



***Expression of Interest for the provision of
Translation Services***

DESCRIPTION:

TotalEnergies EP Namibia is looking for experienced Service Providers for the provision of Translation Services.

SCOPE OF WORK:

The requirements include mainly translation services of administrative documents such as diplomas, passports, birth certificates, marriage certificates.

Original documents will be in Arabic, French, Portuguese, Spanish or other languages and will need to be translated to English.

PREREQUISITES:

To qualify for participation in this Expression of Interest process, prospective Service Providers must demonstrate a proven track record in delivering translation services and hold certification that meets international, regional, or national quality standards. Accordingly, Service Providers must meet the following criteria:

- ✓ Sworn translator certified by the High Court.
- ✓ Capable of French translations.
- ✓ Possess an internationally recognized certification or its national equivalent.
- ✓ Have a material tracking record in providing translation services.

DOCUMENTS TO BE SUBMITTED:

1. A detailed company profile, including an organizational chart.
2. Curriculum Vitae (with contact details of at least three referees for whom similar work has been completed).
3. An internationally recognized certification or its national equivalent.
4. Proof or evidence that the Service Provider is a sworn translator certified by the High Court.
5. Full list of the languages the Service Provider can translate into English and associated certification

CLOSING DATE: 15th of February 2025 at 15h00, by electronic submission.

TotalEnergies EP Namibia shall not accept submissions rendered after the closing date and time.

ELECTRONIC SUBMISSION OF DOCUMENTS:

- Email: ep-teepna-cp@totalenergies.com
- Subject: **TEEPNA Expression of Interest for Translation Services**
- File Type: Submissions to be in PDF and native format

DISCLAIMER:

TotalEnergies EP Namibia shall not be responsible for any costs incurred in the preparation and submission of a response to this Expression of Interest.