



<b>Title</b>	Request For Quotations (RFQ)For Translation And Interpretation Services(Mozambique, Madagascar & Burundi)
<b>Procurement Ref. No.</b>	ESAAMLG -RFQ -2026-01
<b>Date of Issue</b>	16 January 2026
<b>Closing Date</b>	23 January 202616:00 EAT
<b>Expected Delivery Date</b>	10 March 2026

## 1. Supplier Information

<b>Company Name</b>	
<b>Contact Person</b>	
<b>Phone Number</b>	
<b>Email Address</b>	
<b>Physical Address</b>	
<b>TIN / VAT Number</b>	

## 1. Background

The Eastern and Southern Africa Anti-Money Laundering Group (ESAAMLG) is a Regional Body subscribing to global standards to combat money laundering and financing of terrorism and proliferation. Its 21 Member Countries are Angola, Botswana, Burundi, Eritrea, Eswatini, Ethiopia, Kenya, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Rwanda, Seychelles, South Africa, South Sudan, Tanzania, Uganda, Zambia and Zimbabwe and includes a number of regional and international observers such as Commonwealth Secretariat, East African Community, FATF, IMF, SADC, United Kingdom, United States of America, UNODC ,World Bank and World Customs Organization

ESAAMLG has applied for financing from the African Development Bank towards the cost of the Regional Capacity Development Project for Eastern and Southern Africa Anti-Money Laundering Group (ESAAMLG) on Anti-Money Laundering and Combatting the Financing of Terrorism (ES- CAD-AML) and intends to apply part of the agreed mount for this grant for the recruitment of a Translation and interpretation services

The Eastern and Southern Africa Anti-Money Laundering Group (ESAAMLG) invites qualified and experienced service providers to submit quotations for the Provision of Translation and Interpretation Services. These services will support ESAAMLG's ongoing efforts to strengthen regional cooperation, enhance communication with member states, and ensure effective dissemination of technical materials across English, French, and Portuguese-speaking jurisdictions.

This Request for Quotation (RFQ) aims to identify competent suppliers capable of delivering high-quality, accurate, and timely language services as outlined in the Terms of Reference (TOR). ESAAMLG intends to establish Long-Term Agreements (LTAs) with selected service providers for an initial period of one (1) year, with the possibility of extension based on satisfactory performance and organizational needs.

The LTA will serve as a framework arrangement, enabling ESAAMLG **to access translation and interpretation services on an as-needed basis at pre-agreed rates.**

## **2. Scope of Work**

### **A. Translation Services (Written)**

Translate documents including:

- Technical reports
- Mutual evaluation documents
- Training materials
- Policies, guidelines, SOPs
- Legal and administrative documents
- Provide linguistic and cultural advice to ensure that translated materials are contextually appropriate and resonate with target audiences
- Collaborate with the ESAAMLG Secretariat and relevant technical teams to verify the accuracy of technical content and ensure the correct use of context-specific terminology, particularly in relation to AML/CFT frameworks, mutual evaluation processes, and ESAAMLG programming.
- Review and edit translations completed by others, as required, to maintain quality and accuracy.

### **B. Interpretation Services (Spoken)**

Provide interpretation for:

- Workshops and trainings
- Conferences and plenary meetings
- Technical working groups
- Online sessions (Zoom, Teams, etc.)
- Provide interpretation communication system/equipment, including laptops, soundproof booth, wireless devices (headsets), and technical support staff at the in-person events

#### **Requirements:**

- Clear, accurate, real-time communication
- Professional conduct and confidentiality
- Ability to handle technical AML/CFT content
- Bilateral or multilateral engagements

#### **Qualifications**

#### **Company Requirements**

- Minimum 3–5 years of professional translation/interpretation experience
- Proven experience with technical or legal content
- Ability to provide services in all required language pairs
- Strong quality assurance processes

## Personnel Requirements

- Degree in Translation, Linguistics, or related field
- Demonstrated expertise in English, French, and/or Portuguese
- Experience in technical or policy-related translation
- Professional certifications (advantage)

## 2. Description of Goods/Services Required

### I. : Translation Service:

Description	Rate per word (USD)	Rate per Page(USD)
English <=> French		
English <=>Portuguese		

