

Call for tender:  
Translation services  
from English to  
French and vice  
versa

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## 1. SUBJECT OF THE CONTRACT

The IIAS launched a tender for professional translation services of scientific material from English into French.

The contracting authority is looking for highly qualified and experienced translation service providers.

We propose 1-year contract for translations of IIAS material as the international review of administrative sciences.

## 2. FRAMEWORK CONTRACT

Successful tenderers will be offered a framework contract of 1 year

## 3. DESCRIPTION OF THE SERVICES TO BE PROVIDED

The services to be provided mainly consist of translations, but may include the revision of texts already translated as well as modifications to be translated, revised and added to existing documents. The source texts will be written in English and in French, however please note that most of the translation requested will be from English into French.

## 4. ELECTRONIC FILE FORMAT

The assignment will be sent to the contractor in electronic file format via electronic means. Files must be handled in strict accordance with the instructions given by the authorizing department to ensure that no reformatting work has to be undertaken by their own services. The completed assignment will then be returned to the authorizing department in electronic file format via electronic means. It should be noted that the International institute of Administrative sciences currently uses Office 2017. This may of course change during the period of validity of the contracts resulting from this call for tenders, and contractors will be expected to make every possible effort to follow any such developments within a reasonable period of time.

## 5. SELECTION PROCEDURE AND PRICES

To ensure consistency within and between texts, the contractors may be required to work on texts which have been previously processed by the IIAS. At this purpose the previous editions of the international review of administrative sciences are made available: the contractor have to align the previous versions and build up a translation memory in order to ensure the consistency with the previous versions. Tenderers have to submit a price offer per standard page of 1 500 characters excluding spaces: IIAS expects to receive a price per page for a document translated and revised.

Where applicable, the amount of VAT should be quoted separately. Invoices will be paid within 30 days at the end of the month.

Tenderers will be asked to perform a translation test from English into French: the test will be assessed by an internal IIAS jury and the outcome will be a criteria for the final choice of the contractors. The test should be delivered in 4 working days from reception.

*Experience in the translation of scientific review and social science is highly desirable.*

## 6. ASSESSMENT GRID

The successful tenderer will be proposed a contract on the basis of the following criteria:

CRITERIA	PERCENTAGE
Price	50 %
Translation's agency references	20%
Experience of translators in the field of scientific review and social sciences	20%
Outcome of the translation test	10%

## 7. SUBMITTING TENDERS

Applications are accepted by translation agencies only.

Tenderers must provide copy of the degree and CV of the translators and revisers (at least three translators and three revisers per language pair) as well as the price list and a list of references.

The applications must be sent by e-mail no later than 5<sup>th</sup> of May 2018.

Changes to the tender or additional information will be accepted only if they are sent on or before the final date for the receipt of tenders and in accordance with the instructions given above.

## 8. CONTACT PERSON

For the reception of the test and the reference documents, as well as for sending the application please contact our operational officer at [n.lebasi@iias-iisa.org](mailto:n.lebasi@iias-iisa.org)