

# INVITATION TO TENDER FOR

## Translation Services for the Arms Trade Treaty Secretariat

Ref. Number:  
**ATT/SEC/2025/Tender,Translation**

**DEADLINE FOR THE SUBMISSION OF  
PROPOSALS :**

**16 APRIL 2025 AT 17h00 (CET)**



**TENDER ISSUED : 17 MARCH 2025**

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## SECTION 1 Covering Letter

17 March 2025

### **INVITATION TO TENDER: TRANSLATION SERVICES FOR THE ATT SECRETARIAT**

The ATT Secretariat is pleased to invite you to tender for translation services for the ATT Secretariat.

The ATT Secretariat is planning to conclude a three-year contractual framework for translation services of texts from English into Arabic, Chinese, French, Russian and Spanish. The text for translation consist of conference documents related to the work of the various bodies of the Arms Trade Treaty. The ATT Secretariat seeks to establish a 'one stop shop' for its translation services and as such expects every tenderer to bid for translation services for all languages listed above.

The successful tenderer (service provider) will be offered a contractual framework that lays down the legal, financial, technical and administrative provisions governing the relations between the ATT Secretariat and the service provider during the period of its validity. Individual orders under the contractual framework will be assigned upon need throughout the agreed period.

The attached tender documents describe how to submit proposals and how such proposals will be evaluated for suitability. You are requested to submit your proposals in accordance with all the instructions, requirements and specifications set out in the enclosed documents.

The tender will open on 17 March 2025 from 13h00 and will close on 16 April 2025 at 17h00 (CET). All proposals must be submitted electronically to [info@thearmstradetreaty.org](mailto:info@thearmstradetreaty.org) by the set date and time.

The successful tenderer (service provider) will be required to deliver services in accordance with all tender requirements and the contract placed with the successful tenderer (service provider). The contract will be managed according to terms and conditions agreed upon and will be subject to continuous performance review by the ATT Secretariat. The successful tenderer (service provider) shall be required to perform consistently throughout the duration of the contract. Failure to do so may result in the contract being reviewed or terminated.

Any questions concerning this tender or the tendering process should be sent to [info@thearmstradetreaty.org](mailto:info@thearmstradetreaty.org) quoting the reference number of the tender.

The ATT Secretariat reserves the right not to contract or to contract only in part with any tenderer (service provider).

The information supplied in these tender documents reflects the ATT Secretariat's current view of the services required and the applicable tendering process. Whilst the information in these documents has been prepared in good faith, it does not purport to be exhaustive or to have been independently verified. This tender is issued on the basis that:

- The ATT Secretariat does not accept any liability, responsibility or duty of care to any tenderer for the adequacy, accuracy or completeness of this information or for anything said or done in relation to the procurement to which this information relates;
- The ATT Secretariat does not make any (expressed or implied) representation or warranty either about the information contained in this tender or on which it is based, or about any written or oral information that may be made available to any applicant;
- Nothing contained in this tender information constitutes an inducement or incentive in any way to persuade an interested person to pursue its interest, submit a tender proposal or enter into any contract;

- This tender information is neither an offer capable of acceptance nor is it intended to create a binding contract.

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## **SECTION 2 - The Arms Trade Treaty (ATT) Secretariat**

To help you in developing your response to our Invitation, we would like to inform you about our business so that you can use this information to inform every aspect of your application and tell us exactly why we should choose you to help us realise our business objectives.

The ATT Secretariat is an international organization established to assist States Parties in the effective implementation of the Arms Trade Treaty (ATT), by undertaking the following specific responsibilities set out in Art 18 (3) of the Treaty:

- Provide substantive and administrative support to the ATT process;
- Receive, make available and distribute the reports as mandated by the Treaty;
- Maintain and make available to States Parties the list of points of contact;
- Facilitate the matching of offers of and requests for assistance for Treaty implementation and promote international cooperation as requested;
- Facilitate the work of the Conference of States Parties, including making arrangements and providing the necessary services for meetings under the Treaty;
- Perform any other duties as decided by the Conference of States Parties; and
- Support Treaty implementation at a national level.

In addition, the ATT Secretariat serves as the Administrator of the ATT Voluntary Trust Fund (VTF), a facility established to give effect to international assistance, through the deposit and disbursement of funds, to support States in implementing their obligations under the Treaty. In this regard, the ATT Secretariat performs, amongst others, the following functions:

- Implement the VTF administrative rules and processes;
- Develop, maintain and review processes for annual call for financial contributions to the VTF;
- Develop, maintain and review processes for managing relations with donors. This entails concluding agreements with donors and providing donors with relevant donations disbursement reports and other relevant information as required;
- Develop, maintain and review processes for annual calls for contributions and calls for project proposals;
- Receive and pre-screen project proposals for compliance with the set technical application procedure and/or eligibility criteria as contemplated in the VTF Terms of Reference;
- Develop and maintain processes for managing relations with VTF beneficiaries. This entails concluding agreements with grant recipients setting out all applicable grants' terms and conditions including recipient reporting obligations;
- Monitor projects according to adopted project monitoring standards and ensure the evaluation of their outcomes;
- Prepare, publish and maintain VTF annual substantive and financial reports.

Furthermore, the ATT Secretariat is entrusted with the overall management of the ATT sponsorship programme, including managing the sponsorship funds, in the selection of the delegates to be sponsored, and technical management.

## **SECTION 3 - Scope of Procurement and Specifications**

### **Scope**

The ATT Secretariat is launching a call for tender to conclude a three-year contractual framework for translation of documents from English into Arabic, Chinese, French, Russian and Spanish. The ATT Secretariat requires translation services in the context of its support function towards the Conference of States Parties (CSP) and the subsidiary bodies established under the Treaty. The translation of prepared documents is essential to the smooth running of yearly Conference of States Parties (CSP) and one or two series of preparatory meetings.

The services to be provided are mainly translation, but may also consist of revision and review of translated texts, or translation (including revision and review) of amendments to translated documents.

The source texts will be of varying length, type (including highly technical texts), abstract and urgency. Tenderers are invited to visit the ATT Secretariat's website to get an idea of the nature of documents to be translated ([www.thearmstradetreaty.org](http://www.thearmstradetreaty.org)). Translations are, for most times, intended for use in scheduled meetings or ongoing procedures, so compliance with set deadlines is essential.

The ATT Secretariat seeks a high quality service provider that will deliver a service that is demonstrably qualified for and focused around the needs of the ATT Secretariat. Applicants are requested to study the required specifications in detail and ensure that the specified requirements can be met in an economic and timely manner by any tender submitted. The target audience for translations is the diplomatic corps engaged in multilateral discourse.

The ATT Secretariat reserves the right to cancel the procedure if it fails to satisfy the needs for which it was launched.

### **Required Specifications**

The specifications of the required translation services are listed below:

- **Languages:** The texts shall be translated from English (source language) into the following target languages: Arabic, Chinese, French, Russian and Spanish. Translation services required will be based on the final selection of languages
- **Volume of Work:** While the volume of work is not exactly predictable and cannot be quantified reliably, the estimated expected volume of work is around 30'000 words for each series of preparatory meetings and 50'000 words for the Conference, adding up to a total estimated volume of work of 110'000 words per year. These figures give an indication of an expected workload, but are in no way to be regarded as a guaranteed workload.
- **Electronic file formats:** Currently, most documents are produced using the MS Office 2010 suite and later versions of Microsoft Office and are delivered in doc, docx, xls and xlsx format. The translated documents must be returned to the ATT Secretariat via email in their original format.
- **Capacity required:** The service provider must confirm the availability of sufficient minimum translation and quality assurance capacity for the delivery of an estimated volume of work of 50'000 words within 14 days after submission of the source texts for translation. This minimum capacity required is in no way to be regarded as a guaranteed workload.
- **Quality requirements:** The quality of the translated texts must be such that the translation can be used as it stands upon delivery, without further formatting, revision, review or correction by the ATT Secretariat. The formatting of the original must be maintained.

Terminology and lexis must be consistent with relevant reference material and internally in the translation.

#### **SECTION 4 - Procurement Process**

This procurement exercise is conducted in accordance with the open tender method as prescribed in the ATT Secretariat Procurement Policy.

#### **SECTION 5 - Evaluation Criteria**

Proposals submitted will be assessed on the basis of the following evaluation criteria:

**Stage 1:** Proposals will be checked to ensure that they have been completed correctly and all necessary information has been provided. Any proposal not correctly completed in accordance with the set requirements and/or containing omissions shall be rejected at this point. Where a proposal is rejected at this point it will automatically be disqualified and will not be further evaluated. Proposals correctly completed with all relevant information provided will proceed to Stage 2.

**Stage 2:** If a proposal succeeds in passing Stage 1 of the evaluation, then it will have its details evaluated in accordance with the evaluation methodology described below.

