

**REQUEST FOR QUOTATION (RFQ)**

Date: 26 November 2013

Dear Sir/Madam,

Subject: Request for Quotation for Translation Services English to Portuguese, Korean, Hebrew, Kiswahili and German for communication documents.

Case reference: RFQ/DG-008-A/47065

1. The United Nations Office for Project Services (hereinafter "UNOPS") is pleased to invite you to submit a best and final offer (BAFO) quotation for translation services described in Annex I to this Request for Quotation.
2. We would appreciate receiving your quotation on or before Friday 6 December 2013 via e-mail to [dgbids@unops.org](mailto:dgbids@unops.org) to the attention of H. Semyonov. Please specify the above project and reference number on your quotation.
3. Any requests for clarification should be referred to:  
Contact Person: H. Semyonov  
Office: GPSO -NAO-- UNOPS  
Address: 405 Lexington Avenue, 5<sup>th</sup> Floor, New York, NY 10174  
E-Mail: [hanumas@unops.org](mailto:hanumas@unops.org)
4. Your BAFO quotation shall include the following:
  - Completed Financial Offer Form (see Annex II)
  - Confirmation of your experience- CVs and company history.
5. UNOPS evaluates the quotations based on best value, i.e. best quality and cost-effectiveness of the proposed offers. The following aspects will be considered for the evaluation:
  - (a) Compliance with all requirements as specified in Annex I
  - (b) Cost-effectiveness of price quotation
  - (c) Satisfactory performance with UN clients; timely translation and good quality
6. A contract may be awarded to the bidder having submitted the quotation representing the best value for UNOPS. However, UNOPS reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations, at any time prior to the award of contract, without thereby incurring any liability to the Bidders or any obligation to inform the Bidders of the grounds for such action.
7. UNOPS reserves the right to make multiple arrangements for any item or items.
8. In the event of a Contract the UNOPS General Conditions will apply. The conditions are available at <http://www.unops.org/english/whatweneed/Pages/Guidelinesforsuppliers.aspx> under "UNOPS General Conditions of Contract for Services"



**9. Supplier eligibility.** Suppliers shall not be eligible to submit an offer and to be awarded a contract when at the time of bid submission:

- (a) Suppliers are already suspended by UNOPS, or,
- (b) Supplier's names are mentioned in the UN 1267 list of Terrorists issued by the Security Council resolution 1267, which establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban, or,
- (c) Suppliers are suspended by the UN Procurement Division (UN/PD), or,
- (d) Suppliers have been declared ineligible by the World Bank.

Furthermore, as a condition of doing business with UNOPS it is necessary that suppliers, their subsidiaries, agents, intermediaries and principals cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UNOPS Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UNOPS Ethics Officer (during preliminary reviews in line with UNOPS whistle blower policy) as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the supplier; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNOPS to repudiate and terminate the contract, and to debar and remove the supplier from UNOPS's list of registered suppliers.

**10. Information regarding Bid Protest can be found at:**

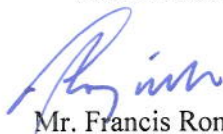
<http://www.unops.org/english/whatwedo/services/procurement/Pages/Procurementpolicies.aspx>

**11. UNOPS strongly encourages all Bidders to subscribe to the Tender Alert Service available on the United Nations Global Market Place ([www.ungm.org](http://www.ungm.org)). This will allow Bidders to be notified automatically of all UNOPS business opportunities for the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for Suppliers.**

**12. UNOPS will effect payment within 30 days after receipt of original payment documentation.**

We look forward to receiving your quotation.

Yours sincerely,



Mr. Francis Ronquillo  
Cluster Manager  
UNOPS – GPSO/DG



## ANNEX I: TERMS OF REFERENCE

**Type of Services:** Translation Services English to Portuguese, Korean, Hebrew, Kiswahili and German for Communication documents.

