



Moldova

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 28 December 2009
	REFERENCE: <i>2009-12-29.3</i>

Dear Sir / Madam:

UNDP Moldova is currently seeking to establish Long Term Agreements (LTAs) with successful bidder or bidders for the provision of Written Translation Services:

- English-Romanian-English;
- English-Russian-English;
- French-Romanian-French;
- French-Russian-French;
- Russian-Romanian-Russian.

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
Delivery Place	Chisinau
Payment Terms	monthly payments for rendered services
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> 90 DAYS
Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted <input checked="" type="checkbox"/> Partial bids not permitted
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services http://www.undp.org/procurement/operate.shtml

REQUIREMENTS
<p>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:</p> <p>The quotation/offer shall contain the following:</p> <ul style="list-style-type: none"> • Company profile (in brief); • List of customers; • CVs of key translators for each language; • Standard and urgency fees (in US Dollars) for translation per page, i.e. 1800 characters with no spaces. <p>Please specify the terminology you are experienced in:</p> <ul style="list-style-type: none"> <input type="checkbox"/> UN Terminology <input type="checkbox"/> Economy/Business/Finance/Banking <input type="checkbox"/> Law/Human Rights <input type="checkbox"/> Agriculture/Livestock <input type="checkbox"/> Environment <input type="checkbox"/> Medicine <input type="checkbox"/> ICT/Technical Sciences <input type="checkbox"/> Social/Culture/Education <input type="checkbox"/> Politics/Military <input type="checkbox"/> Other (please, specify)

MINIMUM QUALIFICATION REQUIREMENTS:

The company shall have:


1. three years of experience in providing written translation services;
2. minimum 2 professional translators for each of the aforementioned languages;
3. previous work with UN or other international organizations;
4. ability to work under pressure and meet strict deadlines;
5. ability to produce a high volume of quality content.

The professional translators shall meet the following minimum qualifications:

- have relevant academic qualifications and professional experience;
- have university degree in modern languages. Post-graduate qualification in translation studies, linguistics or related discipline would be a strong asset;
- have minimum 7 years of professional translation services experience. Previous work with UN or other international organisations, governments, and donor institutions would be an asset;
- outstanding translation skills in one of the listed languages.

Offers will be evaluated based on their responsiveness to the technical specifications and the minimum qualification requirements, within the "either in or out" rule.

NAME, FUNCTIONAL TITLE: **Matilda Dimovska, Deputy Resident Representative**

Signature: 

DATE: 28-12-2009

CONTACT PERSON: Radu Dusciac, Procurement Associate (radu.dusciac@undp.org)

CONTACT ADDRESS: UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau

SUBMISSION OF OFFERS:

Offers shall be marked with the note "**RfO: LTA Written Translation Services**".

Offers shall reach the UNDP office not later than **22 January 2010, 16:30 (local time)**.

Offers can be submitted either in hard copy, or electronically. Offers received by fax will be rejected. Incomplete offers shall not be examined.

- a) Documents/offers 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) Offers sent electronically need to be addressed to the following e-mail address:
tenders-Moldova@undp.org

