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DATE: 2 January 2019

REF: UNDP-BERA-LTA-2019-001- LTA for Provision of Language Services by Translation Firms

Dear Sir / Madam:

REQUEST FOR PROPOSAL (RFP)

We kindly request you to submit your Proposal to undertake the provision of language services, including translation, editing, proofreading, transcription, typesetting, layout and interpreting.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **24 January 2019 at 6:00pm Eastern Time** via email mail to the office below:

United Nations Development Programme
Central Procurement Unit
United Nations Plaza, DC1 - 1868
New York, NY 10017
Attn: **Michael Clacken**,
E-mail: CPU.BiDS@undp.org

Your Proposal must be expressed in the **English language and prepared and submitted in two separate parts**: The Technical Proposal and the Financial Proposal via separate e-mails marked "*Technical Proposal UNDP-BERA-LTA-2019-001- LTA for Provision of Language Services*" and "*Financial Proposal UNDP-BERA-LTA-2019-001-LTA for Provision of Language Services*" valid for a minimum period of (120) days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by e-mail, kindly ensure that they are signed and in the PDF format, and free from any virus or corrupted files. Each e-mail should be **no more than 8 MB in size**; you may submit via multiple e-mails.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 5.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

We thank you for your kind consideration of this letter of invitation, and look forward to receiving your Proposal.

Sincerely yours,



Ali Jumah

Chief

Central Procurement Unit

United Nations Development Programme

Annex I

Description of Requirements

Context of the Requirement	<p>UNDP is the world's leading development organization, with a proud history of more than a half-century working in every corner of the world to fight poverty, create jobs, administer elections, prevent disaster and recover after crisis while protecting the planet. On the ground in about 170 countries and territories, we help countries develop strong policies, skills, partnerships and institutions so they can sustain their progress. The universal commitment to the Sustainable Development Goals (SDGs) and UN reform together present UNDP with the opportunity to focus our resources and expertise, and make a real impact on poverty, governance, energy, gender, resilience, and the environment.</p> <p>To better help the countries and people we serve, UNDP provides expertise and a global network that generate a rich base of collective knowledge, captured in specific thematic areas and shared as publications and knowledge products, available in different languages. In line with multilingualism, a core value of the UN, UNDP is a multicultural organization having three working languages: English, French and Spanish. However, as part of UNDP's efforts to enhance its communications and public outreach, the organization requests language services in the 6 UN official languages, plus other non-UN official languages. Language firms under LTA with UNDP are expected to provide high quality services for translation, editing, proofreading, transcription, typesetting, layout and interpreting.</p>
Implementing Partner of UNDP	Bureau of External Relations and Advocacy (BERA)
Brief Description of the Required Services ¹	<p>The purpose of this procurement exercise is to contract language firms which will enhance the communications, advocacy, marketing, outreach and multilingual efforts undertaken by UNDP to transform for a new era of sustainable development. The firms will provide language services, including translation, editing, proofreading, transcription, typesetting, layout and interpreting. The overall objective of setting up the Long-Term Arrangement (LTA) is to facilitate and expedite the process of purchasing professional language services for UNDP at a HQ, country and regional level. UNDP grants other UN sister agencies permission to piggyback on these LTAs. The LTA will be awarded for 3 years based on satisfactory performance. Payments will be made upon certification by UNDP that the services related to the Terms of Reference (ToR) have been satisfactorily performed and deliverables have been achieved (UNDP will not be responsible for the payment of work commissioned by other UN sister agencies).</p>
List and Description of Expected Outputs to be Delivered	<p>Under the supervision of the Translation Manager, the firm will be responsible for providing language services for the Communications Group, the Executive Office or other UNDP units/bureaus. Any UNDP unit can assign language projects to vendors under contract and expect high quality of work, as they have been duly vetted and evaluated. The Translations Manager supervises these projects, as needed, and is responsible for the contract management at a UNDP level. As UNDP's Language Services Specialist, the Translation Manager also provides translation and terminology guidance.</p>

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Written Translations

Translation of UNDP documents such as:

- materials for the media and web content, including press releases, media advisories, photo stories, articles, video captions, blogs, brochures, publications, annual reports, and other editorial products;
- large volume publications including technical reports, country reports, regional reports, policy briefs, technical documents, guidelines, best practice documents, among others.
- Terminology research: (i.e. on UNTERM and other relevant terminology portals) to find the closest equivalents for words use and consult UN style guides to ensure the accuracy and appropriateness of all translations.
- Localization: adapt the content, address cultural differences and convert elements to local needs, such as units of measure, currencies, local formats for phone numbers, addresses, dates, hours, etc.
- Revision & Proofreading: ensure full comprehension of the translation with the source text, examine the document's overall coherence and provide a final check of text for typos, spelling, grammar, punctuation and spacing of the translation.
- Engage in open communication with the Translation Manager and liaise with clients/project managers to discuss any unclear points.
- Use appropriate software for presentation and delivery; use CAT tools to ensure consistency of translation within documents and help efficiency.