Table 1

<b>Criteria</b>	<b>Weighting</b>
Technical Information criteria	60%
Price information criteria	40%

#### **Technical Information Criteria**

With respect to this criteria, the following aspects will be considered:

Table 2

	<b>Aspects</b>	<b>Weighting</b>
Question 1.	<p>Outline your previous relevant experience of providing similar services including the following information in respect of each example relied on:</p> <p>Organisation Name:            Length of contract:            Value of contract:            Reference contact details:</p>	5%
Question 2.	<p>Outline your approach to service delivery and detail how you will meet all our requirements in section 3 above. As part of your response you must specifically address the following:</p> <ul style="list-style-type: none"> <li>- Clarification as to whether you consider to use any third parties to deliver any aspects of the services and detailed information on their experience and role. You should also explain how you will manage the third parties to ensure that the services are delivered in accordance with the contract which you will ultimately be responsible for.</li> </ul>	40%

Question 3.	<p>Project management and delivery specifically:</p> <p>Explain your methodology for contract implementation and why this approach is feasible and effective based on your previous relevant experience.</p> <p>Your response must include:</p> <ul style="list-style-type: none"> <li>- a plan demonstrating your ability to meet our timeframes.</li> <li>- how you will meet our required service levels.</li> <li>- your proposals for maintaining quality and providing management and reporting information.</li> </ul>	10%
Question 4.	<p>Demonstrate the quality and technical skills of your team members including managerial staff who you propose to undertake this contract, if successful.</p> <p>Your response should outline your reporting structure.</p>	5%

Scoring Model -In scoring responses to the questions above, the evaluation panel will use the following scoring model:

Points	Interpretation
10	<p><b>Excellent</b> - Overall the response demonstrates that the applicant meets all areas of the criteria and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the criteria leaving no ambiguity as to whether the applicant can meet the requirement.</p>
7	<p><b>Good</b> - Overall the response demonstrates that the applicant meets all areas of the requirement and provides all of the areas of evidence requested, but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due the applicant 's failure to provide all information at the level of detail requested.</p>
5	<p><b>Adequate</b> - Overall the response demonstrates that the applicant meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the applicant can meet the requirement due to the applicant 's failure to provide all of the evidence requested.</p>
3	<p><b>Poor</b> - The response does not demonstrate that the applicant meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the applicant can meet the requirement due to the failure by the applicant to show that it meets one or more areas of the requirement.</p>
0	<p><b>Unacceptable</b> - The response is non-compliant with the requirements of the tender.</p>



## Price Information Criteria

The Price criteria carries a weighting of 40 % of the overall achievable score. The tenderer (service provider) must provide an economically sound, innovative and commercially attractive proposal offering outstanding customer service and satisfaction. Furthermore,

- Prices submitted as part of this tender must remain open for acceptance for a minimum of 60 days from the closing date for the receipt of proposals.
- Prices must be indicated per word and for each language pair separately, i.e. English into Arabic, English into Chinese, English into French, English into Russian and English into Spanish. Tenderers are advised to consider a standard page to comprise 1'500 characters (excluding spaces), which roughly equals 25 words or 25 lines.
- Prices must be inclusive of all costs and be expressed in CHF.
- Prices must be inclusive of VAT.
- The prices will be **fixed** for the duration of the contract.
- Tenderers (service providers) must demonstrate how their proposals represent overall value for money and how they will assist the ATT Secretariat with cost containment initiatives.
- Prices must not be subject to any pricing assumptions, qualifications or indexation not explicitly provided for.
- The ATT Secretariat may reject any proposal where the overall price for the services is considered by the ATT Secretariat to be abnormally low following the relevant processes set out in this tender.

## Moderation of Proposals

The evaluation panel appointed for this procurement will agree and moderate scores for each evaluation criteria. Final scores in terms of a percentage of the overall tender score will be obtained by applying the relevant factors set out as part of the evaluation criteria. The percentage scores for each evaluation criteria will be amalgamated to give a percentage score out of 100 %.

## The Winning Proposal

The winning proposal shall be the proposal scoring the highest percentage score when applying the above evaluation criteria.

## **SECTION 6 - PROCUREMENT AND PROJECT SCHEDULE**

The proposed schedule for the procurement process is provided below. However, the dates indicated, except for the proposals submission date, should be regarded as indicative at this stage as the ATT Secretariat reserves the right to extend and / or amend the schedule as necessary. Any changes will be discussed with the winning applicant.

<b>Event</b>	<b>Date/Time</b>
Tender Notice posted	<i>17 March 2025</i>
Tender opens	<i>13h00, 17 March 2025</i>
Deadline for the submission of proposals	<i>17h00 noon (CET), 16 April 2025</i>
Anticipated contract award	<i>02 June 2025</i>

## **SECTION 7 - GENERAL PROVISIONS**

### **Tender Submission Date**

You must submit your signed proposal (PDF format) electronically to [info@thearmstradetreaty.org](mailto:info@thearmstradetreaty.org) by the deadline of **17 noon (CET) on 16 April 2025.**

### **Duration of contractual framework.**

The contractual framework will be for a three-year period.

### **Contract Management**

In performing the services required under this framework contract the service provider will report to the Administration and Finance Officer who in turn will report to the Head of the ATT Secretariat.

### **Management Reporting/review meetings**

Management and reporting will be agreed in liaison with the successful tenderer (service provider).

### **Payment Structure**

The project payment structure will be linked to the deliverables of the project to be agreed with the successful tenderer (service provider).

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