

Expression of Interest

Interpretation and Translation Services

I. Introduction

Freedom, justice and solidarity are the basic principles underlying the work of the Konrad-Adenauer-Stiftung (KAS). KAS is a political foundation, closely associated with the Christian Democratic Union of Germany (CDU). In pursuit of its objectives, the Foundation has established more than 100 offices around the world and supports projects in over 130 countries geared towards the promotion of democracy, rule of law and a social market economy.

KAS' Rule of Law Worldwide Program with regional offices in Latin America, Asia, Europe, Middle East and Africa seeks to promote rule of law principles in the aforementioned regions based on the Foundation's conviction that democracy, economic and social development are only achievable and sustainable where the rule of law thrives.

To achieve the aforementioned objective, the Rule of Law Program for Sub-Saharan Africa has been supporting conferences, seminars, workshops, research and publications.

II. Objective

The purpose of this 'Expression of Interest' is to identify suitable service providers that can support multi-lingual activities and publications for the period between February 2023 and January 2027.

III. Services sought

KAS is looking for a suitable service provider to offer multi-lingual interpretation and translation services within the broad Rule of Law framework in the Sub-Saharan region.

The contractual relationship which is limited to a duration of two years (renewable) shall include the realisation of the following services:

- a. Providing interpretation and translation services as shall be required by KAS from time to time;
- b. Providing the necessary equipment and personnel for successful execution of the tasks.

IV. Selection Criteria

Reputation, reliability, cost-effectiveness, efficiency, attention to detail and experience of the service provider shall form the critical parameters for KAS' consideration. The service provider's experience in interpreting and translating legal materials shall be an

added advantage. In the foregoing, the service provider should meet the following criteria:

- a. Be duly registered legal entity to operate in the open market;
- b. should have the technical, personnel and infrastructure capabilities necessary for seamless execution of the tasks;
- c. provide reasonable work schedule to completion of tasks;
- d. provide key aspects that determine the costing of their services and the minimum terms of engagement, for example, the deposit payable upon entering into a contract, duration given to the client to settle the final payment upon successful completion of the task and subsequent issuance of the final invoice;
- e. provide at least 3 referees.

V. Application Deadline

Any interested service provider wishing to participate in the procurement procedure is invited to hand in a comprehensive application as well as the completed questionnaire as attached below via e-mail ruleoflaw.nairobi@kas.de copied to peter.wendoh@kas.de not later than **15 February 2023**.

PRE-QUALIFICATION QUESTIONNAIRE

Name:

Name of the contact person:

Postal Address.....Postal code: City:

Physical Address:

Telephone:

E-Mail:

Website:

Overall size and capacity of your company:

a) Number of key employees and their competencies/specialization

b) Specify language(s) competencies/specialization

c) List the relevant In-house services that you provide.....

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d) List the necessary services that you out-source.....

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I certify the accuracy of the above-mentioned information. I recognise the right reserved by KAS to verify with the listed firms/organizations the accuracy of any information submitted in response to the above-mentioned questionnaire or otherwise submitted to KAS. I further authorise KAS to disqualify the firm I represent from the competition in the event that any of the above information

is found to be false, erroneous or ambiguous.

Place:

Date:

.....
Name and title of the authorised
representative

.....
Signature