



**NOTICE OF CALL FOR EXPRESSIONS OF INTEREST LAO/029 • 17 364**

**Title: Translation of ASEAN Common Competency Standards for Tourism Professionals from English to Lao Language**

**Maximum budget: USD 225,000 – performance period of eight months**

*The Luxembourg Agency for Development Cooperation (LuxDev) launches a Call for Expressions of Interest for the acquisition of services for **Translation of ASEAN Common Competency Standards for Tourism Professionals from English to Lao Language**, on behalf of Project LAO/029 receiving financial support from the Governments of the Lao PDR, Switzerland and the Grand Duchy of Luxembourg.*

Services providers that are invited to express their interest to offer the services mentioned above are all legally established companies governed by private law (excluding non-governmental organisations, not-for-profit organisations and public operators) and specialised in translation services of documents from English to Lao language.

Indicatively, services providers will have to demonstrate their technical capacity and experience in:

- the provision of high quality translation services from English to Lao language.
- handling large volumes of translation in a restricted amount of time.
- providing consistency in translation across a large number of documents while using a team of translators and / or sub-contractors.

The start of the contract is foreseen for 1<sup>st</sup> September 2017 and for a duration of up to a maximum of eight months. Services providers must be available for the entire period foreseen and willing to intervene in Vientiane, Lao PDR. The maximum budget available for this contract is estimated at USD 225,000 (excluding VAT).

Interested services providers are invited to submit sufficient documentation to respond to the selection criteria. The dossier, including the selection criteria and the application form is available on request at the address given below.

The shortlist of candidates invited to submit a full offer will be established of minimum three (3) and maximum eight (8) candidates evaluated as qualified and ranked if necessary against the selection criteria.

Expressions of interest, exclusively drawn up in English, must reach the following address by email or postal mail no later than **20.07.2017 at 15:00** (local time):

**Project LAO/029 – Skills For Tourism**  
**Khounboulom Road, Ban Watchan**  
**Chanthabouly District**  
**Vientiane, Lao PDR**

**Email: [lee.sheridan@luxdev.lu](mailto:lee.sheridan@luxdev.lu)**

Requests for clarifications shall be sent to the email address given above.

**Only shortlisted candidates will be invited to submit a full offer.**

**Services providers interested by this Call for expressions of interest may also consult LuxDev's website: [www.luxdev.lu](http://www.luxdev.lu) (Tender notices: Services – Status: Information – Area: Lao PDR)**