



PLAN
INTERNATIONAL



INVITATION TO TENDER

Tender for Translation Service

Main Facts Table	
Request for Proposal (RFP) Reference	Ref No: 004-025/026
RFP launch date	12 August 2025
Deadline for submission of offers	By 4:00 PM of 26 August 2025

Organization Information		
Name of the organization:		
VAT/ PAN registration number:		
HAS A TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? :	YES/NO	
Contact person's name:		
Contact details:	Telephone:	
	Cellphone	
	Address:	
	Email:	
	Other:	
Additional Contact Information:		
SIGNATURE AND COMPANY STAMP		
DATE:		



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11.	Signature of Authorized Person:.....	10
	Company Seal/Stamp:	10
	<i>Final Note: All pages must be printed, filled with the required information, signed and stamped on each page, and submitted as a hard copy in a sealed bid at the specified location within the given deadline.</i>	10

Invitation to Tender for Translation Service

1. Background Information on Plan International

Plan International is a development and humanitarian organization that advances children's rights and equality for girls. We strive for a just world, working together with children, young people, our supporters and partners.

We have worked with children, young people and communities for more than 85 years and are committed to making a lasting impact on the lives of the most vulnerable and excluded children while supporting children's rights and gender equality.

Plan International's refreshed global strategy 2022-2027 strives to achieve a world where all girls are standing strong creating global change. To achieve this ambition, our goal until 2027 is: Girls and young women in all of their diversity reach their full potential as equal and active citizens in both development and humanitarian settings.

Read more about Plan International's Global Strategy: All Girls Standing Strong Creating Global Change at <https://plan-international.org/organisation/strategy/>

About the commissioning office

Since 1978, Plan International Nepal has been working with communities and the government to raise awareness about the importance of children's right and equality for girls. We remain committed to supporting vulnerable and marginalised children and their communities to be free from poverty. We have impacted lives of millions of children and established partnerships with like-minded allies.

Read more about Plan International Nepal country strategy 2023-2028 at <https://plan-international.org/nepal/publications/country-strategy-2023-2028/>

2. Summary of the Requirement

Plan International Nepal regularly dispatches and receives documents, parcels, and program materials to/from districts, provinces, and within Kathmandu Valley. To support our operational and programmatic needs, we seek to engage a professional courier service provider through a non-exclusive Long-Term Agreement (LTA) for a period of one year, extendable by up to two more years based on satisfactory performance.

Individual courier firms or authorized agents registered in Nepal are encouraged to submit their bids in accordance with the terms outlined in this ITT.

3. ITT Overview and Instructions

3.1 Overview

Plan International are inviting interested parties to submit a **[bid for services]** as part of a competitive process for **[Translation Service]**. Successful Bidder(s) will be expected to enter into a **Long-Term Agreement** on a **[Non-exclusive basis]** with our organization. Plan International reserves the right not to award a contract as a result of this Invitation to Tender, or to award to multiple successful Bidders.

3.2 Instructions to Tenderers

These instructions are designed to ensure that all Bidders are given equal and fair consideration. It is the Bidders responsibility to ensure their offer is complete and that you provide all the necessary information asked for in the format specified, or risk your offer being rejected. **Further details can be found in section 8 of this ITT document, 'Submission Checklist.'**

Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply.

Documents comprising this tender pack are as follows:

- **Ref No** : **004-024/025- Provide Translation Service**
- **Annex – 1** : Price Quotation for Translation Service
- **Annex – 2** : Technical Evaluation Criteria

Tenderers are required to submit their proposal (bid), inclusive of all required annexes (hard copy), in a seal bid envelop in the address given below; No electronic submission is entertained and only accept the seal bid hard copy of the bid. Offers must be received by the deadline specified in the section '**3.3 Key Dates and Timelines.**'

Sealed bid hard copy should be submitted to below address

**Plan International Nepal
Nepal Country Office
Maitri Marga, Bakhundole, Lalitpur-3,
Phone: 01-5535580**

The offer and all correspondence and documents related to the tender must be written in [English Languages]

Each Tenderer or member of consortium or sub-contractor may submit only one offer.

