

# Call for tender - Document and Software translations

October 2020

The Global Crop Diversity Trust (“Crop Trust”) aims to provide sustainable, long-term funding to operate a rational, effective and efficient global system to secure crop diversity forever, through ex situ conservation. As part of this effort, the Crop Trust operates a global portal to information on plant genetic resources in ex-situ conservation, Genesys PGR at <https://www.genesys-pgr.org>. Genesys currently publishes information on over 4 million accessions maintained ex-situ in international, regional and national genebanks.

## Scope

We are looking for a service provider to regularly translate the software, website contents and other documents from the original English language to:

- Spanish
- Chinese (Mandarin)
- Farsi
- French
- Russian
- and German
- Portuguese
- Arabic

The translation work includes:

- Translation of software and website content (using Transifex)
- Translation of documents (e.g. letters, contracts, or reports provided as Word documents)
- Review and update of existing translated resources
- Translation of communications materials such as Press Releases, Media Advisories and flyers

The initial batch is for translation of the following resources:

1. Vision and Mission of Genesys (1000 words)
2. Genesys Data Provider Agreement (2000 words)
3. Software: Review of Genesys UI resources (7000 words in 2000 phrases)

Requests for translation or review of existing translations will be initiated by the Crop Trust after the source material in English language is prepared. We are aiming for quarterly updates of relevant content. The provider will evaluate each request for translation and submit a cost estimate based on the agreed price (see “Offer” below) for the set of translations requested for final confirmation by the Crop Trust.

The maximum response time from request to translation is two weeks. Not all resources will require translation to all languages listed.

The resources for software translation are posted to Transifex in the original (English) language. This content may be translated using the Transifex web interface directly or by uploading the translated resource to Transifex. Existing resources and their translations are accessible at:

- <https://www.transifex.com/crop-trust/genesys/content/>
- <https://www.transifex.com/crop-trust/genesys-ui/content/>

We may engage our local partners in final edits due to the highly specialized nature of the content. Such feedback will also be relayed to the service provider.

## Timeframe

The selected service provider will provide translation services at the agreed cost until the end of 2021 and may be extended with mutual agreement. Either party can terminate the agreement with one month's written notice to the other party.

## Offer

The Crop Trust has tax exempt status in Germany and is eligible to claim back VAT directly from the Government. Please indicate clearly in your proposal if you will accept our tax exempt status by not charging VAT, and please budget accordingly. If you are not able to accept our tax exemption, the assessment of your offer will be based on gross amounts. Assessments of quotes from German companies are generally based on offers excluding VAT.

Please include in your offer:

- The list of languages you support
- For each of the required languages listed above:
  - The number of translators available
  - Cost in EUR (or USD) per 1000 words
- Expected response times (from request to translation)

Note that this Request for Proposal is not an offer and that the Crop Trust is under no obligation to accept any proposal submitted under this RFP, nor is it obliged to select or appoint any service provider pursuant to this RFP. All costs and expenses associated with or incurred in responding to this RFP shall be borne by the Bidder. The Crop Trust shall not be liable for any such costs or expenses or any claim for reimbursement of such costs or expenses.

## Submission

Proposals are due via email as a PDF file to [procurement@croptrust.org](mailto:procurement@croptrust.org) by midnight (CET) on 11 November 2020. Questions on the RFP can be sent to Matija Obreza, Information Systems Program manager ([matija.obreza@croptrust.org](mailto:matija.obreza@croptrust.org)) prior to 9 November 2020.