**Case reference:** RFQ/DG-008-A/47065

**Duty station:** home-based

**Duration:** Estimated to start second week of January 2014. Initial contract will be for 3 months subject to extension depending on funding and satisfactory performance.

### Background

The United Nations Alliance of Civilizations (UNAOC) seeks to reduce tensions across cultural divides that threaten to inflame existing political conflicts or trigger new ones. Through preventive diplomacy initiatives, it works at grassroots level, promoting education, youth, media and migration projects aimed at building trust and respect among diverse communities. The Alliance was established in 2005, at the initiative of the Governments of Spain and Turkey, under the auspices of the United Nations. In January 2013, the United Nations Secretary-General appointed Nassir Abdulaziz Al-Nasser, former President of the UN General Assembly, as UN High Representative for the Alliance of Civilizations. The UNAOC is supported by a Group of Friends – a community of over 100 member countries and international organizations and bodies. The UNAOC Secretariat, based in New York, NY, is funded by multiple donors and is administered by UNOPS. The Intercultural Innovation Award is one of the programmes of UNAOC through which it provides members with connections to donors, policy-makers, media, etc. as well as mentoring and consulting services aimed at strengthening their projects' efficiency and encouraging their adaptation to other contexts. Project support is individualized based on the specific needs of selected projects.

### Services to be provided:

The selected vendor will work under overall management of UNAOC Director and directly with an assigned focal point at UNAOC.

Specific tasks include:

1. Translation and proofreading of communication documents (up to 20,000 words per year) from English into the following languages: Portuguese, Korean, Hebrew, Kiswahili and German.

Original documents will be provided as follows:

- All original materials will be provided in MS Word files, PDF or Excel.
- Texts will be provided mainly in English.

The translation services provided shall be:

- **Accurate:** Content accuracy includes detailed comparison of content, facts and figures and making sure there are no omissions from the source; translations and proofreading all footnotes and/or endnotes, captions under photographs, lists etc. The translation company is expected to perform terminology research (UN/UNAOC Terms website and others) to ensure accuracy and appropriateness of all translations. The contractor is also responsible for ensuring quality and accuracy of the entire document before submitting it back;
- **Terminologically consistent,** linguistically correct, stylistically correct and clearly formatted;
- **Natural:** using natural forms of the receptor language in a way that is appropriate to the kind of text being translated;
- **Communicative:** expressing all aspects of the meaning in a way that is readily understandable to the intended audience;
- **Timely delivered** based on the previously mentioned timeframe.

**Required competences and knowledge:**

- Minimum 3 years of experience translating materials for international organizations, foundations and/or civil society organizations;
- Employment of professionally qualified translators who are preferably members of a professional body for translation and/or interpretation.
- Proven experience of translation in the field of international development and/or for international agencies such as United Nations agencies. Experience in translating materials related to international affairs and cross-cultural dialogue and cooperation is an asset.
- Ability to provide services with tight deadlines:
  - a. Up to 2500 words in one working day.
  - b. 2500- 5,000 words in two working days.
  - c. 5,000 – 7,500 words in three working days.

Monthly Billing will be made on actual work done.



**ANNEX II: FINANCIAL OFFER FORM**

<b>Description of Activity</b>	<b>Quantity</b>	<b>PLS COMPLETE Unit Rate in USD</b>	<b>Total amount in USD</b>
Translation of communication documents as required from English into Korean	Up to 20,000 words per year	Expressed in price per word (\$)	
Translation of communication documents as required from English into Hebrew	Up to 20,000 words per year	Expressed in price per word (\$)	
Translation of communication documents as required from English into Portuguese	Up to 20,000 words per year	Expressed in price per word (\$)	
Translation of communication documents as required from English into Kiswahili	Up to 20,000 words per year	Expressed in price per word (\$)	
Translation of communication documents as required from English into German	Up to 20,000 words per year	Expressed in price per word (\$)	

Total amount: \_\_\_\_\_

Submitted by:  
Company/organization:  
Address:  
Name:  
Title:  
Email:  
Telephone: