

## Request for Quotation for Translation Services

This Request for Quotation (RFQ) is conducted to meet the procurement requirements of multiple projects funded by the European Union and Save the SDC. All bidders are required to comply fully with the relevant project regulations and compliance requirements.

Save the Children is a leading and independent organization in the world for children. We work in 120 countries worldwide. We defend the lives of children, fight for their rights and help them to fulfil their potential

### **ESSENTIAL CRITERIA**

In order to qualify as a bidder, you must be able to answer 'Yes' against all of the Essential Criteria. After passing the essential criteria you will be scored against Capability and Commercial criteria.

- A) Do you have a legitimate business/official address OR are you registered for trading or tax purposes with the authorities: Yes/ No
- B) Do you agree to comply with our standard policies and procedures as stated in RFQ document: Yes/No
- C) Do you confirm that you are not any prohibited parties or on Government blacklists: Yes/ No
- D) Are you able to issue VAT-exempt invoices for projects excluded from the VAT scheme based on official exemption certificates issued by the competent authorities: Yes/ No**

### **CAPABILITY CRITERIA (50 %)**

The following criteria are considered very important in the evaluation of this tender

#### **Quality /Service (30 %)**

- **Experience in Similar:** Projects Proven track record in providing translation services, especially for clients in relevant sectors (INGO preferred) 15%
- **Language Pairs and Specialization:** Availability of translators for the required language pairs and specialized terminology (e.g., legal, medical, or technical translation). 15%

#### **Capacity (20 %)**

- **Turnaround Time and Flexibility:** The ability to meet deadlines and handle urgent or high-volume requests. 10%
- **Adherence to RFQ Requirements:** Submission of all requested documents. 10%

#### **Sustainability (10 %)**

- The Bidder is registered / has its primary operations in close proximity to the programming location. 10%

## Financial offer

Cost factor-pricing (40 %)

-Companies must express their interest by sending a sealed envelope:

- **Detailed, signed and sealed economic offer in Albanian Leke (VAT Included)**
- **A copy of NIPT.**
- **QKB Licence.**
- **Name and year of birth of Legal Administrator (copy of ID).**
- **The validity of the offer.**
- **Evidence of previous experience in relevant field.**
- **Declaration of company Language Pairs and Specialization.**
- **Declaration of company turnaround time and flexibility.**
- **Document proving translator expertise and qualifications.**
- **Bidders must formally agree to fix the prices they offer for the duration of the contract.**

The envelope should be sent to our offices **no later than Thursday, January 22<sup>nd</sup> 2026: 14:00.**

Once the evaluation process has been completed by the designated committee, all applicants will be formally informed of the outcome.

For more visit the web page: [albania.savethechildren.net](http://albania.savethechildren.net)

## Specifications of the items required:

Line Item	Description of Goods / Services	Unit	Quantity	Price in ALL (VAT Excluded)	VAT (If applicable)	Price in ALL (VAT Included)
1	Translation Eng- Alb (page 2000 characters)	Page	1			
2	Translation Alb- Eng (page 2000 characters)	Page	1			
3	Editing Alb-Alb (page 2000 characters)	Page	1			
4	Editing Eng- Eng (page 2000 characters)	Page	1			
5	Translation Ita- Alb (page 2000 characters)	Page	1			
6	Translation Alb- Ita (page 2000 characters)	Page	1			
7	Editing Ita- Ita (page 2000 characters)	Page	1			
8	Transcription/ minute	Minute	1			
9	Periphrases (Shqiperim) (page 2000 characters)	Page	1			

10	Organizing and managing of Zoom services and meetings	service	1			

#### Simultaneous translation

	Full Day	Full Day				
11	Simultaneous translation- Full day Eng- Alb, Alb - Eng	Service	1			
12	Simultaneous translation- Full day ITA - Alb, Alb - ITA	Service	1			
	Half day					
13	Simultaneous translation- Half day Eng- Alb, Alb - Eng (1 Translator)	Service	1			
14	Simultaneous translation- Half day Eng- Alb, Alb - Eng (2 Translators)	Service	1			
15	Simultaneous translation- Half day ITA - Alb, Alb - ITA (1 Translator)	Service	1			
16	Simultaneous translation- Half day ITA - Alb, Alb - ITA (2 Translators)	Service	1			

#### Consecutive Translation

		Full day				
17	Consecutive translation- Full day Eng- Alb, Alb - Eng	Service	1			
18	Consecutive translation- Full day ITA - Alb, Alb - ITA	Service	1			
	Half Day					
19	Consecutive translation- Half day Eng- Alb, Alb - Eng (1 Translator)	Service	1			
20	Consecutive translation- Half day Eng- Alb, Alb - Eng (2 Translators)	Service	1			
21	Consecutive translation- Half day ITA - Alb, Alb - ITA (1 Translator)	Service	1			
22	Consecutive translation- Half day ITA - Alb, Alb - ITA (2 Translators)	Service	1			

Bids to be submitted in a sealed envelope, addressed at the below address. The envelope should indicate the Bidder details and RFQ Title, but have no other details relating to the bid.

**Save the Children, Albania Office**  
**Rruga Mihal Popi, Ndertesa 7 (Vila Lami), Ish Pallatet 1 Maji**  
**Kodi Postar 1021. Kutia Postare 8185**  
**Tirane- Albania**