Expected translation outputs and deliverables:

The firm will be responsible for producing the following deliverables:

- Localization/translation of bibliographical entries and country specific institutions.
- Translate all text, including text contained in figures, boxes, tables, photo captions, sources and covers requires translation and proofreading.
- The translated text must be delivered in MS Word, PowerPoint, or Excel files, as required, following the formatting of the original document as needed.
- Ensure quality and accuracy of the entire document before submitting it back to UNDP through the Translation Manager.

Translation Editing

- Ensure consistency of tone, syntax and style, and that the content no longer reads like a translation but reads as if it was originally crafted in the target language;
- Look critically at the translation and refine the translated text by incorporating preferred glossary terminology and style specifications;
- Terminology research and consistency along the document to ensure the accuracy and appropriateness of all translations. The editor must master the use of reference materials;
- Engage in open communication with the Translation Manager and liaise with clients/project managers to discuss any terminology, cultural and/or style preferences;
- Localization: adapt a translation specifically for a target audience, if needed;
- Revision & Proofreading: the translator may or may not correct the translation against the source document, and provide a final check of

	<p>text for typos, spelling, grammar, punctuation and spacing of the translation;</p> <ul style="list-style-type: none"> ▪ Retain and develop knowledge on specialist areas, including but not limited to sustainable development, poverty, governance, resilience, environment, energy and gender; ▪ Use appropriate software for presentation and delivery; use CAT tools to ensure consistency of translation within documents and help efficiency. <p>Expected translation editing outputs and deliverables The firm will be responsible for producing the following deliverables:</p> <ul style="list-style-type: none"> ▪ Ensure consistency of localized/translated bibliographical entries and country specific institutions; ▪ Review all text contained in figures, boxes, tables, photo captions, sources and covers; ▪ Review that content elements (units of measure, currencies, etc.) have been correctly converted to local needs. ▪ Proofreading of final page layouts, if needed. ▪ The edited translation has to be delivered in MS Word, PowerPoint, or Excel files, as required, with track changes and following the formatting of the original document as needed. ▪ Editors are responsible for ensuring top quality and accuracy of the entire document before submitting it back to UNDP through the Translation Manager. <p>Other services (optional) Additional services may be requested if the firm has the following capacity:</p> <ul style="list-style-type: none"> ▪ Interpreting for UN and non-UN official languages; ▪ Transcription for UN and non-UN official languages ; ▪ Typesetting and layout. <p>However, these services are not required for selection under this competitive process.</p> <p>Contractor Roles and Responsibilities</p> <ul style="list-style-type: none"> ▪ The Contractor will sign and abide by a confidentiality agreement related to access to information.
Person to Supervise the Work/Performance of the Service Provider	Translation Manager BERA UNDP
Frequency of Reporting	According to agreed work plan
Progress Reporting Requirements	All work is to be submitted to the UNDP, via the call-off contract issuing office.
Location of work	x <input type="checkbox"/> At Contractor's Location and at venue located
Expected duration of work	Call-off assignments according to business need between during LTA validity period.
Target start date	22 April 2019
Latest completion date	Duration for each call-off assignment on the LTA will be based on requirements of specific work plan/TOR

Travels Expected	No travel expected
Special Security Requirements	<input checked="" type="checkbox"/> Others: Contractor shall ensure security of its personnel during performance of contract commitments
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> None.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Not required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Submission of proposal	<input checked="" type="checkbox"/> Separate envelopes (Yes) Proposals must be expressed in the English language prepared and submitted in two separates parts: The Technical Proposal and the Financial Proposal via separate e-mails marked "Technical Proposal UNDP-BERA-LTA-2019-001- LTA for Provision of Language Services "and "Financial Proposal UNDP-BERA-LTA-2019-001- LTA for Provision of Language Services"
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted: Offerors may submit individual complete proposals per official UN language of their expertise; each language proposal will be evaluated separately (non-UN official languages are not required for selection under this competitive process).
Payment Terms ³	Condition for Payment Release: Within thirty (30) days from the date of invoice submission and the following condition: UNDP's written acceptance of the quality of the outputs.

