

REGISTRATION/ PREQUALIFICATION OF SUPPLIER & CONSULTANTS FOR SUPPLY OF

TRANSLATION & INTERPRETATION SERVICES

FOR THE YEARS 2026 - 2028.

ISSUED ON THURSDAY, 4TH JUNE 2026

CLOSING DATE: 12TH JUNE 2026 AT 5:00PM (EAT)

REGISTRATION REFERENCE NO: - TJNA/PREQ/2026 - 2028.

SECTION 1: INSTRUCTIONS TO BIDDERS

Title of Tender	PREQUALIFICATION OF TRANSLATION & INTERPRETATION SERVICES
Issuing Office & Address	TAX JUSTICE NETWORK AFRICA Jaflo Limited, Block 3 - 106 Brookside Drive, Westlands Website: - https://taxjusticeafrica.net/
Location of this Assignment	Nairobi-Kenya
Point of contact for clarifications & questions	TJNA Procurement Unit, procurement@taxjusticeafrica.net
Amendment of RFP Documents	At any time before the submission of proposals, Client TJNA may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. The addenda shall be sent by mail to all invited consultants and will be binding on them. The Client may, at his discretion, extend the deadline for the submission of proposals, if deemed necessary, allow bidders reasonable time to take the amendment into account.
Email address for submission of Proposals	TJNA Procurement Unit, tender@taxjusticeafrica.net
Deadline for submission of questions and clarifications	10th JUNE 2026
Deadline for Answering questions and clarifications	11th JUNE 2026
Deadline for submission of Proposals	Please include the subject line "TJNA/PREQ/2026 - 2028" in the email.
PRELIMINARY/MANDATORY EVALUATION CRITERIA	
	<p><u>Preliminary Mandatory Requirements</u> Bidders will be evaluated based on the following mandatory requirements. Those who fail to submit any of the documents below will not be considered for evaluation in the subsequent steps.</p> <p><u>Registered Firms</u></p> <ol style="list-style-type: none"> 1. Certificate of registration or Incorporation 2. Copy of List of Directors, Shareholders, and beneficial owners (CR12) 3. Tax Compliance Certificate 4. Valid business permit from country of jurisdiction 5. Submission Technical Proposal 6. Submission of the financial proposal 7. Previous Experience (Reference letter/LSO/Contracts/POs) 8. Company Profile 9. CVs for the proposed team

1. INTRODUCTION

Tax Justice Network Africa (TJNA) is a pan-African research and advocacy organisation established in 2007 and a member of the Global Alliance for Tax Justice (GATJ). Through its Nairobi Secretariat, TJNA collaborates closely with its member organisations and other civil society partners across Africa to curb illicit financial flows (IFFs) and promote progressive taxation systems. TJN-A advocates for pro-poor tax policies and the strengthening of tax systems to promote domestic resource mobilisation (DRM). TJNA also plays a leading role in global coalitions committed to tackling the phenomena of global tax avoidance and evasion and achieving fundamental reforms of the current global financial architecture.

TJNA seeks to establish a pool of qualified, reliable, and creative **translators and interpreters** capable of delivering high-quality interpretation and translation services for TJNA's physical, virtual, and hybrid engagements as well as translation of official documents and communication materials. The selected vendors will support TJNA in ensuring effective multilingual communication in English, French, Portuguese, Arabic, and other languages where necessary.

The prequalified suppliers will be engaged through a framework agreement which shall be valid for a period of two (2) years, renewable after one year subject to satisfactory performance and periodic review by TJNA.

2. OBJECTIVE

- Ensure accurate and professional multilingual communication during TJNA events and activities;
- Facilitate inclusive participation of stakeholders from different linguistic backgrounds;
- Provide reliable simultaneous and consecutive interpretation services for virtual, physical, and hybrid events;
- Provide high-quality translation of official documents, publications, reports, training materials, policy briefs, advocacy materials, and communication products;
- Ensure timely delivery of language services while maintaining confidentiality and professionalism;
- Establish a roster of dependable service providers for rapid deployment when required.

3. PROPOSAL SUBMISSION

Interested and Eligible consultants/consortiums are required to submit their application in English language with the following specific information: -

- Experience in similar assignments.
- Availability of appropriate key staff to be involved in the assignment.
- A brief profile of the firm, including a description of the firm.
- A Technical and Financial Proposal

3.1 Grounds for Exclusion



Organizations will be excluded from participating in this RFP if: -

- a) They are declared prohibited by TJNA because of their involvement in corrupt or Fraudulent practices in Procurement.
- b) TJNA staff or management involved in the procurement process have a financial interest in, or close relatives working with, the organization or individual.
- c) They are bankrupt or being wound up, whose affairs are being administered by a court, who have entered an arrangement with creditors, who have suspended business activities, or who are subject to an injunction against running a business by the court.
- d) They are the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court, or for an arrangement with creditors, or of any other similar proceedings.
- e) They have been convicted of an offense concerning their professional conduct by a court.
- f) they have been found guilty of grave professional misconduct or
- g) They have not fulfilled obligations relating to payments of taxes or social security contributions.

3.2 Validity of Proposal

The proposal must remain valid for **ONE YEAR** after the proposal submission deadline.

3.3 Communication

Communication between bidders or their agents and any official of TJNA is strictly forbidden except as provided for in the relevant sections of this RFP. Infringement of this clause may lead to automatic disqualification from the bid process.

3.4 Taxes

The financial proposal shall include all applicable taxes quoted separately. If taxes are not mentioned in the financial proposal, TJNA shall consider that they are included in the prices provided.

3.5 Currency

The financial proposal shall be **in Kenya Shillings (KES)** or **US Dollars (USD)**.

3.6 TJNA Policy and Standard Terms and Conditions

a) TJNA Employees

All proposals must indicate any/all known TJNA employees and/or near relatives who hold a position in your organization or have been engaged as a consultant for your organization within the last two years. Also indicate any known TJNA employees or near relatives that own or control more than a ten percent (10%) interest in your organization; If There are none, state so.

b) Conflict of Interest

The Consultant shall not hire any officer or employee of TJNA to perform any service covered by this agreement. The Consultant should ascertain that to the best of their knowledge there exists no actual or potential conflict between Consultant's family, business, or financial interest and the service provided

under this agreement, and in the event of change in either private interests or service under this agreement, any question regarding possible conflict of interest which may arise because of such change will be raised with TJNA. The Consultant shall not be in a reporting relationship with TJNA employee who is a near relative, nor shall the near relative be in a decision-making position with respect to the Consultant.

c) Ethics

The Consultant will exercise extreme care and due diligence to prevent any action or conditions that could result in conflict with the best interest of TJNA. Throughout the term of any agreement resulting from the RFP, the Consultant will not accept any employment or engage in any work that creates a conflict of interest with TJNA or in any way compromises the work to be performed under this RFP or any agreement resulting from this RFP. The Consultant and its employees will not offer gifts, entertainment, payment, loans, or other gratuities or consideration to TJNA employees, their families, other Consultants, subcontractors, or other third (3rd) parties for the purpose of influencing such people to act contrary to TJNA's interest or for personal gain. The Consultant will immediately notify TJNA of all such violations of this clause upon becoming aware of such violations.

d) TJNA's Right to Reject or Modify

Selection of a proposal does not mean that all aspects of the proposal(s) are acceptable to TJNA. TJNA reserves the right to negotiate the modification of the proposal terms and conditions prior to the execution of a contract to ensure satisfactory procurement.

e) Supplemental Terms and Conditions/Modifications

Any supplemental terms or conditions, or modification or waiver of these terms and conditions, must be in writing and signed by a Consultant and TJNA.

4 SCOPE OF WORK

Selected suppliers will be expected to provide some or all of the following services:

4.1 Interpretation Services

a) Simultaneous Interpretation

Provision of professional simultaneous interpretation services during conferences, workshops, trainings, webinars, policy dialogues, high-level meetings, media engagements, virtual and hybrid events.

Language combinations may include but are not limited to:

- English ↔ French;
- English ↔ Portuguese;

- English ↔ Arabic;
- French ↔ Portuguese;
- Other African and international languages where necessary.

b) Consecutive Interpretation

Provision of professional consecutive interpretation services during meetings, interviews, bilateral discussions, media engagements, field visits, and consultative forums.

c) Virtual Interpretation Services

Provision of interpretation support for online platforms including Microsoft Teams, Zoom, Google Meet, Webex, and other virtual conferencing platforms.

d) Onsite Interpretation Services

Provision of professional interpreters, interpretation booths, consoles, wireless receivers and headsets, transmitters, audio systems integration, backup equipment, onsite technicians, installation and dismantling services.

4.2 Translation Services

The selected vendors may be required to translate:

- Research reports;
- Policy briefs;
- Training manuals;
- Event materials;
- Concept notes;
- Contracts and agreements;
- Monitoring and evaluation reports;
- Communication and advocacy materials;
- Press releases;
- Websites and digital content;
- Publications;
- Legal and technical documents.

Language combinations may include:

- English ↔ French;
- English ↔ Portuguese;
- English ↔ Arabic;
- French ↔ Portuguese;
- Other languages as may be required.

5 DELIVERABLES

The prequalified vendors shall, upon engagement, deliver:

- Professional interpretation services for assigned events;
- Translation of assigned documents within agreed timelines;
- Technical setup and support for interpretation assignments;
- Interpretation equipment installation and dismantling where applicable;
- Quality-assured translated documents;
- Technical rehearsals and testing before virtual or hybrid events;
- Backup arrangements to minimize disruptions;
- Post-assignment reports where requested.

6 ELIGIBILITY CRITERIA

Interested firms must demonstrate:

- Proven experience in providing interpretation and/or translation services for international conferences, workshops, development programmes, NGOs, government agencies, or international organizations;
- Experience supporting virtual, hybrid, and physical multilingual events;
- Availability of professionally qualified interpreters and translators;
- Demonstrated technical capacity and logistical capability;
- Ability to deliver assignments within strict timelines;
- Strong organizational and communication skills;
- Experience working within Africa and multicultural environments

AWARD CRITERIA

We will evaluate the bids based on the requirements above using the following weighting:

MANDATORY REQUIREMENTS CRITERIA		POINTS
NO.	COMPANY	
1.	Valid Certificate of Incorporation/registration	10
	Copy of List of Directors, Shareholders, and beneficial owners (CR12)	
	Valid PIN and Tax Compliance certificate	
	Valid business permit from country of jurisdiction	
TECHNICAL EVALUATION CRITERIA		

2.	<p>Submission Technical Proposal: -</p> <p>Interpretation Requirements</p> <ul style="list-style-type: none"> • Qualified and experienced conference interpreters; chartered AIIC, AU, and UN cognizant interpreters. • Adequate interpreter rotation arrangements; • Technical support staff; • Modern interpretation equipment; • Backup systems and contingency plans; • Event coordination support. <p>Translation Requirements</p> <ul style="list-style-type: none"> • Professional translators and editors; • Quality assurance mechanisms; • Capacity to handle urgent assignments; • Subject matter expertise in governance, taxation, finance, development, advocacy, and policy; • Ability to preserve formatting and document layout where applicable. <p>The proposed team should include, at a minimum:</p> <ul style="list-style-type: none"> • Professional simultaneous interpreters; • Consecutive interpreters; • Professional translators; • Editors and proofreaders; • Technical coordinator; • Virtual interpretation support technician; • Onsite AV/interpretation technicians; • Operations focal point/project manager. 	70
3.	Bidders who qualify under TECHNICAL evaluation stage proceed to INTERVIEW STAGE	10
	FINANCIAL EVALUATION CRITERIA	
4.	Financial proposal - Rate card	10
5.	TOTAL POINTS	100

HOW TO APPLY:

- a) Please submit the following by **17:00 East African time on Friday, June 12th, 2026**, to tender@taxjusticeafrica.net with the email subject **TJNA/PREQ/2026 - 2028**"