



REQUEST FOR PROPOSAL

CONTENT TRANSLATION SERVICES – AR TO ENG

ACTIVITIES- RFQ #PTC-018-2023

ABOUT PALESTINE TRADE CENTER (PALTRADE)

PalTrade was established in 1998, as a non-profit development organization, which was mandated as the Palestinian National Trade Promotion Organization. Recently, PalTrade has evolved into an export development organization with a mission to lead the development and sustainable increase of Palestinian exports as a driving force for sustainable national economic growth; and has been instrumental in leading the way to establish a National Export Strategy. PalTrade provides a wide range of support in the areas of export development and market intelligence, export promotion, and export policy and advocacy.

PROJECT OVERVIEW

The main objective is to enhance the competitiveness and the export capabilities of the private sector through capacity building of PalTrade; to both improve service provision to member businesses and to lead policy reform initiatives.

Activities to facilitate this objective would include:

- The increase of access to global trade information through the subscription to market database and processing software.
- The establishment of a trade policy and advocacy unit
- The establishment of a specialized training program for current and prospective marketing directors.

The Palestinian private sector is the backbone of the Palestinian economy. Yet, the Palestinian private sector's policy-setting and advocacy initiatives remain reactionary and ad hoc. PalTrade, as part of its main mission, seeks to establish a Trade Policy and Advocacy Unit that will aim to introduce policy reforms and to lobby the Palestinian Authority for its establishment in the service of the Palestinian private sector and the

economy as a whole. The unit will focus on knowledge-sharing and the “Palestinianization” of international best practices that will serve to empower the Palestinian exporter and reduce policy and procedure-related barriers to its expansion.

CAMPAIGN GOAL & OBJECTIVES

PalTrade intends to establish a Trade Policy and Advocacy Unit (TPAU). The unit will have two main functions: 1) to develop policy reform recommendations that serve the agenda of the companies in the export sector, including PalTrade members; and 2) to advocate for the best interest of the companies emanating from evidence-based research and policy recommendations produced by the unit. To activate this component, PalTrade has hire a Senior Policy Advisor to create the unit and its hierarchy (organizational chart), strategy, and determine what policy papers will be developed as part of this program related in trade policy, international trade, and trade-relevant laws.

SCOPE OF WORK

PalTrade is looking for freelancer or a firm to translate 20 pages of a policy paper from Arabic language into English language. The paper includes the organizational hierarchy and strategy for a new unit within PalTrade that will be dedicated to policy and advocacy.

Proven previous experience in translating policy papers is a MUST.

1. TIME FRAME

The duration to complete all translation work is 1 week from the date of approval of the price offer.

2. GENERAL TERMS AND CONDITIONS

- 2.1 This assignment is open to freelancers and firms.
- 2.2 Your offer should be addressed and submitted to Palestine Trade Center – Al Balou Street, Mall of Palestine Bldg. 5th floor in sealed envelope no later than **Tuesday 4th of April 2023** before 12:00 PM with subject **RFQ # PTC-018-2023**.
- 2.3 The offer should remain valid for a period no less than 60 days after the deadline date specified for submission.
- 2.4 Offer should be sent by completing the price schedule in Annex 1 in page 3.
- 2.5 The rates quoted should be fixed for the duration of the contract and should not be subject to adjustment on any account, unless to offer a deduction to the rates.
- 2.6 **Prices should be in USD and Include VAT.**

2.7 Payment will be issued within 30 days from the date of the issue of the invoice and upon acceptable of the deliverables.

2.8 PalTrade will award the contract to the bidder whose offer has been determined to be responsive to requests.

2.9 The winner company will bear the cost Jobs.ps announcement.

3. DELIVERABLES:

The following is expected:

- Translate a policy paper from Arabic to English language.
- The document must be submitted in .doc/.docx form.

EVALUATION COST

ANNEX 1: BILLS OF QUANTITIES & SUPPLY REQUIREMENTS (COST PRPOSAL)

#	Item	Description	Amount in USD
1	Translation of a Policy Paper	Translation from Arabic to English	
TOTAL IN USD INCLUDE VAT			

PLEASE PROVIDE US WITH PROVEN PREVIOUS EXPERIENCE/ SAMPLE- IF POSSIBLE AND CV FOR THE PERSON(S) WHO WILL CARRY THIS ASSIGMENT

Supplier Signature & Stamp-----