



## **EXPRESSION OF INTEREST (EOI)**

Date: 23 March, 2009

### **REFERENCE: Translation Services/UN Moldova**

Translation Services to be provided to UN Agencies in Moldova and UNDP Moldova Country Office, including UNDP Projects implemented in Moldova

UN Agencies in Moldova, UNDP Moldova requests expressions of interest from experienced and qualified translation services agencies for provision of professional translation/interpretation services.

Deadline for response: 10 April, 2009, 16:30

Interested Companies shall fill in and submit the following information:

### **A. General Profile of the Company**

1. *Name:*
2. *Address:*
3. *Contact Details (Tel./Fax/E-mail):*
4. *Date of establishment:*

5. Number of staff:
  
7. List of main clients, including international organizations, diplomatic missions, and foreign companies (if possible and applicable):
  
8. Working days and hours:
  
9. Name of the General Manager/Managing Director of the Agency, years of experience and contact details i.e. Tel./E-mail:
  
10. Please, fill in the table below:

Name of the Company:			
Type:	..	..	..
	Simultaneous	Consecutive	Written
<i>Direction:</i>			
.. Eng-Rom			
.. Rom-Eng			
.. Eng-Rus			
.. Rus-Eng			
.. Rus-Rom			
.. French-Rom			
.. Rom-French			
.. French-Rus			
.. Rus-French			
<b>Other languages. Please, specify.</b>			

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**Terminology:**

- .. UN Terminology
- .. Economy/Business/Finance/Banking
- .. Law/Human Rights
- .. Agriculture/Livestock
- .. Environment
- .. Medicine
- .. ICT/Technical Sciences
- .. Social/Culture/Education
- .. Politics/Military
- .. Other (please, specify)
- .. .....
- .. .....
- .. .....

**Other information (please, specify)**

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*(To be signed by the General Manager or the Managing Director only.  
Please also affix the seal of the company on every page of this  
questionnaire)*

*Name:*

*Title:*

*Signature:*

*Date:*

*Seal of the Company:*

**Important Note:**

This EOI is not a binding document or contract. UNDP reserves the right to cancel or change the requirement at any time during this EOI or solicitation process.

Only suppliers that respond and are deemed qualified upon completion of an evaluation of their response to this EOI will be informed.

It is anticipated that UNDP Moldova will shortly be issuing a solicitation document for the above requirements

**SUBMISSION OF INFORMATION:**

Information shall be marked with the note **“EOI Translation Services/UN Moldova”**.

Information shall reach the UNDP office not later than **10 April, 2009, 17:30 (local time)**.

Information can be submitted either in hard copy or electronically.

Documents in hard copy need to be submitted in a sealed envelope and addressed to:

**UNDP Moldova,  
131, 31 August 1989 Street, MD-2012 Chisinau  
Attention: Registry Office/Procurement**

b) Information sent electronically need to be addressed to the following e-mail address:

**[tenders-Moldova@undp.org](mailto:tenders-Moldova@undp.org)**