

REQUEST FOR PROPOSALS

**Appointment of a consultancy service for translation services for the Secretariat of the
Collaborative Africa Budget Reform Initiative (CABRI)**

BID NUMBER: CABRI2026-02

Closing Date

26 May 2025 at 16H00 (SAST)

Delivery Address

Email: ProcurementPB@cabri-sbo.org

**SUBJECT:**

APPOINTMENT OF A CONSULTANCY SERVICE FOR TRANSLATION SERVICES FOR THE SECRETARIAT OF THE COLLABORATIVE AFRICA BUDGET REFORM INITIATIVE (CABRI)

INSTRUCTIONS TO BIDDERS:**PARTICIPATION**

Participation in bidding is open on equal terms to natural and legal persons either participating in a group or individually.

CLARIFICATION MEETING / SITE VISIT

All relevant information in respect of the date and time for such a meeting/site visit will be communicated to the successful bidder (if applicable).

OPENING OF TENDERS

The recording of bid submissions will be done on 27 May 2025 . Bids will be examined to determine if all the requisite information and guarantees have been furnished.

EVALUATION OF BIDS

Bids will be evaluated on technical ability as well as price.

FINANCIAL ARRANGEMENTS

Costs incurred in preparing the bid proposals will be the bidders' responsibility.

SIGNATURE OF CONTRACT AND PERFORMANCE GUARANTEE

The successful bidder will be informed in writing that their bid has been accepted.

In the pursuance of contracting service providers, CABRI adheres to professional, ethical, and transparent procurement processes with support for free enterprise and competition.

The bid process shall be in accordance with basic principles identified as international best practices in the field of procurement that are set out hereunder:

- Transparency;
- Non-discrimination;
- Absence of conflict of interest and
- Best value for money – adherence to this principle entails that the contract will be awarded to the bidder who, in terms of the specific evaluation criteria set forth in the bid, is most advantageous. This may not necessarily be the bidder with the lowest price for services rendered but the bidder with the best balance of quality and price.

CANCELLATION OF TENDER

The Secretariat reserves the right to cancel the request for proposal and all bidders will be notified in writing of the cancellation.

PLEASE FIND ENCLOSED THE FOLLOWING DOCUMENTS:

1. Terms of Reference
2. Certificate of Competence
3. Proposed fee breakdown
4. Supplier application form
5. Ownership of business form