EXPRESSION OF INTEREST

PROVISION OF SERVICES OF A QUALIFIED TRANSLATION FIRM/TRANSLATOR TO THE MALTA ENVIRONMENT AND PLANNING AUTHORITY

Ref: EOI/01 /2010

4 January 2010

1. Scope

This expression of Interest (EOI) requires the services of a qualified translator/translator firm to work on text (including legal text) from English to Maltese language and from Maltese to English. The selected expert would be engaged to work on specific translation assignments as may be required by the Authority.

1. Flexibility is very important in this line of work, since work is sometimes required within the hour or by end of business the same day.

2. Upon receipt of the vetted work from the translator, MEPA reviews the work and might resend it to the translator for clarifications and revisions at no additional cost.

3. Vetting of document should always be in track changes in the document. Sometimes vetting of text in excel documents is also required and in this case the translator can make us of the excel facility which shows the changes that have been made to the text

4. The engagement does not constitute employment.

The successful bidder is expected to give an engagement letter indicating the details of the services he would be providing.

2. Time frames

The first engangement will be set within a week of contract signing.

3. Duration

The appointment will be for a period of a year renewable annually.

4. Instructions to bidders

Interested bidders are to submit their proposals including:

(a)Individual experts (vat registered) and companies may apply.

(b) A Curriculum Vitae in Europass format should be presented. In case of registered companies a copy of MFSA certification and experts CVs in Europass format and nominated contact.

(c)The quotations should include;
1. Rate in Euros per page (300 words), inclusive of VAT for revision of translations,
2. Rate in Euros per page (300 words), inclusive of VAT for translation,
3. Rate in Euros per page (300 words), inclusive of VAT for proof reading.

6. Equipment

Any hardware, software or equipment required for this exercise shall be procured at the expense of the selected bidder.

7. Conditions for Participation

Participants in this Expression of Interest must observe the following:

- Submissions are made strictly in accordance with this document.
- Additional material, brochures or promotional material may be submitted together with the information requested therein.
- All information requested in this document must be provided. If any section is not deemed to be applicable the bidder shall indicate it accordingly, without prejudice to the right of the Authority to disqualify bidders that do not provide the required information.
- The proposal submitted is to be signed by the candidate's authorised signatory with evidence of such authorisation.
- The proposal must be drawn up in English and submitted by not later than the deadline specified in this document.
- Any correspondence, including the actual proposal must always include the reference number indicated on the front page of this document.
- The Authority may invite bidders to supplement or clarify the documents they submit.
- The Authority reserves the right to refuse any additional fees that may be presented at the end of the exercise that were not approved by the said authority in writing.
- The proposal must be delivered by recorded delivery (official registered postal service) or hand delivered to the address below by not later than 12:00 hrs on the 15th January 2010:

  Director Corporate Services
  Malta Environment and Planning Authority
  St Francis Ravelin
  Floriana
  Malta
- Proposals submitted in any other way will not be considered.
- Late submissions will not be considered.

8. Proposal Response Format

Bidders are to submit one (1) copy of their proposal. The copy may be sent via email to;
Ing Ray.Piscopo (ray.piscopo@mepa.org.mt) or to;

- The address for submission of Proposals indicate above;
- The reference code of Expression of Interest (found on front cover of this document);

- Expression of Interest title.

9. Evaluation Criteria

This assignment will be awarded in terms of the following evaluation criteria:

Evaluation Criteria	**%**
Experience	**15**
Qualifications	**25**
Cost of assignment	**60**
Total	**100**

10. Termination

Without prejudice to the above, the Malta Environment and Planning Authority reserves the right to terminate the assignment without compensation in the event that there is an unjustified delay from agreed date of submission of date of assignment or if the successful bidder demonstrates a lack of ability to perform the tasks required.

11. Payment

Terms of payment will be agreed upon as part of the negotiated package and the signing of the contract by the Malta Environment and Planning Authority.

12. Clarifications and additional information

Interested bidders are to notify the Authority in writing of any clarification required on the assignment. Any requests for clarifications are to be addressed until 12:00 8th January 2010 to:

The Director Corporate Services
Malta Environment and Planning Authority
St Francis Ravelin
Floriana
Malta

e-mail: malcolm.borg@mepa.org.mt

Any clarifications will be faxed, mailed, e-mailed or delivered to all the parties known to the Authority to have requested a copy of the Expression of Interest.

Copies of all clarifications will be made available for inspection on the MEPA official website under the section Info & Participation.