

Procurement on translation services for 2017

Issuance Date: December 22, 2016

Closing Date: January 10, 2017

Period of contract: 2017

The Ukrainian NGO “Institute for Budgetary and Socio-Economic Research” (IBSER) is implementing the Municipal Finance Strengthening Initiative (MFSI-II) Roll-Out Project, supported by the U.S. Agency for International Development (USAID).

IBSER is seeking freelance translators who would be able to perform written translation and interpreting (English-Ukrainian/Ukrainian-English) for our Organization. The translation services will include the following scope of work:

1. Written translation of analytical materials:
 - Monthly publication “Monthly Monitoring of Main Indicators of the Budget System of Ukraine”;
 - Quarterly publication “Budget Monitoring: Analysis of Budget Execution”;
 - Analytical materials;
 - Analysis of draft laws, budget laws and regulations.
2. Information for the web site: E-bulletins, events, news, announcements, etc.;
3. Other routine documentation: MFSI-II quarterly reports, technical, communication and administrative materials, correspondence, etc.
4. Interpreting during working meetings, events, etc.

If you choose to present your proposal, it must be submitted by e-mail at okpa@ibser.org.ua no later than January 10, 2017.

The solicitation in no way obligates IBSER to pay any cost incurred in the preparation and submission of the proposal. Any questions concerning this solicitation should be directed in writing to Oksana Kulishenko via e-mail at: okpa@ibser.org.ua or by phone: 353-58-68.

Instructions

The closing date for translation services proposal is January 10, 2017.

Offerers are invited to submit quotations for the described services. All responsive quotations will be evaluated and the procurement award will be made to the quotations offering the best value to IBSER. Non-responsive quotes will not be given consideration.

Evaluation criteria

IBSER will award contracts for the period 2017 to the responsive and responsible persons who provide the best value based on evaluation criteria listed:

- Prior experience on translating in budgetary and socio-economic sphere (public finance, budgeting process, EITI, tax policy, participatory budgeting, etc.);
- Price (please, specify the price in \$ or UAH for 1800 characters (page) or for 1 character);
- Individual entrepreneur registration is preferable.

Your proposal should include:

- CV describing prior experience;
- Price.

Thank you in advance.

IBSER