



# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	Pacific Islands Language Services
<b>Nature of the services</b>	Pacific Islands Language Services
<b>Location:</b>	Pacific Islands
<b>Date of issue:</b>	13/10/2023
<b>Closing Date:</b>	10/11/2023
<b>SPC Reference:</b>	RFQ23-5876

## Part 5: PROPOSAL SUBMISSION FORMS

### Annex 1: TECHNICAL PROPOSAL FORM

Please provide the information requested (resume and registration, if any) and fill in the tables below.

- The resume must be written in English or another language in which you are most proficient. If you have provided a resume in another language, please attach a copy of your resume in English. If you have not provided a resume in English, please state the language(s) of your resume. If you have provided a resume in a language other than English, please state the language(s) of your resume. If you have provided a resume in a language other than English, please state the language(s) of your resume.
- Please provide evidence of your higher-level education from a recognized institution in the country of your residence (if any).

If you have provided a resume, state **Yes**.  
If not, state **No**

State years of experience

State for which language(s)

Please fill in the tables below to provide details of services provided.

Area of Service Provided	Yes/No	Years of experience	Language(s)
Translation / Revision	Yes	15 years*	Bislama, Solomon Pijin
Interpretation	Yes	1 month*	Bislama
Editing / Proofreading	Yes	15 years*	Bislama
Transcription	Yes	3 years*	Bislama
Voiceover	Yes	3 years*	Bislama
Sign language(s)	No	-	-
Other(s)	-	-	-

\* denotes fictitious information for demo purposes only  
Blue font for demo only.

Technical Requirements	
Evaluation criteria	Response by Bidder
<b>Experience and specified personnel/sub-contractors</b>	
<p><b>Experience:</b> Provider to give details on the nature of the professional relationship with the referees and on the work provided (one of which being if possible a national, regional, or international agency).</p> <p>You may not have provided any work for a referee, but he/she can vouch for work you may have completed</p> <p>Insert country code with phone contact.</p>	<p><b>Experience:</b></p> <p>[insert details of relevant experience]</p> <p><b>Details for three references:</b></p> <p>1. Referee/Client's name: <b>Ministry of Tourism, Trade, Commerce and Ni Vanuatu Business</b></p>
	<p>Contact name &amp; details:</p> <p>Mr. James Johns* Johnjames@ttcb.gov.xx* <b>Mob. +678 1234567*</b></p>
	<p>Description of work/relationship:</p> <p>Translation of manual and voiceover service for training video*</p>
	<p>Value of contract (optional):</p> <p>20,000 Vatu for voiceover of 1 training video* 10,000 Vatu for translation of manual*</p>
	<p>2. Referee/Client's name: <b>Seaview Church*</b></p>
	<p>Contact name &amp; details:</p> <p>Pastor Tom Jones* Tomjones@seaviewchurch.xx* <b>Mob. +678 3910111*</b></p>
	<p>Description of work/relationship:</p> <p>Translation into Pango language of posters used in Sunday school*</p>
	<p>Value of contract (optional):</p> <p><i>Pro bono</i></p>
	<p>3. Referee/Client's name: <b>Rentabao Football Club*</b></p>
	<p>Contact name &amp; details:</p> <p>Mr. Michael Owen* michaelowen@rentabaofc.xx* <b>Mob. +678 1678910*</b></p>
	<p>Description of work/relationship:</p> <p>Daily interpretation from English to local language – Imere*</p>
	<p>Value of contract (optional):</p> <p>50,000 Vatu for one week football coaching workshop – Interpretation*</p>
	<b>Experience in producing language products</b>
<p>Translation / Revision</p>	<p>Olsem Wanem blong Salem Kaka long Maket – 114 pages*</p> <p>Sunday school posters – 10 x A3 posters*</p>
<p>Interpretation</p>	<p>Woksop blong ol Maket Venda – 10-11 April 2023*</p>
<p>List summary of work completed.</p> <p>If many, list highlighted work, or state total number of words translated for client, or provide link to video, document, etc.</p>	

Editing / Proofreading	Various documents by the Ministry of Trade*
Transcription	<i>Olsem wanem blong praesem ol samting long maket video (640 words)*</i>
Voiceover	<i>Olsem wanem blong praesem ol samting long maket video (26 minutes)*</i>
Sign language	-
Other	-