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Title: Translation Manager, BERA, UNDP, New York
Type of Contract to be Signed	X <input type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<p>x <input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) out of a possible 100 points</p> <p>x <input type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</p>
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u> Bidders must demonstrate that they meet or will meet upon contract award the following mandatory requirements:</p> <p>As a measure of communication skills, the proposal should be clear and readable; information should be easy to find and should be in the order presented hereunder.</p> <p>Expertise, capacity, qualifications & competencies requirements</p> <p>I. <u>Minimum corporate expertise and capacity</u></p> <ul style="list-style-type: none"> ▪ Proven language industry track record of at least seven (7) years; ▪ Previous work experience with UN agencies or major international organizations or NGOs for a minimum of five (5) years; ▪ At least seven (7) translated/edited publications in at least two (2) the following areas of specialized subject matter, including but not limited to: 1) sustainable development and SDGs; 2) democratic governance and peacebuilding; 3) crisis response; 4) climate and disaster resilience; and/or 5) gender equality; ▪ Outstanding roster of translators, revisers, editors and interpreters having a minimum of five (5) years of experience in translation, précis-writing, editing, self-revision, proofreading and/or production; ▪ A minimum of three (3) key professional translators, two (2) key professional editors, two (2) key interpreters (if applicable), in at least one of the 6 UN official languages. <p>II. <u>Qualifications</u></p> <ul style="list-style-type: none"> ▪ Each member of the roster of linguists must hold a BA in translation, writing, communications, journalism, international relations or related fields and/or have a minimum of 15 years of progressive translation/editing/writing experience. Master's degree in translation & interpreting or related fields is considered an asset. ▪ Language Certification from the UN (Language Competitive Examination (LCE)), and/or individual/corporate membership of the American Translators Association (ATA) or of other accredited professional language institutions is considered an asset.

III. Competencies**Language requirements**

- Language services in one of the 6 UN official languages (English, French, Spanish, Arabic, Russian or Chinese) and other non-UN official languages (for multilingual firms);
- Outstanding reading, writing, translation, editing and interpreting skills in any of the 6 UN official languages.

Computer

- Knowledge of MS Office, Excel, Power Point, Adobe Reader;
- Linguists must be familiar with computer-assisted translation (CAT) tools and terminological portals;
- Create and feed UNDP terminology glossaries.

Corporate

- Strong organizational skills and prompt responsiveness;
- Ability to take orders upon short notice;
- Ability to work under pressure and meet strict deadlines;
- Ability to promptly sub-contract resources to ensure the services are delivered on time and of the required quality;
- Ability to produce a high volume of quality content;
- Excellent quality control and assurance mechanisms;
- Attention to detail is crucial;
- Supports and encourages open remote communication;
- Ability to establish and maintain effective working relations;
- Demonstrated willingness to work as part of a team;
- Responsible and enthusiastic;
- Interest in global issues and the United Nations.

Content of Bid and Evaluation Process

The Request for Proposal (RFP) evaluation is comprised of the following main parts:

I. Pre-Evaluation – minimum requirements to qualify (0 obtainable points)

Upon the expiration of the RFP submission deadline, UNDP will only contact those applicants who have submitted the proposals that meet the following basic application requirements:

i. Technical proposal

- Offerors may submit **individual complete proposals per official UN language** of their expertise; each language proposal will be evaluated separately (non-UN official languages are not required for selection under this competitive process).
- The Technical Proposal Envelope (see attached Annex I) includes:
 - a) Form A: Technical Proposal Submission Form
 - b) Form B: Bidder Information Form

- c) Form C: Joint Venture/Consortium/ Association Information Form
- d) Form D: Qualification Form
- e) Form E: Format of Technical Proposal
- f) Form H: Proposal Security Form
- g) Other forms as necessary

Only those firms that meet the minimum experience and qualification requirements will be invited to undertake a written translation examination (further detailed below).

ii. Financial proposal 30%

- The financial proposal must be submitted in a separate password protected document, which shall list all major cost components associated with the services and the detailed breakdown of such costs per official UN language.
- The Financial Proposal Envelope (see attached Annex II) includes:
- Form F: Financial Proposal Submission Form
- Form G: Financial Proposal Form

Note: Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

II. Evaluation Process

Applicants are reviewed based on minimum experience and qualification requirements stated above and based on the technical evaluation criteria outlined below. Applicants will be evaluated based on cumulative scoring. When using this weighted scoring method, the award of the contract will be made to the firm whose offer has been evaluated and determined as:

- Being responsive/compliant/acceptable; and
- Having received a high score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation, where technical criteria weighs 70% and financial criteria weighs 30%, as explained below:

a) Technical evaluation - Total 70%

The evaluation of technical proposals is comprised of the following stages:

Summary of Technical Proposal Evaluation	Points obtainable
Part 1. Written Examination	30
Part 2a. Expertise of Firm	40
Part 2b. Personnel Resources	30
Total	100

Part 1. Written Examination (30 obtainable points)

UNDP will contact Offerors who have submitted proposals that meet the basic application requirements. In order to assess your firm's qualifications, one (1) key translator for each official UN language for which your firm is submitting a

proposal, is required to take a timed written examination.

UNDP will contact your firm to determine your key translator's availability to take the examination. Written examinations will be administered remotely. Your firm's key translators/editors will be asked to:

- 1) Translate three (3) documents into their respective target language(s), which may include a statement or speech by a senior UN official, press release, blog, internal message, excerpt from a UNDP technical report, etc.
- 2) Edit one (1) translation in their respective target language(s), which may include a statement or speech by a senior UN official, press release, blog, internal message, excerpt from a UNDP technical report, etc.

Linguists will have up three (3) hours to complete the translation/editing of each document.

Part 1. Written Examination (30 obtainable points)			
<6 (Poor), 7 (Average), 8 (Good), 9 (Very good), 10 (Excellent)			
	Technical criteria Tests will be graded according to:		Points obtainable
1	Translation		
	Faithfulness to the source text, fluency in the target language, adherence to subject matter terminology, grammatical accuracy, overall readability, syntax and punctuation;	Test 1	10
		Test 2	10
		Test 3	10
2	Translation Editing		
	Language appropriateness, rewording, corrected issues, clarity, grammatical accuracy, terminology consistency, overall readability, syntax and punctuation.	Test 4	10
Total Average Part 1			30

Only those firms that have passed the written examination with a passing score of minimum 21/30 points will be considered for the remainder of the technical evaluation detailed below in Parts 2a and 2b.

Special note: for multilingual firms offering other services (interpreting, transcription, DTP), they will be asked to submit samples of their work by providing electronic versions of materials.

Part 2. Expertise of Firm and Personnel Resources (70 obtainable points)

The credentials of those firms who have passed the written examination portion will be further evaluated based on the technical criteria detailed below.

Part 2a. Expertise of Firm (40 obtainable points)		
	Technical criteria	Points obtainable
a.	Overall response: completeness of application, accord between requirements and the proposal.	2
b.	Reputation of company and staff (competence/reliability), plus UN litigation history	7
c.	Company's organizational capacity and specialized knowledge	9
d.	Proven record of providing translation services to UNDP or other UN, or major international organizations for at least seven (7) years = 5 pts; additional point for each additional year up to 10 pts	10
e.	Demonstrated non-UN client list over the last five (5) years – minimum of three (3).	2
f.	Translated/edited publications in at least two (2) of the five (5) specialized subject matter areas listed above, per official language - 5 pts; 1 pt. shall be added for each additional area up to 8 pts).	8
g.	Company's workflow for translation requests from client(s).	2
Total Part 2a		40

Part 2b. Personnel Resources (30 obtainable points)		Points obtainable
h.	Professional Qualifications - CVs of three (3) key translators and two (2) key professional editors	25
i.	Translator per official language that has passed UN Language Competitive Exam (LCE)	5
Total Part 2b		30
Total points for Parts 1 & 2		100

Only those firms which passed the credentials portion with minimum 49/70 points will qualify for the financial evaluation.

The Cumulative Analysis method will be used in evaluating the proposals, with evaluation of the technical proposal being completed before any financial proposal is opened and compared based on the weighted technical criteria outlined above.

a) Financial evaluation - Total 30%

Financial Proposal (see attached Annex II) will be opened **only** for those submissions that passed the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the technical proposals (written examination, expertise of firm and personnel resources).

