



**ANNOUNCEMENT**  
**of open tender for selecting a service provider for**  
**the translation of the publication “Tales of Asia” into Arabic**

26 July 2024

The Secretariat of the Conference on Interaction and Confidence Building Measures in Asia (CICA) announces an open tender for the purchase of translation services for the publication “Tales of Asia” from Russian or English into Arabic.

**1. Brief description of the project**

The “Tales of Asia” collection was compiled following the model of the Literary Works of CICA Member States, which was issued in English in 2012 on the occasion of the 20th anniversary of CICA (<https://www.s-cica.org/docs/3865713161fb8fc42e51a.pdf>). In 2022, the year of the 30th CICA anniversary, the aforementioned collection “Tales of Asia” (<https://www.s-cica.org/docs/1509192666633fb86a7b92c.pdf>) was published in English and Russian.

The translation of this collection into Arabic will be the next step in a series of commemorative publications aimed at increasing CICA visibility, reflecting the cultural diversity of its Member States and expanding the geography of the organization.

This project will be financed from the funds provided by the State of Kuwait as a voluntary contribution to the budget of the CICA Secretariat.

**2. Requirements and specifications**

The tender winner (contractor) will need to:

- Provide timely (within the time frame agreed by the parties) high-quality and professional translation of the entire collection “Tales of Asia” into Arabic (Fuṣḥā), fully corresponding to the content of the original text and not distorting its meaning;
- When transferring an electronic file of the translated text, observe the following technical requirements for the translated text:
  - Microsoft Word format;

- Numbering the pages of the text in accordance with its table of contents;
- Be ready to make possible adjustments to the Arabic text in case of errors in the text;
- Sign a contract with the customer (CICA Secretariat), having agreed on the terms and conditions of the planned services.

### **3. Requirements for participants**

Individuals and legal entities who have the necessary professional qualifications confirmed by a diploma (and/or other documents) and translation experience can participate in the tender.

### **4. Procedure for submitting applications**

To participate in the open tender, please submit the following documents in electronic form to [chingiz.k@s-cica.org](mailto:chingiz.k@s-cica.org):

- Application (Annex 1);
- CV reflecting the participant's experience in translation;
- Samples of previous written translations of similar publications;
- Commercial proposal with price indication in US dollars;
- Documents confirming the qualification of the participant.

The above documents (copies thereof) must be in English or Russian or contain their certified translation into English or Russian.

If the customer finds that a participant has provided unreliable (incomplete, contradictory) information regarding his/her qualifications, the participant will be suspended from the competition at any time before signing the contract,

### **5. Intellectual property rights**

The tender winner agrees that, after accepting the translation and paying for the services provided, the CICA Secretariat will reserve exclusive rights to the intellectual property as part of the implementation of these services, including exclusive rights to publish, distribute and use for non-commercial purposes by any means and forms to an indefinite circle of persons without attribution for an indefinite term and free of charge.

### **6. Payment procedure**

The tender winner agrees that payment for the services provided will be made by the CICA Secretariat in non-cash form only after the work is accepted and the act of services rendered is signed by both parties.

## **7. Deadline for submission of applications and announcement of the winner**

The deadline for submitting applications and commercial proposals is **25 August 2024 (inclusive)**.

The winner will be determined by the CICA Secretariat's tender commission.

Information about the winner will be posted on the CICA Secretariat website (*www.s-cica.org*) immediately after the relevant decision is made by the tender commission.

## **8. Contact details**

CICA Secretariat Officer Chingiz Karaguzhinov.

Tel: / WhatsApp: +7 778 254 8830

Email: [chingiz.k@s-cica.org](mailto:chingiz.k@s-cica.org)

***(Application form sample)***

Full name of the participant/ Name of the organization\*  
Contact phone number  
Email address

**APPLICATION  
for participation in the open tender**

I hereby give my consent to participate in the tender for the provision of services for the translation of the publication “Tales of Asia” into Arabic.

I acknowledge that I have read and accept the terms and conditions of the tender.

**Enclosure:**

- 1. The participant's CV;*
- 2. Samples of previous written translations of similar publications;*
- 3. Documents confirming the participant's qualifications;*
- 4. Commercial proposal with price indication in US dollars.*

Full name, signature, date.