- Unless stated otherwise, all communications from Bidders in relation to this tender, including Clarification Questions, must be directed to nepal.procurement@plan-international.org and must include the ITT reference number in the envelop as well as while seeking clarification

3.3 Key Dates and Timelines

The following table outlines the key dates and timelines associated with this tender process. Plan International reserves the right to change these at any time as the tender progresses. To maintain transparency, fairness, and adequate time to prepare your offers, Plan International will inform all interested Parties of any changes to these key dates and timelines simultaneously and in a timely fashion.

Activity	Deadline Date
Issue of Invitation to Tender	12 August, 2025
Deadline for supplier to ask questions if any for further clarification about tender documents and requirements	On or before 21 August 2025, by 5.00PM
Deadline for Plan to respond on questions	On or before 22 August 2025, by 5.00PM
Deadline for submission of offers (Required to submit bid, inclusive of all required annexes-hard copy in a seal bid envelop)	On or before 26 August 2025 by 4.00PM

Note: Late submission of offers than the prescribed date and time will not be accepted and will return back immediately.

3.4 Pricing

Bidders are required to complete the Annexes and requirements in '**Annex 1**. All prices must be quoted in [Nepalese currency], and inclusive of all applicable taxes.

It is expected that prices will be fixed for the duration of the contract and quotes valid for one-year period **can be extended for extra two years** upon the mutual discussion following the Closing Date of this tender. If for any reason you are unable to guarantee fixed pricing for the duration of the contract, any projected price increases should be clearly stated in your tender.

To ensure a fair and transparent process, Plan International will not be able to divulge budget information relating to this tender or associated Projects. It is expected that Bidders submit their best possible financial offer at the point of submission.

The successful Bidder will be required to pay their staff who work on this contract **at least** the National Living Wage.

Price validity = (Initial one year, additional two year can be extended upon mutual agreement)

4. Specification and Scope of Requirement

Please refer to 'Annex 1 & Annex 2 for full details of the requirement.

5. Selection Criteria

Bids will be assessed against predetermined criteria which has been developed and agreed by the Tender Panel prior to launching this Tender process. The information gathered in 'annex-5 and any other requested documentation, will be used to evaluate and score each bids against this set criteria. Please find further details in the below table:

	Criteria	Tenderers must demonstrate.....	Weight
Compliance	Tender Compliance and Completion	<ul style="list-style-type: none">Satisfactory completion of the tender document with requested information, signed and stamped in each page including annexes and submitted no later than the closing date specified in the section 3.3Copy of Company registration certificate (if applicable for this work).PAN/VAT registration.Latest FY tax clearance certificate or evidence letter form IRO about the date extension.	Pass/Fail assessment Bidders who do not meet these minimum requirements, bidders bid documents will not be further assessed for the selection process considering the fail.
Quality	Annex-2 – Technical Evaluation	<ul style="list-style-type: none">Evidence-Based Information & Gender Responsive: 50 marks (45+5)	50%
Price	Annex-1 - Pricing	<ul style="list-style-type: none">Completion of 'Annex 1, Lowest price	50 %

Evaluation of offers

The Tender Panel will review all Bids to ensure they meet the minimum requirements listed under the 'Compliance' section in the above table. Following this, each Bid will be assigned a score on the basis of predetermined criteria and their associated weighted scorings. Final selection will be done by accumulating cost and quality scoring.

The contract(s) will be awarded to the Bidder(s) who represent the best overall value for Plan International in terms of the evaluation criteria set out above. By participating in this tender, you acknowledge and understand that Plan reserves the right to:

- Decide not to award to any supplier
- Decide to award to one or more suppliers
- Decide to re-advertise the opportunity
- Not necessarily accept the lowest cost offer

Notification of award of contract will be issued via e-mail.