Both scores, technical and financial, will be combined and a total score awarded on a 70:30 proportion (technical 70%; financial 30%).

Contractual Specifications

Contract Award

Up to twenty Firms obtaining the highest combined scores in the combined score of Technical and Financial evaluation will be considered technically qualified and will be offered to enter into contract with UNDP.

Framework Agreement

UNDP plans to enter into the Long-Term Agreement (LTA) with the TOP ranked successful firms to assure resources availability at the required time frame and/or increased demand for services requested. The service of who will be used on an intermittent and repetitive basis when needed and based on the fixed unit price.

Please note that the LTA does not form a financial obligation or commitment from UNDP at the time the LTA contract is signed and that such an agreement is non-exclusive. When a specific need arises, the successful firm(s) will be approached and be provided with a specific TOR and deliverables (and time frame) but still within the scope of the responsibilities stated in the LTA. The successful firm is expected to provide Confirmation of Interest on the specific services required at the agreed LTA financial proposal rates. Financial commitments will only be established each time a voucher/Purchase Order for the specific services/TOR for a firm is committed.

This LTA has a cumulative ceiling amount that may accrue to the firm during the life of the LTA, but said amount shall remain as an upper limit, and must not and cannot be interpreted nor understood as neither a financial commitment nor guarantee of business volume.

Contractual Arrangements:

- Successful respondents will be awarded an LTA for three (3) years. The business volume will be based on satisfactory performance.
- Firms will be engaged on an 'on call' basis. In other words, when UNDP requires their services, a selection will be made based on price quotation, availability at the needed time, best possible delivery, and subject matter expertise.
- For every on-call engagement, a voucher/Purchase Order (prepared by the requesting unit) shall be issued referring to the LTA, attaching clear TOR/Milestones for each engagement for specific deliverables
- The timeline for deliverables (including deadlines) will be agreed upon with the Translation Manager.
- The translations services requested of the Translation firms will be home-based. No travel is envisaged.

Institutional arrangement

The firm will work under the guidance and direct supervision of UNDP Translation Manager and will be responsible for the fulfilment of the deliverables as specified above.

Payment modality

- Corresponding payments shall be made following certification by UNDP Translation Manager that the translation services requested have been satisfactorily performed and deliverables have been achieved by or before the due date.
- The firm will then issue an invoice for payment process.

	<p>Sustainability</p> <p>UNDP is committed to purchasing sustainable goods, services, and works. To aid the evaluation committee in better understanding the sustainable attributes for this purchase the proponent should prepare the following: Given the requirements in this RFP, describe how the service that you are proposing will be provided in a sustainable manner (e.g. considering greenhouse gas reduction, waste reduction, toxicity reduction, worker health and safety). With reference to United Nations Global Compact (UNGC) https://www.unglobalcompact.org/what-is-gc/mission/principles and Sustainable Development Goals (SDGs) https://www.un.org/sustainabledevelopment/sustainable-development-goals/</p>
UNDP will award the contract to:	<p><input type="checkbox"/> Highest ranked scored Service Providers who received the highest combined score of Technical Proposal and Financial Proposal</p>
Annexes to this RFP ⁴	<p><input type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4)⁵</p> <p><input type="checkbox"/> Detailed TOR</p>
Contact Person for Inquiries (Written inquiries only) ⁶	<p>Michael Clacken</p> <p>Email: michael.clacken@undp.org copied to CPU.BIDS@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

⁴ Where the information is available in the web, a URL for the information may simply be provided.

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Other Information [pls. specify]

- Offers of the given proposal shall be evaluated as per requirements of Solicitation Documents and Terms of Reference
- The following documents must be obtained to establish qualification of Proposers:
 1. Company profile, including links to company references
 2. Certification of Registration of the business, proving proposer's specialization in the required area
 3. CV of proposed translators
 4. Evidence of commitment to the SDGs 2030 Agenda of the company
 5. Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.

