

Term and condition of tendering for translation service

I. **Organization:** Plan International Laos

II. **Activities name:** Provide Translation for Plan International Laos such as: Simultaneous translation, Consecutive translation and Documents translation from Eng-Laos-English.

III. **Tender Condition:**

The company or individual freelance who interest please submit the following information:

1. If company:

- Copy of 2022 Business registration certificate.
- Copy of company profile and work experience (if any).
- Copy of 2021 tax payment certificate (paid by 2022).
- List of staff/interpreter/translator and copy of their CV, BA, work certificate from previous service and other supporting documents.

2. If Individual freelance service

- Copy of CV, BA, work certificate from previous service and other supporting documents.
- Copy Residence certificate or ID card.

3. Quotation

- Fill the price/cost to Plan's form "Translation LTA-Quote" and please download in link "<https://rb.gy/brpynv>"
- The propose cost any be Lao kip or US dollars and fix (no change) within 1 year.

4. Please fill your majority/prefer service term (Example: Education, Gender, Safeguarding, Public Health, general).

5. This service is purposed for Long-term agreement for 1 year and the company or individual service provider willing to sign long-term agreement with Plan with the maximum estimate budget.

6. The actual service will be based on job available during the year with single purchase order

7. The company or individual service provider accept money transfers, receive checks, and payment after service

8. All documents you submit will not return even though you are selected or not

IV. **Tender submission**

If the company/individual person submit the tender document in hard copy, the document must be sent in sealed envelope and to the office address below.

If you submit by email, please submit to email: Laos.procurement@plan-international.org with subject "Translation tendering".

V. **Closing date**

Tender document must be sent not later than **30 May 2022, at 5:00 pm** to following address, after the time mention above, the document would be rejected.

Plan International in Laos, Vientiane office
House 203, Unit 10, Phonsinuan Village, Sisattanak District, Vientiane Capital, Lao PDR
Tel: +856 (0) 21 353 408 -11,
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Email: Laos.procurement@plan-international.org