



FAMILY AND CHILDCARE CENTRE

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Date: 24-2-2025

SUBJECT: Request for Quotation No.2/2025 regarding the provision of Translation Services for KMOP

To Whom It May Concern,

Family and Childcare Centre "KMOP", intends to proceed to awarding a contract for the provision of Translation Services. The associate company will be engaged on a basis of a service contract agreement.

Description Of the Project

The translation services required include, but are not limited to:

- **Translation of Documents:** This will cover a wide range of materials including legal, technical, business, marketing, and general content
- **Language Pairs:** Translations may be required between English-Greek and Greek-English
- **Formatting and Editing:** Translations must maintain the original formatting of the source documents. Editing and proofreading to ensure accuracy, coherence, and adherence to the required terminology will be expected
- **Confidentiality:** All translated content must remain strictly confidential, and bidders must ensure they can comply with the necessary confidentiality agreements.
- **Delivery Timelines:** Translations should be delivered within the agreed timeframe, with clear communication regarding deadlines for each project

Estimated Volume of Translation Needs

The initial intention is for our collaboration to span a period of three (3) years, under a 1+1+1 modality, with the contract being renewed annually.

Annual translation requirements: Approximately 100 translations in total.



Period of validity of offers: the offers submitted should remain valid for an overall period, at least equal to 60 calendar days from the submission date of the offer.

Minimum Technical Requirements

Upon the receipt of the offers, the submitted offers will be evaluated based on the below set criteria:

- A brief description of the company
- Company eligibility to participate
- Proven experience in professional translation services, with at least five (5) years of relevant experience
- A demonstrated ability to translate complex documents with accuracy
- Certified translators or translation agencies are preferred

Following the technical evaluation proposal the providers that there is more than one interested provider that satisfy the technical standards, will be judged on the basis of the most advantageous financial offer.

Word Ranges and Pricing

For each translation project, the service provider must provide pricing for the following word ranges, as well as any applicable additional charges:

- **1,000 - 5,000 words:** [Price per word/page]
- **5,001 - 20,000 words:** [Price per word/page]
- **20,001+ words:** [Price per word/page]

In addition to the base rates above, please include any additional charges that may apply for the following:

- **Technical Complexity or Specialized Content:** If the project involves complex or technical content, such as legal, medical, or scientific terms, please provide any additional cost for this complexity.
- **Minimum Translation Fee:** If there is a minimum fee for smaller projects (e.g., for projects under 1,000 words), please specify the minimum amount.

To facilitate the submission of your pricing, please complete the attached **Excel Financial Offer Form "Annex A"**. This annex includes the required fields to fill in your rates for each word range, as well as any additional charges listed above. The completed annex should be submitted along with your tender proposal.

The cost of preparing a bid and negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

The standard payment terms of KMOP are net 30 days upon satisfactory delivery of goods or services and acceptance thereof by KMOP.

Request for Clarifications

Requests can be received by email only to Supply Unit at procurement@kmop.org. The deadline for



receipt of questions is **27-2-2025 at 23:59** hrs. Bidders are requested to keep all questions concise.

Submission of Offers

Based on the above we hereby invite interested providers to submit their financial offer via email in the following email address: procurement@kmop.org or through an envelope on the postal address as shared above.

The email/envelope should bear the following information as a subject: The number of the tender launched with the short description of the required services/goods/works as per the below example

RFQ-GRC-2025-01 regarding the provision of Catering Services

Deadline for the submission of offers is the 4th of March 2025 at 00:00 (local time) on the following email address procurement@kmop.org.

Any offers received after the set deadline date will be disqualified from any further consideration.

The Legal Representative

"ΚΕΝΤΡΟ ΜΕΡΙΜΝΑΣ
ΟΙΚΟΓΕΝΕΙΑΣ & ΠΑΙΔΙΟΥ"
ΣΥΜΜΑΤΕΙΟ Μ.Κ.Χ.
ΣΚΟΥΦΑ 175 - ΑΘΗΝΑ 10680
ΑΦΜ: 090031808 - ΔΟΥ: Δ' ΑΘΗΝΩΝ
ΤΗΛΕΦΩΝΟ 210 275547

Dimitris Nikitas

President of the BoD of KMOP

Annexes:

- ANNEX A: Financial Offer Form