

Forestry Innovation Investment Ltd.

Request for Qualifications

Translation and Interpretation Services

Issue date: February 5, 2008

Request for Qualifications #: FII-08-009

Closing location:

COURIER/BY HAND ONLY:
Forestry Innovation Investment Ltd. 1200 – 1130 West Pender Street Vancouver, B.C. V6E 4A4 Attention: Duygu Unal

Closing date and time:
by 15:00 Pacific Time on February 25, 2008

Contact person:

Name: **Duygu Unal**
Phone: **(604) 685-7507**
Fax: **(604) 685-5373**
Email: **duygu.unal@bcmn.ca**

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1. Introduction

Forestry Innovation Investment Ltd.

Forestry Innovation Investment Ltd. (FII) is a BC Government Crown Corporation, created in 2003 to promote British Columbia's world-leading forest products and forest management to the global marketplace and to increase the value of the province's forest asset. The company's product development and marketing activities are aimed at strengthening demand for B.C. wood products and ensuring that customers have factual, timely information about B.C.'s sustainable forest management practices.

Core Business Areas and Services

FII works closely with B.C. forest companies, industry associations, the provincial and federal governments, embassies and consulates, international trade associations, resources communities, and other key stakeholders. Its programs and services are aligned to its three core business areas – Market Development, Market Relations and Corporate Services.

Market Development

Market Development is comprised of the following programs:

- International Marketing
- Market Access
- Product Development
- China Market Development
- Mountain Pine Beetle
- Domestic Market Development
- Business Development.

The Market Development business area uses project funding and partnerships with the Government of Canada, forest industry associations and research institutions, to:

- maintain and create opportunities for BC wood products in existing and emerging markets;
- ensure BC forest products have access to markets free from regulatory and other barriers;
- ensure buyers, consumers, designers, builders, developers and architects know about BC wood products and the many positive features they bring to wood-frame construction and interior finishing;
- support the development of innovative new forest products, including products using pine harvested from mountain pine beetle-attacked forests; and

- provide markets and audiences with information on the properties and qualities of BC's premier forest products as well as the BC companies that supply them.

Market Relations

FII's Market Relations program provides international buyers and others with credible facts that BC forest products come from well-managed forests.

Market Relations:

- Works with industry associations, embassies and federal and provincial ministries to ensure a coordinated and strategic approach to market communications;
- Gathers market research information about customers' environmental concerns which is used to support activities;
- Distributes information materials, including fact sheets and an up-to-date website www.bcforestinformation.com, to respond to market issues and changes in forest policy;
- Attends major international trade shows to ensure customers and potential customers have information on BC's forests and environmental performance; and,
- Leads the sector in on-going market monitoring to identify emerging issues and recommending and implementing strategic response.

Corporate Services

Corporate support includes responsibility for the financial management and control of the corporation, information systems, human resources and performance management. Corporate support focuses on internal management and employees, as well as serving the board of directors, government and partners by ensuring a high level of performance, accountability and adherence to government policies.

2. Translation and Interpretation Services Background

FII's business activities require communicating with forest products customers and key influencers in several languages. This communication may take the form of:

- translation of written publications;
- translation of visual media such as informational videos;
- interpretation of verbal presentations to international customers, dignitaries and other audiences at events or one-on-one meetings and/or public presentations;
- interpretation at trade shows and in-province forest tours for customers and key influencers in the forest sector; and,
- other translation and interpretation services as required.

In order to support these activities, FII is seeking qualified, certified translators and interpreters to translate and interpret to and from English in the following languages:

- Dutch
- French (France)
- German (Germany)
- Italian
- Japanese
- Korean
- Mandarin
- Mandarin for Taiwan
- Cantonese
- Spanish (South America)
- Vietnamese

Translation and interpretation services under this RFQ will cover FII's needs within the Province of British Columbia. Interested parties are being asked to provide a detailed description of their qualifications and experience in similar projects of this kind, as well as a quotation of the rates. Applicants should clearly identify whether their interest relates to translation, interpretation, or both areas. Applicants should have demonstrated experience in foreign trade, forestry and/or forest products in order to ensure knowledge of the appropriate technical terms in their languages of proficiency. Applicants should identify clearly their certification as a translator and/or interpreter and in which languages.

All interested Applicants are encouraged to review the materials on FII's websites: www.bcfii.ca and www.bcforestinformation.com to more fully understand FII and its operations.

3. Request for Qualification

FII is seeking to establish a list of qualified individuals and/or firms with demonstrated experience in the areas listed above in Section 2. On the basis of an assessment of the qualifications received, FII will negotiate and enter into a contract or series of contracts with the Applicant(s) who best meet the needs of specific projects and provide the best value, determined by the area of expertise, the quality of work and the rate quoted. FII reserves the right to refuse any or all submissions received.

Administrative Requirements

The following terms apply to this Request for Qualification and to any subsequent Contracts. A submission in response to this Request for Qualification indicates acceptance of all the following terms.

Request for Qualifications Terminology

Throughout this Request for Qualification, terminology is used as follows:

- a) “Contract” means the written agreement resulting from this Request for Qualification executed by FII, and the Contractor;
- b) “Contractor” means a successful Proponent under this Request for Qualification who enters into a written Contract with FII;
- c) “Must”, or “Mandatory” means a requirement that has to be met in order for a Submission to receive consideration;
- d) “Proponent” means an individual, partnership, firm or a company that submits, or intends to submit, a Submission in response to this Request for Qualification;
- e) “Should” or “desirable” means a requirement having a significant degree of importance to the objectives of the Request for Qualification, and will be taken into account in the evaluation of the Submissions;
- f) “Submission” is a response prepared and submitted by a Proponent under this Request for Qualifications.