### II. Interpretation Service:

Description	Unit	Unit Price (USD)
English <=> French	Per half day	
	Per day	
English <=> Portuguese	Per half day	
	Per day	
Wireless System <ul style="list-style-type: none"><li>• 12-CH-. IND Receivers (50 headsets)</li><li>• Translator Booth</li><li>• 4-CH.IND Transmitter</li><li>• Interpreter Unit</li><li>• Technician Service</li><li>• Setup/Dismantle</li></ul>	Per half day	
	Per day	

## EVALUATION CRITERIA

	Category	Criteria	Marks
1	Technical Know How& Personnel Qualifications Approach, and Methodology will assess whether the proposal explains, understands, and responds to the objectives of the project as stated in the Scope of Work in and whether the proposed approach and detailed activities will fulfill the requirements of the Scope of Work effectively and efficiently	<p>Personnel Qualifications – will evaluate the curriculum vitae (CV) of the proposed team members and evaluate if the Offeror has the experience and capabilities carry out the Scope of Work Professional Experience:</p> <p>At least three (3) years of proven professional experience in translation and/or interpretation from English to French and French to English. English to Portugees Experience working with technical, legal, financial, or policy-related documents is an added advantage, particularly within the AML/CFT domain.</p> <p>Educational Background: A degree in Translation, Linguistics, Communication, or a related field. Relevant certifications in translation, interpretation, or language studies are highly desirable.</p> <p>Technical Familiarity: Knowledge of anti-money laundering and counter-financing of terrorism (AML/CFT) terminology, regional policy frameworks, mutual evaluation processes, and related technical subject matter is an advantage.</p> <p>Language Proficiency: Advanced command of English and French, with fluency in both written and spoken forms. The ability to deliver accurate, high-quality translations and clear, Professional interpretation is essential.</p>	45
2.	<b>Past Performance</b>	A portfolio showcasing	35

		<p>previous work, particularly with similar translation and interpretation language working for NGO &amp; IGO attached evidence of contract or PO( Minimum 2 )</p> <p>The service provider/s should demonstrate proven experience delivering high-quality, contextually appropriate Language Proficiency: A proven track record in translating and interpreting between English-French ,English - Portuguese</p> <p>Technical Skills: Proficiency in using Computer-Aided Translation /Interpretation (CAT) tools and maintaining translation memories. Strong research skills to accurately translate specialized terminology.</p> <p>Quality and Consistency: Demonstrated ability to maintain consistency in terminology, style, and tone across multiple documents. Experience with developing or using glossaries and style guides is beneficial.</p> <p>Communication and Coordination: Excellent written and verbal communication skills to effectively collaborate with ESAAMLG focal points and subject matter experts.</p> <p>Ability to incorporate feedback and adhere to established deadlines.</p> <p>Attention to Detail: Meticulous attention to detail to ensure accuracy, cultural relevance, and adherence to ESAAMLG member language standards in all deliverables</p>	
3	<b>Cost</b>	cost-effectiveness and value for money all cost must be outlined	20

Only technically responsive and financially competitive proposals will be considered for contract Award.

### 3. Terms & Conditions

<input type="checkbox"/> Validity of Quote: Minimum 60 days	
<input type="checkbox"/> Payment Terms: payment terms are net <b>30 days</b> upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract	
<input type="checkbox"/> <b>Transport and Accommodation Costs:</b> For all in-person interpretation assignments, ESAAMLG shall not be responsible for any transport, accommodation, subsistence, or related logistical costs incurred by the service provider. Service providers shall be fully responsible	
Delivery Location	For in-person Interpretation services will be delivered within ESAAMLG-designated venues in Mozambique, Madagascar, or Burundi. Vendors are expected to have the operational capacity to deliver services in-country. Translation services will be delivered electronically via email or other secure digital platforms as instructed by ESAAMLG.
Delivery Period	Plans to sign a non-exclusive Long-Term Agreement (LTA) with the service-provider for One (1) year, tentatively from January 2026 to December 2027. In addition to the initial term, the LTA will have the option of a one-year extension and another year subject to satisfactory performance and price

### 4. Supporting Documents Required

Please attach the following:

- ☐ Valid Business Registration Certificate ☐ VAT Registration ☐ TIN Certificate
- ☐ At least 2 Reference Clients
- Evidence of PO
- ☐ Delivery Schedule

## 5. Declaration by Supplier

I hereby affirm that the prices quoted above are accurate and inclusive of all applicable taxes and duties. I further confirm that all information provided in this offer is true, complete, and submitted in good faith.

