature of the Vendor

\_\_\_\_\_

Date: / 06 /2023.

