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Invitation to tender

Invitation to tender: Language services

Tender issue date: 24 November 2023

1. Introduction

Global Infrastructure Basel is in search of a qualified and experienced language services provider to assist us in the editing, proofreading, and occasional translation of various written materials (quarterly and annual reports, proposals). GIB would like to invite interested and eligible service providers to submit their proposals for consideration.

2. Scope of work

The selected vendor will be responsible for providing comprehensive language services, including but not limited to:

- proofreading and editing documents for grammar, spelling, punctuation, and syntax errors (British English);
- ensuring consistent formatting and style throughout documents;
- providing suggestions for improving clarity, coherence, and readability;
- tracking changes and corrections using industry-standard proofreading tools.

The selected vendor would be asked to provide proofreading services on an ad-hoc basis, when and as required, depending on GIB's needs and the vendor's capacity and availability.

3. Submission of proposals

If you are interested, please submit your proposal by 15 December 2023 to Vicky Vouleli at recruitment@gib-foundation.org.

The proposal should include the following:

- Profile and contact information (CV or company information).
- Professional status (e.g. proof of registration as an independent vendor within Switzerland, or similar).
- Details of previous experience and expertise in proofreading services.

- If you also provide translation services, please specify language combinations.
- Proposed pricing structure.
- References from past clients, if available.
- Samples of past work, if available.

4. Evaluation criteria

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the service provider.
- Quality of the sample proofreading work.
- Pricing and cost-effectiveness.
- References and client testimonials.

5. Timeline

The following timeline is indicative and subject to change:

- Release of invitation to tender: 24 November 2023
- Submission deadline: 15 December 2023
- Work samples: Shortlisted vendors may be asked to complete a brief sample proofreading assignment by 2 December 2023
- Evaluation of proposals: By 31 December 2023
- Contract Award: January 2024

6. Contact information

For inquiries or further information regarding this invitation to tender, please contact Vicky Vouleli at recruitment@gib-foundation.org.

7. General terms and conditions

- GIB reserves the right to accept or reject any or all proposals without providing any reason.
- GIB is not liable for any costs incurred by vendors in preparing and submitting their proposals.
- The selected vendor will be required to enter into a formal agreement or contract with GIB.

We look forward to receiving your proposals. Thank you for your interest in our invitation to tender.