Knowledge of the regional culture and values	
Good knowledge of the country (from which language is from) <div style="border: 1px solid black; background-color: #f4a460; padding: 2px; display: inline-block; margin-top: 10px;">List how you satisfy these criteria</div>	<ul style="list-style-type: none"> <li>Born in Vanuatu, lived there for most of my life</li> <li>Worked in Honiara, Solomon Islands for 6 years*</li> </ul>
Pacific Region culture and values	<ul style="list-style-type: none"> <li>President of the Women’s association in my village.*</li> <li>Sunday School taught in SI Pijin*</li> </ul>
SPC’s activities	
Good knowledge of areas relevant to SPC’s activities (Fisheries, public health, climate change, etc.)	<ul style="list-style-type: none"> <li>Subscribe to SPC’s e-newsletter and follow social media pages: LinkedIn and Facebook and very interested in the work done. E.g. Beyond the Reef Toolkit which is very useful for my province.</li> <li>Interest in fishing.</li> <li>Knowledge in traditional agriculture techniques.</li> <li>Part of the Stop Gender-Based Violence youth group.</li> </ul>
Development issues in the Pacific Islands region	<ul style="list-style-type: none"> <li>Was part of the Youth Challenge organisation in Vanuatu*</li> <li>Deforestation issues in the Pacific, especially in Melanesia.</li> </ul>
Education	
Tertiary or higher qualification or equivalent professional experience	<ul style="list-style-type: none"> <li>Teaching Diploma from Vanuatu Institute of Teacher Education (Geography and Social Science)*</li> <li>Bachelor of Arts from University of the South Pacific</li> </ul>
Tools	
Tools or systems used	<ul style="list-style-type: none"> <li>Tudei FM recording studio*</li> <li>Google Drive (to share file)</li> <li>WeTransfer (to share file)</li> <li>Use of xxx Translation software</li> <li>Use of xxx Spell Checker</li> </ul>
Quality control process	<ul style="list-style-type: none"> <li>Work is revised by another translator</li> <li>Use Dr. Terry Crowley’s <i>Bislama</i> dictionary</li> </ul>

	<ul style="list-style-type: none"> <li>• Use Dr Christine Jourdan &amp; Ellen Maebiru's <i>Pijin a trilingual cultural dictionary</i></li> <li>• Recording is checked for quality on different devices (PC, laptop, mobile phone)</li> </ul>
Strategies used when faced with an issue when working on a language product or during a meeting (or another example)	<ul style="list-style-type: none"> <li>• Read through document, highlighting scientific or new terms.</li> <li>• Check in Bislama and Pijin dictionary</li> <li>• Consult other experts</li> <li>• Check any similar translations</li> </ul>

**For the Bidder: Mary Leimata**

Signature:

**Freelancer:** Type your name if working privately.

**Agency:** Type name of agency

**Don't forget to sign it.**

Name of the Bidder's representative: **Mary Leimata**

Title: **Freelancer**

Date: 15/11/2023

**Freelancer:** Type your name, your title is Freelancer

**Agency:** Type your name and name of position you hold in the agency, e.g., Senior Translator, Reviser, etc.

## Annex 2: FINANCIAL PROPOSAL FORM

Tenderers are required to provide a list of rates for all the services they offer in their application.

The terms of payment shall be in accordance with the provisions of Article 10 of SPC's General Conditions.

Item	Cost in EUR (Specify unit, i.e., rates per word or time charged)	Languages and Comments (if any)
Translation	0.20 per source word <b>Rates are in Euro</b>	Bislama and SI Pijin Rate negotiable for documents over 1000 words
Revision	0.10 per source word	Bislama and SI Pijin
Interpretation	300.00 per half day 500.00 per day	Bislama
Editing	0.10 per source word	Bislama and SI Pijin
Proofreading	0.10 per source word	Bislama and SI Pijin
Transcription	0.20 per target word	Bislama
Voiceover	50.00 per audio minute	Bislama
Sign language	-	-
Other(s)	-	-

- Please note that rates are negotiable depending on volume

**A note from the bidder**