



LOCAL YOUTH CORNER CAMEROON

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REG N° 000850/RDA/J06/BAPP

Motto: Working Together for a Common Good and a Peaceful

Society

CALL FOR TENDER FOR INTERPRETATION SERVICES.

Tender reference: 2023-03

Local Youth Corner Cameroon (LOYOC) is looking for an interpretation company provider with experience in online interpretation through Zoom in English and French language.

Offer Date: March 14, 2023.

Offer deadline: Saturday 25th March 2023, 5:00pm

Local Youth Corner Cameroon (LOYOC) is a National, non-profit, non-governmental Youth-led organization (Leadership is between 15 to 35 years old) created in 2002 and registered in 2004. We are aimed at promoting the empowerment of young people (males and females) in the domain of peacebuilding, as well as preventing and countering violent extremism and sustainable development. LOYOC was created as a response to the increase in the socio-political and economic challenges facing young people such as unemployment, bad governance, gender-based violence, and lack of quality education, poverty, and corruption, the poor social justice system and exclusion in the decision-making processes and since then our impact both at national and international levels are so enormous.

Objective of the Bid

LOYOC is looking to hire an interpretation services company to help our Project team for their events. With demonstrable experience in working with similar organisations and familiar with interpreting development peace and humanitarian words. Experience with online interpretation through Zoom is required.

Languages Required for Interpretation:

- English – French
- French - English

Eligibility Criteria:

Providers are required to meet the following criteria to qualify for the bid submission.

- Must have an established and registered Structure in Cameroon.
- A track record of providing interpretation services.
- Bidder should be an authorized service provider of the quoted items and should submit relevant documents/certificates.
- Must have a 2-5 years' Experience will have to furnish details of the experience.
- Must provide all relevant records required that is VAT and other taxes (which ever applied)
- Must be time conscious.

Evaluation criteria

Your quotation shall be evaluated using the following criteria.

S/N	Evaluation Criteria	Weight Of Criteria
		100 Points
1	Ability To Provide Quality interpretation services	20%
2	Experience with NGOS	20%
3	Registration And Qualified Services	20%
4	Service Fee	40%

Exclusive Criteria

If any of the following are true for the bidder at the time of submitting their tender or at any time during the procurement process, they will be excluded from consideration for winning a contract with LOYOC. The bidder may also be blacklisted for participation in future LOYOC procurements. By submitting a tender, the bidder declares that they are not in one of the following situations:

- a) They are bankrupt, subject to insolvency, or being wound up, are having their assets administered by a liquidator or by a court, have entered an arrangement with creditors, have suspended business activities,
- b) They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with applicable laws.

- c) It has been established by a court's final judgment or by a final administrative decision that the bidder is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the bidder belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes a wrongful intent or gross negligence.

These include:

- i. Misrepresenting the information required as part of this procurement procedure
- ii. Entering into agreement with other persons with the aim of distorting competition
- iii. Violating intellectual property rights
- iv. Attempting to influence the decision-making process during this procurement procedure
- v. Attempting to get confidential information that might give an unfair advantage in the procurement procedure.

- d) It has been established by a court's final judgment that the bidder is guilty of any of the following:

- i. Fraud
- ii. Corruption
- iii. Relations with a criminal organisation
- iv. Money laundering or terrorist financing
- v. Terrorist offences or offences linked to terrorist activities, or inciting, aiding, abetting or attempting to commit such offences
- vi. Child labour or other offences related to trafficking of human beings.

- e) In the past, the bidder has shown significant failures in complying with the main obligations of a procurement contract with the client.

Selection Procedure

LOYOC has a Tender Committee made up of at least three members who will open and evaluate all tenders received. Firstly, tenders will be checked for completeness and respect of submission Timeline. Incomplete or late tenders will be rejected. We will then evaluate the tenders against the Selection Criteria listed above and select the supplier which offers the

lowest price and best matches all the other selection Criteria. Any supplier who matches one of the Exclusion Criteria will be rejected.

Anti-Fraud Policy

LOYOC has a zero-tolerance approach towards corruption and fraud in all its forms. LOYOC aims to prevent fraudulent activities and to respond to any allegations or potential fraud swiftly and effectively. If the bidder or any member of staff is aware of any corrupt or fraudulent activities in relation to this procurement process, they are requested to report it to the Executive Director a.christian@loyocameroun.org immediately.

Anti-Privacy Policy

If you decide to submit a tender to this call, please note that LOYOC will keep your information and offer for at least 10 years as it is legally required as supporting documentation for our donors even if you are not selected for the contract. For more information about our privacy practices please visit www.loyocameroun.org.

Payment

Bidders should be aware that if they are selected for this contract, payment will be made on the following terms: payment only after delivery of each interpretation and following submission of an invoice.

Specific requirements for tenders

Prices should be given in FCFA, exclusive of VAT, quoting price per hour and language.

Deadline: Tenders must be submitted no later than Saturday 25th March at 5:00 PM prompt. Tenders submitted after this time will not be considered.

Where and how to submit tenders: Tenders should be submitted via email to info@loyocameroun.org with the subject “Tender” and the tender reference: 2023-03.

Language of tenders: The tenders must be in English.

The submitted tender package must include:

- The complete offer with total prices and relevant details, including
 - price per hour and language

- The signed declaration on honour at the end of this document confirming that the bidder does not match any of the exclusion criteria
- Companies must provide a copy of their company's registration document, as proof of their nationality in compliance with the Cameroon's Rules of Nationality.
- A CV/agency profile and a list of current contracts.
- If the bidder has not previously worked with LOYOC before, they should provide at least two previous clients' references.
- Ideally a video file sample interpretation.

Tenders which are incomplete or not submitted as described above will be excluded.

Contact Person

If you have questions about the terms of reference or invitation to tender requirements, please send these in writing to Divine Ayeh Sake: divineaye@loyocaneroon.org. Or call 673419968