



Until we are all equal

**Plan International Laos**  
**Announcement of the bidding for the Interpretation and Translation**

Plan International Laos is an international and independent organisation that works to advance children's rights and equality for girls. We work with vulnerable children and adolescents, especially girls and young women, to ensure they are equally valued by society, healthy, knowledgeable and decide on matters that affect them. We work in Bokeo, Luang Prabang, Oudomxay, and Vientiane Capital.

Plan International Laos works with diverse people, and each year, we hire simultaneous, consecutive interpreters and document translators from Lao to English and vice versa. We are now seeking to hire professional individuals or companies to provide those services under a Long-Term Agreement, and we are inviting interested candidates to submit their service quotes with the conditions below:

**Conditions**

- One copied set of the latest Business registration (company);
- One copied set of the latest Tax payment certificate (the company);
- One copied set of Resumes and other related documents (Company and an individual);

For other related documents (terms and conditions), please see the link [Document Interpreter 2026](#)

**Deadline for submitting the bidding documents: 10 February 2026.** The interested candidates can submit their papers to Plan International Laos:

- Email: [Laos.Procurement@plan-international.org](mailto:Laos.Procurement@plan-international.org) and CC to [Keota.Khounphon@plan-international.org](mailto:Keota.Khounphon@plan-international.org).
- Or please submit your document to Plan International Laos office below

**Plan International Laos**

House no. 203, Unit 10, Phonsinuan Village, Sisattanak District  
Vientiane Capital. Tel.: +856 (0) 21 353 409 -11,  
Fax.: +856 (0) 21 313 512

**Remarks:**

1. Individuals or companies winning the bidding must sign a long contract with Plan International Laos;
2. All payments will be made in cheques and bank transfer.
3. No errors are accepted in all information in bidding documents.
4. All bidding documents are accurate and kept confidential.
5. All bidding documents are not returned.

Sincerely Yours



Sengsantisith Sanasithane  
Operations Director  
Plan International Laos