

 *Ref: 2025/151/VTE-LA Date: 21st Aug 2025*

**Invitation to Bid for Translation and Interpreter Service**

Oxfam is an international non-profit organization operating in Laos, invites eligible suppliers and individual consultants to express their interest in providing translation and interpretation services to support our program’s activities and operations that require such service.

**Selection criteria:**

|  |  |
| --- | --- |
| Required documents | * Valid business license and required certifications for operating as a travel agency
* Current tax certificate (if any) or previous year
* Company profile or CV (for individual consultant)
* List of key clients (preferably INGOs, NGOs, UN agencies, or international companies if any)
* Identity card, family register or business owner’s passport
* Bank account issued in the name of company of the name of the company owner
 |
| Quality | * Proven experience in translation and interpretation (English Lao / Lao–English)
* Accuracy, clarity, and consistency in translation
* Ability to handle technical and sector-specific terminology (development, humanitarian, financial, etc.)
* Commitment to confidentiality and professional standards
 |
| Capacity | * Availability of qualified translators/interpreters
* Ability to provide services on short notice and meet deadlines
* Capacity to support both written translation and simultaneous/consecutive interpretation
* Access to necessary equipment and tools (for interpretation, if required)
 |
| Financial  | * Competitive pricing and clear fee structure (per page/word/day)
* Value for money in relation to quality and capacity
* Willingness to provide credit facilities or deferred payment terms (if required)
* The unit price must be added to the value added tax ( VAT ) or personnel income tax for individual consultants if applicable
* The lowest quotation is not the only factor in the selected criteria, experience and good services are also as important
 |

The procurement process is open to relevant vendors who hold a valid relevant business license in the Lao PDR. Interested bidders should contact the front desk office at:

Oxfam in Laos, No. 145, Unit 08, Phonxay Village, Saysettha District Vientiane Capital, Tel: +856 030 5980545. For further information, please contact Ms. Sisomphone Thadavong on 020 55526596 or e-mail: Sisomphone.thadavong@oxfam.org;

**Bidders** are required to request a copy of the Request for Quotation (RFQ) that provides the instruction to Bidders. The RFQ will need to be completed and submitted in hard copy to Oxfam Office or **sent to e-mail above** from Monday to Friday during working hours but not later than 27th Aug 2025. For RFQ form you can access and download by scanning QR Code: 

**Note**: There is no cost, or payment is required to obtain the RFQ, if any bidder submitted after deadline will be rejected.

With highest respect and esteem Oxfam in Lao PDR Administration & Logistics Department