



Website: <https://inable.org>

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**REQUEST FOR PROPOSAL**  
**FOR**  
**PROVISION OF ENGLISH – FRENCH TRANSLATION SERVICES**

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Closing date: 18<sup>th</sup> April 2025  
Time: 5.00 p.m.

**inABLE**

**INCLUSIVE**

**AFRICA CONFERENCE**



## REQUEST FOR PROPOSAL (RFP)

**FROM:** inABLE Org

### About inABLE:

[inABLE.org](https://inable.org) is a nonprofit organization based in Kenya with a mission to empower persons with disabilities in Africa through assistive technology. Over the past five years, inABLE has hosted the Annual Inclusive Africa Conference which has created a platform to promote the advancement of digital accessibility and assistive technology for persons with disabilities in Africa. The 6<sup>th</sup> Inclusive Africa Conference will be held on **3<sup>rd</sup> - 5<sup>th</sup> June 2025** in Nairobi, Kenya at JW Marriot Hotel. This will be a hybrid event that will host 300 delegates in-person and with over 2,000 people livestreaming from across the globe.

### DESCRIPTION: CALL FOR PROVISION OF ENGLISH - FRENCH TRANSLATION SERVICES

1. inABLE invites you to submit proposals for the ***PROVISION OF ENGLISH – FRENCH TRANSLATION SERVICES*** indicated in detail in “Table A. Schedule of Requirements and Specifications”. The proposal shall follow the instructions and documents in this RFP document and shall be in English Language.
2. Tenderers may obtain further information between **8.00 a.m. and 5.00 p.m.** which are the official working hours at the address given below.
3. Proposal shall be submitted through the EMAIL in accordance with the instruction in Part 1: Proposal Procedures. **MANUAL SUBMISSION WILL NOT BE ACCEPTED.**
4. Late proposals shall be rejected.
5. Canvassing will lead to automatic disqualification
6. Enquiries regarding this proposal may be addressed to: [vendors@inable.org](mailto:vendors@inable.org)
7. Submission of proposal implies acceptance of the terms of reference and binds the vendor to whom the contract is awarded to during performance of the contract.
8. Any resulting contract shall be subject to the terms and conditions detailed in Part 3
9. ***inABLE is an Equal Opportunity Employer.***

## **PART 1: INSTRUCTIONS TO TENDERERS**

1. **Tenderers are advised to read carefully** these instructions and the Conditions of Contract in Part 3: Contract, before preparing the proposal. The term Tenderer shall mean a firm or person invited to submit a proposal. The term proposal herein shall mean the proposal submitted as usually understood in public procurement.
2. **Validity of proposal:** The proposal will be held valid for **120 days** from the date of submission.
3. **The proposal shall consist of** a proposal and all documents requested to evidence Eligibility and Conformity to Technical Specifications.
4. **Submission of proposal:** proposal, and any alternatives if allowed, should be submitted through [vendors@inable.org](mailto:vendors@inable.org) no later than **18<sup>th</sup> April 2025 by 5 p.m.** (EAT)
5. **Opening of proposal:** proposal will be opened immediately after the closing date and time specified in item 4 above, by at least three appointed officials of the inABLE.
6. **Tenderer Eligibility:** Tenderer must submit Documentary evidence to show His/her eligibility to be awarded a contract to cover each of the following:
  - a) Company Profile
  - b) Minimum 5 clients reference of similar project and scope
  - c) Certificate of Registration/Incorporation
  - d) PIN Certificate
  - e) Current Business Permit
  - f) Approval or license from relevant authority to offer the said services
7. **Invitation not transferable:** This invitation is not transferable to other firms or individuals not so invited.
8. **Currency:** Proposal shall be priced in Kenya Shillings. The Procuring Entity **shall not allow** proposals in foreign currency
9. **Evaluation of proposal:** The evaluation of proposal will be conducted using the procedure set out below:
  - i) **Preliminary examination** to determine Tenderer eligibility: (a) Company Profile (b) Certificate of Registration/Incorporation, (c) PIN Certificate, (d) Client reference (e) Current Business Permit (f) Approval/license from relevant authority if any.
  - ii) **Technical examination** to determine goods/service eligibility, compliance with technical specifications and commercial responsiveness. Proposal failing this stage will be rejected and not considered in next stage.
  - iii) **Financial comparison** of proposal to determine the lowest evaluated proposal.
10. **Lowest Evaluated proposal:** The **lowest evaluated** proposal shall be recommended for award of contract.
11. **Award of contract:** Award of contract shall be by placement of a Local Purchase Order in accordance with Part 3: Contract. The currency of award and payment shall be currency in which the proposal was submitted.
12. **Right to Reject:** inABLE reserves the right to accept or reject any proposal or to cancel the proposal process and reject all proposals at any time prior to contract award.

