



বাংলাদেশ লিগ্যাল এইড এন্ড সার্ভিসেস ট্রাস্ট (ব্লাস্ট) Bangladesh Legal Aid and Services Trust (BLAST)

Request for Proposal

To,

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Reference: BLAST/ADMIN/ 934/1020
Date of issue: 22,October, 2020
Closing date & time: **28, October, 2020, at 3.00pm**
Procurement Plan Lot ref: Translator Enlistment
For further information, please Admin Department/Procurement
contact the Contracting Bangladesh Legal Aid and
Authority: Services Trust (BLAST) 1/1,
Pioneer Road, Kakrail, Dhaka.
Contact person:-8391970-72

Please note that the RFP may be sent by Hand to the above address or email to purchase@blast.org.bd

Subject: RFP for enlistment of Translator.

Dear Concern,

Bangladesh Legal Aid and Service Trust (BLAST) are interested to conduct an enlistment and agreement on translation services for **Bangla to English and English to Bangla on ad hoc basis**. You are invited to submit proposal for **one year period** following details on your Letter Head Pad:

SL	Particular	Measure Unit	Unit Price (Include Tax and VAT)
1	Bangla To English	Word	
2	English To Bangla	Word	

Terms and Condition:

- Alternative Offer:** Alternative offer will not be accepted.
- Quotation Price:** Price cannot be change for 1 year after submitting proposal and may review based on performance.
- Sample:** Must be approved by the BLAT authority.
- Quote price including VAT and Tax.**
- Payment:** Payment will be made by account payee cheque in favour of service providers name after receiving satisfactory delivery by BLAST's concerned Authority.
- Partial Payment:** Partial Payment is not allowed.
- VAT and Tax:** VAT and Tax will be applicable as per government rules.
- Delivery:** Delivery will be made at 6thFloor, YMCA Bhaban at BLAST, Head Office.
- Document:** Following document are to be submitted (photocopy) with the quotation:
a) CV b) TIN Certificate c) Copy of NID of Service Provider d) Photograph of Service Provider e) Sample work in translation services (Bangla to English and English to Bangla)
f) Client List with reference

Best Regards,

Md. Amzad Hossian,
Deputy Director, Finance



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Term of Reference

For

“Translator Enlistment”

BLAST is one of the leading legal aid services organizations in Bangladesh, and the only one that provides access to legal aid across the spectrum, from the frontlines of the formal justice system to the apex court. It prioritises support to women, men, gender diverse people and children living in poverty or facing disadvantage or discrimination. It also provides legal aid, advice and representation across a range of areas, including civil, criminal, family, labour and land law, as well as on constitutional rights and remedies, providing access to judicial remedies alongside alternative dispute resolution wherever appropriate. Alongside individual legal aid, BLAST undertakes strategic litigation, or public interest litigation, as a key part of its advocacy for law and policy reforms to ensure effective legal protection of rights;

For that reason there are some documents which are requires to translate form **Bangla to English and English to Bangla**, on a regular basis. BLAST would like to enlist efficient translators for the period in one year period with a possibility of extension in future. Documents will be provided by BLAST officials whenever required where enlisted translator will be work on ad hoc basis. Following documents but not limited needs to be required translate:

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|----------------------------|-------------------------------------|
| A) Research report | G) Concept Note |
| B) Policy Brief | H) Advocacy Event Report |
| C) Research Tools | I) FD-6 |
| D) Case Study/Story | J) Short Description of Application |
| E) Press Briefing | K) Case gist |
| F) Organizational Policies | L) Mediation settle terms |

Scope of Work:

- Must use proper words while translating documents
- The translator will prepare a draft for review for assigned task
- Revise the resigned task if required
- Finailse translation of assigned document
- Deliver within deadline

Terms and Condition

- Evaluation will be made by BLAST Procurement Evaluation Committee.
- Interested translators are request to quote price by word including VAT and Tax as per Govt. rule applicable.
- Application must submit with in **28, October, 2020, at 3.00pm** and not be accepted after this cutoff time
- BLAST reserves the right to accept or deny any application