

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

