



**AUS4SKILLS**



20 May 2024

## **Request for Quotations: Translation and Interpretation Services for the Aus4Skills Program**

Dear prospective service provider,

Tetra Tech International Development Pty Ltd (Tetra Tech International Development) as purchaser is seeking the supply of **Translation and Interpretation Services** for the Aus4Skills Program. We invite you to submit your quotation as per the specifications detailed in Annex 1 of this Request for Quotations (RFQ). You may quote for translation services or interpretation services or both.

Quotations and supporting documentation must be submitted by email by **7 June 2024, 17:00 (Hanoi time)** to the following contact officer:

Name: Andrea Wilson  
Title: Contracts and Services Director  
Address: Level 9, Tower A, Handi Resco Tower, 521 Kim Ma, Ngoc Khanh Ward, Ba Dinh District, Hanoi  
Email: [procurement@aus4skills.org](mailto:procurement@aus4skills.org)

It is your responsibility to ensure that your quotation reaches the email address above on or before the deadline. Quotations that are received by Aus4Skills after the deadline indicated above will not be considered for evaluation.

Quotations will be deemed valid for 90 days from the date of submission. At any time during this period, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factor will be considered by Aus4Skills.

Thank you and we look forward to receiving your quotation.

Aus4Skills

## **ANNEX 1: SCOPE OF SERVICES**

### **1 BACKGROUND**

Aus4Skills aims to support Vietnam to access and use high level professional and technical knowledge, skills and competencies, to contribute to the country's sustainable economic and inclusive development. The program also aims to deepen Vietnamese and Australian people-to-people and institutional links and therefore strengthen the partnership between the two countries.

Aus4Skills seeks to achieve the following three program outcomes:

- Inclusive alumni use new skills and knowledge to make positive contributions to targeted areas of Vietnam's development
- Selected Vietnamese Government, private sector, civil organisations and other partners demonstrate organisational through improved policies, practices or performance standards in targeted areas
- Australia and Vietnam have stronger sustainable links and partnerships in selected agencies.

These outcomes are underpinned by the principle that gender equality, disability and social inclusion are integrated into all Aus4Skills activities, which are organised into five main components as follows:

1. Australia Awards Scholarships
2. Alumni Engagement
3. Capacity Building for Higher Education
4. Promoting Industry Linkages in Vocational Education and Training (VET)
5. Vietnam Australia Centre (VAC), a new initiative to foster leadership and policy development.

Aus4Skills regularly organises courses, trainings, workshops, forums, and other events (either face-to-face and online) where high quality translation and interpretation services are required.

### **2 DELIVERABLES**

Service providers will be expected to:

- Provide competent, complete, and accurate translation and interpretation services (face-to-face and online) in a timely manner and in accordance with the Aus4Skills Program's reasonable instructions and requests.
- Comply with all applicable laws, regulations and rules, and all relevant interpretation/translation industry standards of practice and ethical obligations in the performance of the services under a Services Agreement with Tetra Tech International Development.

- Keep strictly confidential any business, proprietary, or other like information gained in the course of providing the translation and interpretation services, including, but not limited to, the confidential information of third-party stakeholders, consultants, or participants.
- Acknowledge that documentation produced by the service provider in delivering the services under a Letter of Agreement with Tetra Tech International Development shall vest in and shall remain the property of Tetra Tech International Development acting on behalf of the Australian Government.

### **3 KEY COMPETENCIES AND EXPERIENCE**

Service Providers must:

- possess formal qualifications in translation and interpretation (English to Vietnamese and vice versa)
- demonstrate five to 10 years of professional experience in providing translation and interpretation services (English to Vietnamese and vice versa) to international companies and organisations
- in the case of interpretation services, demonstrate experience in interpreting for online events using platforms such as Zoom
- demonstrate flexibility and the ability to work under tight deadlines

### **4 SUBMISSIONS**

All submissions must include the following:

- CV or organisational profile (maximum of 3 pages per translator/interpreter) outlining formal education and qualifications, professional experience and past projects/clients
- quotation using table provided at Annex II

### **5 ASSESSMENT CRITERIA**

The following criteria will be used to evaluate proposals:

- the completeness of the response as per the specifications of this RFQ
- demonstrated past experience in providing high quality translation/interpretation services to international organisations
- proposed fees, noting that Aus4Skills is not bound to select the service provider which proposes the lowest price and reserves the right to negotiate costs.

**ANNEX II: QUOTATION**

Services	Fee (VND) (exclusive of VAT/PIT)
<b>Translation Services</b>	
English to Vietnamese (per page of 350 words)	
Vietnamese to English (per page of 350 words)	
<b>Interpretation Services (Simultaneous)</b>	
Daily (8 hours)	
Half day (4 hours)	
Hourly	
<b>Interpretation Services (Non-Simultaneous)</b>	
Daily (8 hours)	
Half day (4 hours)	
Hourly	