## **PART 2: SCHEDULE OF REQUIREMENTS**

*(The tenderer should be guided by Table A, Schedule of Requirements and Technical Specifications, while preparing the proposal).*

*This Request for Proposal (RFP) document is intended to lead to the identification of vendors that can demonstrate having sufficient capacity and experience in offering English-French translation during the Inclusive Africa Conference.*

*Table A:*

<b>Key responsibilities</b>	<ul style="list-style-type: none"><li>i. The selected translators will be responsible for providing accurate and timely translation services during the conference.</li><li>ii. Provide live Interpretation; simultaneous interpretation from English to French and vice versa during keynote speeches, panel discussions, and breakout sessions.</li><li>iii. Ensure clarity, accuracy, and cultural sensitivity in translations.</li><li>iv. Set up a translation booth within each breakout room. There will be a total of 3 breakout rooms with 100 people within each room.</li><li>v. Provide enough hearing devices for delegates during the plenary and breakout sessions. (100 headsets maybe needed)</li><li>vi. Provide adequate translators for the 3-day conference duration. (7 interpreters maybe needed)</li><li>vii. Offer translation service for delegates upon request as they check-in every morning at the conference.</li><li>viii. Familiarity with assistive technology terminology and concepts is desirable.</li></ul>
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## **PART 3: CONDITIONS OF CONTRACT**

### **1. Language**

The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier or Service Provider and the inABLE, shall be written in the English Language.

### **2. Eligibility**

The goods have the nationality of an eligible country. All Goods and Related Services to be supplied under the Contract shall have their origin in Eligible Countries.

### **3. Notices**

Any notice given by one party to the other pursuant to the Contract shall be in writing.

### **4. Governing Law**

The Contract shall be governed by and interpreted in accordance with the Laws of Kenya, unless otherwise specified hereunder.

### **5. Supplier/Service Provider Responsibilities**

The Supplier or Service Provider shall supply all the Goods included in the Schedule of Requirements.

### **6. Contract Price**

Prices charged by the Supplier under the Contract shall not vary from the prices quoted by the Service Provider in its proposal.

### **7. Terms of Payment**

The Contract Price shall be paid One hundred (100) percent of the Contract Price either as follows:

- (i) For Goods, price of goods received upon submission of an invoice supported by the delivery note received by inABLE.
- (ii) For Services, upon valuation by the Service Provider of the services completed, such valuation to be accepted by inABLE, payments terms will be
  - 25% deposit upon signing
  - 25% during event
  - 50% upon completion

### **8. Inspections and Tests**

The Service Provider, at its own expense and at no cost to inABLE, shall carry out all such tests and/or inspections of the Goods, works or Services to confirm their conformity to technical specifications.

inABLE shall have the right to interview all prospective English- French translators working for the vendor, if necessary, and to accept or reject any or all of them, based upon skills required and the background and experience of each individual.

### **9. Warranty**

The Service Provider warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the contract.

**VENDORS REGISTRATION FORM**

*NOTE: Please provide your details below for purposes of communication in case you download this tender document from inABLE website.*

Tender Name & No. **Provision of English - French Translation Services**

Name of the firm: .....

Nature of Business: (Company/partnership/ Sole Proprietor) .....

Business Registration No.....

KRA PIN: .....

Physical Address: .....

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Postal Address: .....

Telephone Number (s): .....

Email address: .....

**Contact Person Details**

Name.....

Email..... Phone.....

Designation..... Sign..... Date.....

*(Official Stamp)*

**inABLE**  
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