

**ANNEX III**  
**OFFEROR'S LETTER TO UNDP**  
**CONFIRMING INTEREST AND AVAILABILITY**  
**FOR THE INDIVIDUAL CONTRACTOR (IC) FRAMEWORK ASSIGNMENT**

Date \_\_\_\_\_

**Robert Watkins**  
**Resident Representative**  
**United Nations Development Programme**  
**Arab African International Bank Building**  
**Riad El Solh Street, Nejmeh, Beirut 2011 5211**  
**P.O. Box 11-3216 Beirut, Lebanon**

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of Individual Professional Translation Services on Framework basis to UNDP Lebanon Country Office and UNDP Lebanon Projects;
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment **through the submission of three samples of my translation works, of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;**
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3;
- e) I hereby propose to complete the services based on the following payment rate:



An all-inclusive translation fee of *[state amount in words and in numbers indicating currency]*, per word for documents up to 10 pages

An all-inclusive translation fee of *[state amount in words and in numbers indicating currency]*, per page for documents above 10 pages (250 words per page)

- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe demanded by UNDP upon each request to render translation services, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of 90 days after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists]*;
- j) If I am selected for this assignment, I shall *[pls. check the appropriate box]*:

- ☐ Sign an Individual Contract/Agreement with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

k) I hereby confirm that *[check all that applies]*:

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) **If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed:

**Annexes [pls. check all that applies]:**

- ☐ CV or Duly signed P11 Form, including past experience in **similar projects** and at least **3 references**
- ☐ **Samples of translated works**, at least 3 samples, each for different language (Arabic/English/French) with a duly signed confirmation that these samples are of works prepared by the individual consultant
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (Methodology)

## ANNEX 2

An all-inclusive translation fee of [state amount in words and in numbers indicating currency], per word for documents up to 10 pages

An all-inclusive translation fee of [state amount in words and in numbers indicating currency], per page for documents above 10 pages (250 words per page)

### BREAKDOWN OF COSTS (if Applicable) SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
<b>I. Personnel Costs</b>			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>II. Travel Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>III. Duty Travel</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

*\*Travel expenses including all travel to join duty station/repatriation travel. Travel costs exceeding those of an economy class ticket are not covered by UNDP.*

**\*All prices/rates quoted must be in USD.**

Full Name and Signature:

Date Signed:

