



JOINT WARFARE CENTRE  
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Date: 7 Feb 2018

## **REQUEST FOR QUOTATION**

**JWC-18-R-0001**

For

### **SHORT TERM TRANSLATOR SERVICES**

#### **1. Introduction**

The Joint Warfare Centre (JWC) was established on 23 October 2003 at Jåttå, Stavanger, Norway and aligned as a subordinate command of Headquarters Supreme Allied Commander Transformation (HQ SACT), Norfolk, Virginia, United States. JWC is NATO's premier collective training and exercise facility at the operational level.

In addition to this robust, highly realistic and demanding training, JWC conducts joint and combined capability integration, concept and doctrine development in order to improve NATO's operational readiness and interoperability.

#### **2. Background and Scope of Work**

The JWC is in need of a professional Linguist (Translator), Revisionist/Proof-Reader and Editor for Short Term projects for a base year with the option to exceed up to 2 more years.

#### **3. Type of Contract and period of Performance**

Type of Contract: This is a Firm Fixed Price – Level of Effort Contract.

Period of performance: 1 March 2018 until 31 Dec 2018 (Base Year)  
1 January 2019 until 31 Dec 2019 (Option Year 1)  
1 January 2020 until 31 Dec 2020 (Option Year 2)

#### **4. Tasking and deliverables:**

- Translate, revise and proofread documents required by JWC staff between Norwegian to English and English to Norwegian in the subject fields of
  - Legal
  - Military
  - General Competence
  - Speeches
  - Letters.
- Appoint a team of 1-3 translators for the sake of consistency. Please provide CV's for appointed translators.
- Turn-around time for contractors to provide a finished version is as quick as 24 hours during magazine publishing periods for 500-2000 words. **INCLUDE TURNAROUND TIMES WITH BIDDING**

#### **Experience:**

- Experience in translating documents between Norwegian to English and English to Norwegian.
- Experience in translating military documents
- Experience as Linguist in professional level Editorial revising/proofreading for Magazine publishing
- Up-to-date knowledge on Style Guidelines (such as Oxford or Economist)
- Preferably, previous work experience with NATO

#### **Skills:**

- Ability to work effectively with all types of documents, e.g. imaged PDF's
- Ability to work with translation software tools, such as *Trados*, for the purpose of producing consistent output
- Broad and up-to-date knowledge of political, cultural, scientific and technical matters
- Ability to cope with stress (handle an unevenly distributed workload)
- Experience as Linguist in professional Editorial revising/proofreading and understanding of journalistic tone for Magazine publishing

#### **Employment pre-requisite:**

- Degree in linguistics, translation or equivalent
- Sound knowledge of NATO organization and terminology

#### **Estimated workload:**

- Please note this is only an estimate based on prior workload. Workload is very unpredictable and depends on JWC's program of

work. Suppliers must be willing to work possibly weekends/evenings to meet deadlines.

- o Estimated number of words per entire contract: Not to exceed **75,000 per year for a total of 225,000** (rough estimation, as stated the program of work varies, JWC cannot be held financially accountable if the numbers vary).

## **5. NATO General Terms and Conditions**

Visit the following website for NATO general Terms and Conditions (hyperlink):

[http://www.jwc.nato.int/images/stories/news\\_items/2016/JWC\\_GENERAL\\_TERMS\\_AND\\_CONDITIONS\\_2016June.pdf](http://www.jwc.nato.int/images/stories/news_items/2016/JWC_GENERAL_TERMS_AND_CONDITIONS_2016June.pdf)

## **6. Security Considerations**

The Supplier shall be responsible for the safeguarding of NATO classified Information, material and equipment entrusted to them or generated by them in connection with the performance of the Contract.

The release of classified or unclassified project related information to authorities or persons outside the Internal Review project (non-participants) without prior approval is expressly prohibited.

Any Information regarding this contract cannot be published.

## **7. Place of Performance**

The work has to be done at the supplier's offices.

## **8. Confidentiality**

The Supplier shall keep confidential any information obtained under or in connection with the Contract and shall not divulge the same to any third party without the prior written consent by the JWC. The provisions of this Article shall continue in force notwithstanding the completion, expiration, cancellation or termination of this Contract.

## **9. Partial Bidding**

Partial Bidding is NOT AUTHORIZED.

## **10. Bid Closing Date**

Bids must be received at JWC **not later than 11:00 hours (local time) 22 FEB 2018**. At that time and date, bidding will be closed.

## 11. Bid Submittal

Submit the below bid form along with the two translation texts and 1 Proofreading & Editing text to the following email addresses:

BID PROPOSAL JWC-18-R-001  
SHORT TERM TRANSLATOR

Email Address: [julie.hansen@jwc.nato.int](mailto:julie.hansen@jwc.nato.int) and [psc@jwc.nato.int](mailto:psc@jwc.nato.int)

### BID FORM

Item	Description	Quantity	Price Per word	Total Cost/Currency
<u>1.</u>	Charge Per Word ***For bidding purposes only we are setting the quantity to 6000 Words, please include your price per-word	6000 words		
Item	Description	Quantity	Price Per Hour	Total Cost/Currency
<u>2.</u>	Charge for Revisions, Proof-Reading, and Editing per-hour ***For bidding purposes only we are setting the quantity to 3 hours, please include your price per-word	3 hours		

**Please add below any additional charges you may have, or include price index. Charges such as but not limited to: Minimum charges, charges per transaction, any additional charges.**

Bidder Comments:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Name & Title: \_\_\_\_\_ Company: \_\_\_\_\_

Bid Reference: JWC-18-R-0001

## PROPOSAL CONTENT / CHECKLIST

<b>BID FORM (SIGNED)</b>	<input type="checkbox"/>
<b>CV'S FOR APPOINTED TRANSLATOR(S)</b>	<input type="checkbox"/>
<b>TRANSLATED/REVISED TEST DOCUMENTS</b>  <b>1. TRANSLATION ENGLISH TO NORWEGIAN</b> <b>2. TRANSLATION NORWEGIAN TO ENGLISH</b> <b>3. PROOF-READING/EDITING IN ENGLISH</b>	<input type="checkbox"/>