6. Terms & Conditions

By submitting a Bid as part of this Tender process, you also acknowledge and understand that:

- Plan International will not be liable for any costs or expenses incurred in the preparation of your offer
- You or your company will undergo vetting checks against an Anti-Terrorism and Sanctions Database as part of due diligence protocols
- Plan International reserves the right to keep confidential the circumstances that have been considered for the selection of the offers
- Part of the evaluation process may include a presentation from the Bidder and a site visit by Plan International staff, where applicable and necessary
- Plan International reserves the right to alter the schedule of tender and contract awarding
- Plan International reserves the right to cancel this tender process at any time and not to award any contract

- Plan International reserves the right not to enter into or award a contract as a result of this invitation to tender
- Plan International does not bind itself to accept the lowest, or any offer
- Any attempt by the Bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or Plan International during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its offers and may result in the termination of a current contract where applicable
- You accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its own conditions of sale may be, which you hereby waive
- You have examined carefully, understood and comply with all conditions, instructions, forms, provisions and specifications contained in this tender dossier. You are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at Plan International's discretion
- You are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform Plan International in writing
- You declare that you are affected by no potential conflict of interest, and that you and our staff have no particular link with other Bidders or parties involved in this competition. Should such a situation arise during performance of the contract, you shall immediately inform Plan International in writing
- You accept Plan International's standard terms of payment which are 30 days after the end of the month of receipt by Plan of a proper invoice or, if later, after acceptance of the Goods or Services in question by Plan International Ltd.

7. Plan International's Ethical & Environmental Statement

- The organisation should establish environmental standards and good practices that follow the principles of ISO 14001 Environmental Management Systems, and in particular to ensure compliance with environmental legislation
- The organisation should seek to set reduction targets in areas where the organisation's activities lead to significant environmental impacts

8. Submission Checklist

Document	Form
Tender documents along all annexes	Satisfactory completion of the tender document with requested information, signed and stamped in each page including annexes Fill up your quote price in the annexes- 1 & 2 signed and stamped it and submit whole tender documents.
Non-Staff Code of Conduct	Only selected vendor will have sign Non-staff Code of Conduct. No need to submit during bidding process
Company registration (legal documents) Registration/affiliation with sectoral business (if applicable)	<ul style="list-style-type: none"> • <i>Copy of company registration certificate (if applicable to this work)</i> • <i>Copy of company affiliation with sectoral business entity (if applicable)</i>
PAN/VAT registration certificate	<i>Copy of PAN/VAT registration,</i>
Tax clearance certificate-latest prevailing financial year.	<i>Copy of latest tax clearance certificate, if needed with extension.</i>

Annex 1- Pricing Annexes

S N	Requirement	Specification	Quantity	Rate including of VAT/PAN	Remarks / If Any
1	Translation per page				
1.1	Nepali to English, Vice Versa	Per Page Consideration Basis: a. Word or PDF File – A4 size page- Arial font-11 (300 to 350 word) considered as Page-1 b. Word or PDF files- (A4 size page- Arial font-11) with half text and half diagrams- two pages count as page 1. c. PPT - General PPT slide, presentable font size (approx.-30 points) with some chart, - 3 slides considered as page-1.	Per Page		
1.2	Script Writing (as heard from a recorded / audio, in either languages)		Per Page		
1.3	Editing and Proof Reading (Nepali documents)		Per Page		
1.4	Editing and Proof Reading (English documents)		Per Page		
2	Translation- Per Word				
2.1	Translation: Nepali to English, Vice Versa	Based on number of word count: As Per actual word count	Per Word		
2.2	Script Writing (as heard from a recorded / audio, in either languages)		Per Word		
2.3	Editing and Proof Reading (Nepali documents)		Per Word		
2.4	Editing and Proof Reading (English documents)		Per Word		
3	Transcriber				
3.1	Transcriber	as heard impromptu in either language (Nepali to English and vice versa)	Per hour		
3.2			Half day		