4. Request for Qualification Process

4.1 Enquiries

All enquiries related to this Request for Qualifications are to be directed, in writing, to the person identified below. Information obtained from any other source is not official and should not be relied upon.

Forestry Innovation Investment Ltd. Suite 1200, 1130 West Pender Street Vancouver, B.C.V6E 4A4 Attention: Duygu Unal

Phone: (604 685-7507
Fax: (604) 685-5373
E-mail: duygu.unal@bcmon.ca

4.2 Closing Date

4 complete copies of each submission must be received by **15:00 Pacific Time, on February 25, 2008** at:

COURIER/BY HAND:
Forestry Innovation Investment Ltd. Suite 1200, 1130 West Pender Street Vancouver, B.C., V6E 4A4 Attention: Duygu Unal

Submissions must not be sent by facsimile or electronically
Submissions must be sealed in an envelope clearly marked with:

- **Proponent's Name & Address;**
- **Request for Qualification number;**
- **Project Title.**

4.3 Late Submissions

Late Submissions will not be accepted and will be returned unopened.

4.4 Evaluation

Evaluation of Submissions will be done by FII staff. They will check Submissions against the mandatory criteria, and any Submissions not meeting all mandatory criteria will be rejected without further consideration

Submissions that do meet all the mandatory criteria will be assessed against the elements shown in Section 6 below. FII's intent is to select one or more firms that meet the mandatory criteria in Section 6.1 and whose Qualifications satisfactorily comply with the criteria listed in Section 6.2 below.

4.5 Notification

At the conclusion of the Request for Qualifications process, all Proponents will be notified of whether FII wishes to enter into a contract with them.

4.6 Estimated Time-Frames

The following timetable outlines the anticipated schedule for the Request for Qualifications. The timing and the sequence of events resulting from this Request for Qualifications may vary and shall ultimately be determined by FII.

Event	Anticipated Date
Request for Qualifications issued	February 5, 2008
Request for Qualifications closes	February 25, 2008
Evaluation of Submissions Completed	March 5, 2008
Proponents advised of results	March 13, 2008
Qualified list in effect* to	August 31 2010

* It is intended that the Qualified List of Suppliers will be in effect until August 31, 2010. FII reserves the right to extend the Qualified List of Suppliers for up to one additional year, if required to continue to support the needs of the corporation. Should this be the case, qualified suppliers may request a rate increase to reflect an increase in the cost of living.

* FII reserves the right to re-open the submissions process in order to increase the number and variety of potential qualified suppliers.

4.7 Working Language of FII

The working language of FII is English and all responses to this Request for Qualifications must be in English.

4.8 Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing their Submission and for subsequent contract negotiations with FII, if any. If FII elects to reject all Qualifications received, FII will not be liable to any Proponent for any claims, whether for costs or damages incurred by a Proponent in preparing its Submission, or any other matter whatsoever.

5. Additional Terms

5.1 Confidentiality of Information

Information pertaining to FII obtained by a Proponent as a result of participation in this project is confidential and must not be disclosed without written authorization from FII.

5.2 Conflict of Interest

- a) In their Submissions, Proponents should indicate any real or potential conflict of interest of which they are aware regarding performing work under this Request for Qualifications.
- b) FII may reject a Quotation if it appears that there would be a significant conflict of interest in connection with the services requested.

6. Evaluation Criteria

6.1 Mandatory Criteria

The following are mandatory requirements. Submissions not clearly demonstrating that they meet the mandatory criteria, will receive no further consideration during the evaluation process.

Mandatory Criteria	
a)	Submission must be received at the closing location by the specified closing date and time.
b)	4 copies of the Submission must be sealed in an envelope clearly marked with: - Proponents Name & Address - Request for Qualification Number FII-08-009 - Project Title
c)	The Submission must be in English and must not be sent by facsimile or email.
d)	Proponent must hand deliver or courier the Submission
e)	Applicants must be certified translators and/or interpreters and have a minimum of 5 years demonstrated experience in professional translation and/or interpretation.
f)	Applicants must have demonstrated experience in foreign trade, forestry and/or forest products.

6.2 Desirable Criteria

Submissions meeting the mandatory requirements will be further assessed against the following desirable criteria.

Desirable Evaluation Criteria	Weighting
a) Applicants are requested to describe why their skills and experience qualify them for inclusion on FII's qualified list of suppliers.	15%
b) Applicant's profile; Applicants should provide a profile of themselves or their firm as appropriate and describe the individuals who may also work with them. Please provide a summary of all staff and other resources (i.e. specialists, associates or sub-contractors) to be used, with their respective curricula vitae.	20%
c) Applicant's Qualifications; a minimum of 5 years experience as a certified professional translator and/or interpreter with experience in the forest sector.	25%
d) References; Applicants should include three references, none of whom may be employees of FII, demonstrating strong confidence in the Applicant's skills and experience.	15%
e) Rates; Applicants should provide a comprehensive list of rates including translation, interpretation, proof reading and rush rates.	15%
f) Availability; The applicants anticipated availability, including the ability to accept assignments a short timeline.	10%

7. Proposal Format

The following format and sequence should be followed in order to provide consistency in Applicant response and ensure each Submission receives full consideration.

- Submission covering letter (including contact information);
- Table of contents including page numbers;
- A short executive summary;
- The body of the submission including the information identified in Section 6 above, along with any other information that you believe is relevant to support your Quotation.