

Call for Tender: Translation Services

1. Description of the tender

1.1 The coalition for Fair Fisheries Arrangements is a not for profit organisation based in Belgium. It works to promote sustainable small-scale fisheries in Africa, including through monitoring and lobbying EU fisheries policies. As part of this work, CFFA produces several publications a year, most often written first in English. The CFFA is requesting organisations or persons to translate selected CFFA publications into French.

1.2. The translation service will be for an estimated 10 documents of approximately 2,500 words each.

1.3 The contractor should be available to provide translation from the 10th of April 2017. The contract for the services will end on the 31st of December, and is renewable.

2. Conditions of participation to the tender

2.1 Applicants for the tender must have the necessary expertise to provide translations from English to French to a high professional standard. Applicants must be able to provide translation services on a timely basis, with each document of approximately 2,500 words being translated from English to French in no more than 5 working days.

2.2 Applicants will not be permitted by persons with personal or capital relations with the staff of the CFFA or its governing board.

2.3 Applicants will not be permitted to sub-contract the translation services to a third party.

3. Preparing the tender

3.1 Applicants for the tender should provide CFFA with the following documents:

- A) An offer for undertaking the tender based on a fee per word, stated in Euros.
- B) A description of the applicant's experience, including any relevant work on translations related to the fishing sector.
- C) At least two examples of translations undertaken by the applicant

4. Contact and delivery of tender

4.1 Applicants should submit their tenders in electronic format only, sent to Beatrice Gorez: cffa.cape@gmail.com

5. Evaluation Criteria

5.1 Tenders will be evaluated on two criteria:

- A) Cost: Tenders with the lowest costs will be considered advantageous
- B) Experience of working on fisheries texts: Experience in providing translations on fisheries related texts, and therefore familiarity with fisheries language and terminology, will be considered advantageous.

5.2 In the case that several tenders are positively evaluated, CFFA may require tenders to translate a short text as an additional evaluation criteria.

6. Deadlines and Announcements of results

6.1 Applicants should submit their documents for tender by Wednesday the 22nd of March, 2016.

6.2 The successful applicant will be notified by Friday the 31st of March. The CFFA will attempt to notify all unsuccessful applicants by the end of of April.