Key Terms:

- The organization reserves the right to verify the page count and word count based on the final source documents provided for translation.
- For each future requirement, the organization will determine whether the per-page or per-word rate applies at the time of placing the order.
- The quoted cost shall apply to the final translated version, incorporating multiple rounds of review and feedback as necessary.
- The final translated document must be provided in an editable format (e.g., Word, PowerPoint, or Excel, as applicable)

Annex 2

Technical Evaluation Criteria

2.a Translation Service - quality evaluation + Gender Responsive - Evidence base information: (45+5=50 marks)

No.	Evaluation Criteria	Below information will consider while providing score. Bidders must submit documents to get the marks	Maximum Score	Bidders' response on defined criteria	
				If you submitted evidence, please write down "YES" under Documents Submitted column and otherwise write down "YES" under Documents not available column	
				Documents Submitted	Documents not available
1	Work experiences on Translation Service	▶ 5 years or more experience: 10 marks ▶ Less than 5 years' experience: prorated as (number of years of experience × 10/5 marks). (Need to submit organization profile reflecting your work experience, how long you have been working in this sector, to whom you work with)	10 If the document is available, write "Yes" above and submit it as evidence. If the document is not available, write "No" above.
2	Provide the reference of experience letters from your clients to which the company has offered similar services in the last 5 years	▶ 5 or more experience letters from different clients: 10 marks ▶ Less than 5 letters: prorated as (number of letters × 2 mark per client). (One experience letter from one client will be considered)	10 If the document is available, write "Yes" above and reference letters If the document is not available, write "No" above.
3	Academic Qualification	Provide the CV and educational certificate of the proposed translator(s) ▶ Master's degree in translation, communication, linguistics, social sciences, or a relevant field 5 Marks ▶ Bachelor's degree in translation, communication, linguistics, social sciences, or a relevant field 3 Marks ▶ Below Bachelor's degree 0 Marks	5 If the document is available, write "Yes" above and submit copy of academic certifications If the document is not available, write "No" above.
4	Sample Translation	Submit at least two short translation samples (one English to Nepali and one Nepali to English) from previous work. ▶ Translation reflects contextual meaning and sense in Nepali/English (not literal translation), uses standard terminology, and maintains respectful and dignified language, with grammar clarity and fluency in both language 5 Marks ▶ Samples do not meet the above standard 0 Marks	5 If the document is available, write "Yes" above and submit sample. If the document is not available, write "No" above.
5	Methodology and Quality Assurance	Please submit a detailed methodology covering step by step translation process, review, proofreading, quality assurance, and feedback handling. Scoring: Clarity and completeness of the methodology: ▶ Excellent – exceeds expectations: 13 - 15 Marks ▶ Good – meets requirements: 10 – 12 Marks ▶ Adequate – basic but incomplete: 6 – 9 Marks ▶ Inadequate – partial, serious concerns: 2 - 5 Marks ▶ Unacceptable – lacks key info - 0 Marks	15 Please submit detail proposal along with bid If the document is not available, write "No" above.
6	Gender Responsive (This is link with Tender documents 5 marks for GRP)	▶ Entity owned by women, majority women staff, or women drivers available: 5 marks ▶ Any one of the above: 2 marks, None – 0 Marks Submit supporting evidence for the above details.	5 If the document is available, write "Yes" above and submit it as evidence. If the document is not available, write "No" above.

Note: If your answer is "Yes," please write "Yes" and submit the relevant hard copy documents along with your tender. Failure to submit the required documents will result in no marks.

Signature of Authorized Person:

Name of Authorized Person:

Cell #.....

Name of Firm/Company:

Address:

Contact #:

E-mail ID.....

Company Seal/Stamp:

Final Note: All pages must be printed, filled with the required information, signed and stamped on each page, *and submitted as a hard copy in a sealed bid at the specified location within the given deadline.*