

Request for Quotation for Translation Services

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

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) 10%
- **Language Pairs and Specialization:** Availability of translators for the required language pairs and specialized terminology (e.g., legal, medical, or technical translation) 10%
- **VAT-Exempt Invoicing Capability.** The bidder confirms the ability and readiness to issue VAT-exempt invoices for projects excluded from the VAT scheme based on official exemption certificates issued by the competent authorities. 10%

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 near 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 Tuesday, June 2nd 2026 14:00**

For more visit the web page: albania.savethechildren.net

Specifications of the items required:

No.	Description of Services	Unit	Quantity	Unit cost (ALL) (Excluded VAT)	VAT	Unit cost (ALL) (Included VAT)
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					
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 in Albania Office
Rruga Mihal Popi, Ndertesa 7 (Vila Lami), Ish Pallatet 1 Maji
Kodi Postar 1021. Kutia Postare 8185
Tirane- Albania