- We certify that we have no close, familial, or financial relationships with any ESAAMLG staff members.
- We certify that we have no close, familial, or financial relationships with any other offerors submitting quotations in response to this RFQ.
- We confirm that the prices and terms in our offer were determined independently, without consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- We confirm that all information contained in our offer, including all supporting documents, is authentic and accurate.
- We acknowledge and fully comply with ESAAMLG's policies prohibiting fraud, bribery, and kickbacks.

We hereby certify that all representations, certifications, and statements submitted with this offer are accurate, current, and complete to the best of our knowledge.

Authorized Person Name	
Signature	
Company Stamp	
Date	<input type="text" value="📅 Date"/>



### **Minimum Compliance Requirements (must be met for further consideration)**

- ☐ Valid Business Registration Certificate ☐ Valid TIN and/or VAT Registration
- ☐ Commitment to issue EFD receipt before payment ☐ Ability to deliver within agreed time

## **6. INSTRUCTION TO BIDDERS**

### **6.1 Offer Deadline and Submission Protocol**

This RFQ is issued on **16 January 2026**. All offers must be received no later than **16:00 EAT on 23 January 2026** by email to **procurement@esaamlg.org**. The RFQ reference number must be clearly indicated in all submissions and correspondence. Offers received after the deadline will be considered late and may only be reviewed at the sole discretion of ESAAMLG.

#### **Questions and Clarifications:**

Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than **10:00 EAT on 19 January 2026** to **procurement@esaamlg.org**. All questions must be submitted in writing; phone calls will not be accepted.

ESAAMLG will compile all questions and provide a consolidated response to all interested bidders by **21 January 2026**.

### **6.2. Additional Clarifications**

#### **Scope of Country Coverage:**

Service providers may submit quotations for services in one or more of the listed countries (Mozambique, Madagascar, and Burundi), provided they clearly indicate the country or countries they are bidding for.

**Quotations that do not clearly specify the country or countries applied for may be considered non-responsive.**

#### **Currency and Price Firmness:**

All prices shall be quoted in USD and shall be firm and fixed for the duration of the Long-Term Agreement. No price adjustments shall be permitted.

#### **No Separate Cost Claims:**

ESAAMLG shall not entertain any claims for reimbursement of costs not expressly included in the accepted quotation.

#### **Interpretation Equipment Responsibility:**

Where interpretation equipment is required, the cost of provision, setup, operation, and dismantling of such equipment shall be included in the quoted rates.

#### **Acknowledgement of Conditions:**

Submission of a quotation constitutes confirmation that the bidder has reviewed and fully understood all commercial, logistical, and cost conditions of this RFQ.

## **VALIDITY OF QUOTES**

Quotes submitted shall remain open for acceptance for a minimum of **60** days from the last Date specified for receipt of quotes. The selected Bidder(s) shall supply the services requested at the quoted prices for the delivery/performance period specified in this RFQ.

## **BASIS OF SELECTION**

### **Evaluation and Award:**

The contract will be awarded to the vendor(s) who provide the best combination of technical quality, experience, and competitive pricing, while fully meeting ESAAMLG's requirements.

ESAAMLG may reject any quotation deemed non-responsive. A responsive quotation is one that meets all terms and conditions of the RFQ, is complete, duly signed by an authorized representative, and submitted by the deadline indicated on the cover page of this RFQ. ESAAMLG reserves the right to waive minor, non-material discrepancies in a quotation at its sole discretion.

This RFQ does not obligate ESAAMLG to award a contract. ESAAMLG reserves the right to award or not award any of the quotations received. No commitment is made, expressed or implied, to reimburse bidders for any costs incurred in preparing and submitting quotations in response to this RFQ.

### **Anti-Corruption and Integrity Statement**

ESAAMLG maintains a zero-tolerance stance toward bribery, corruption, collusion, fraud, and unethical practices. Bidders confirm that their submission is genuine, independent, and compliant with all applicable anti-corruption laws.