RFP Timetable

Activity	Deadlines
Announcement to Prospective Proposers	3 January 2019
Clarification Questions	14 January 2019
UNDP's response to vendors' requests for clarification	15 January 2019
Deadline for submission of proposals	24 January 2019
Opening review of proposals	25 January 2019 (non-public)

Annex II

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions: **UNDP-BERA-LTA-2019-001- Provision of Language Services by Translation Firms**

TECHNICAL PROPOSAL FORM

Submitted by: (Insert name of Translation firm and contact person)

Date:

Part 2a. Expertise of Firm

Descriptive below may be as long as necessary. Please answer all questions and do not leave any blanks.

a. Describe your company here and/or indicate attachment of your corporate brochure; please cite your company's (URL)

b. Indicate any history of litigation with the UN: Have you or your company previously filed a legal claim against the UN or UNDP?

c. Describe the general organizational capacity of the company to perform the functions (i.e. size of the firm, strength of project management support, project financial capacity, project management controls, and specialized software)

d. Describe your company's specialized knowledge and experience regarding translation services

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

e. Describe your work, if any, for UNDP, or other UN or major international organizations or NGOs. Please state your areas of expertise.

f. Please list your language combinations.

g. Does your company use a computer-assisted translation tool? If so, which one?

h. Insert UN client list over the last five (5) years.

i. Insert list of clients with whom you have similar long-term contracts/agreements over the last five (5) years.

j. Insert non-UN client list over the last five (5) years.

k. Provide two (2) URLs of translated publications in at least two (2) the five following areas of specialized subject matter including: democratic governance, sustainable development, crisis prevention, climate change, and/or gender equality.

l. Describe your company's workflow and how you handle translation requests from clients

m. State why you think your company is best suited to provide translation services to UNDP.

Part 2b. Personnel Resources

a. Professional Qualifications: *Attach CVs of three (3) key translators working in each official UN language of your speciality and whose services will be available under an LTA.*

b. Describe the extent of the international experience of your translators.

c. Translator per official language that has passed the UN Language Competitive Exam (LCE), has a certification from the American Translators Association (ATA), the *Société française des traducteurs* (SFT), or from other accredited professional translation institutions.

Other Services (optional):

a. Describe your company's specialized knowledge and experience regarding interpretation services for each language combination offered.

b. Describe your company's specialized knowledge and experience regarding transcription services.

c. Describe your company's specialized knowledge and experience regarding voiceover and dubbing services.

*[Name and Signature of the Service Provider's Authorized Person]
[Designation]
[Date]*

ANNEX III.**SUMMARY OF TECHNICAL PROPOSAL EVALUATION****Evaluation Criteria**

The Cumulative Analysis method will be used in evaluating the proposals, with evaluation of the technical proposal being completed before any price proposal is opened and compared. The Financial Proposal will be opened **only** for those submissions that passed the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the technical proposals.

Pre-Evaluation – minimum requirements to qualify

NOTE: Only those firms that meet the minimum experience and qualification requirements outlined in the Terms of Reference (TORs) will be invited to undertake a written translation examination (further detailed below).

Technical Evaluation

The evaluation of technical proposals is comprised of the following stages:

Summary of Technical Proposal Evaluation	Points obtainable	Company/Other Entity				
		A	B	C	D	E
Part 1. Written Translation Examination	30					
Part 2a. Expertise of Firm	40					
Part 2b. Personnel Resources	30					
TOTAL	100					

PART 1:**Written Translation Examination**

UNDP will contact Offerors who have submitted proposals that meet the basic application requirements. In order to assess your firm's qualifications, one (1) key translator for each official UN language for which your firm is submitting a proposal, is required to take a timed written examination.

UNDP will contact your firm to determine your key translator's availability to take the examination. Written examinations will be administered remotely. Your firm's key translators will be asked to translate the documents listed below into their respective target language(s):

- Statement, speech, or allocution by a senior UN official (approximately 1000 words);
- Excerpt from a UN technical report (approximately 700 words);
- Press article (approx. 600 words).

They will have up three (3) hours to complete the translation of each document.

Part 1. Written Translation Examination (30 points) 6 and below (Poor), 7 (Average), 8 (Good), 9 (Very good), 10 (Excellent) Tests will be graded overall according to their faithfulness to the source text, adherence to subject matter terminology, grammatical accuracy, syntax, punctuation		Points obtainable	Company/Other Entity				
			A	B	C	D	E
a.	Speech, statement, allocution by a UN official	10					
b.	Excerpt from a UNDP technical report	10					
c.	Press article	10					
Total Part 1		30					

NOTE: Only those firms that have passed the written examination with a passing score of 70% and above (21/30 points) will be considered for the remainder of the technical evaluation detailed below in Parts 2a and 2b.

PART 2:

Technical Proposal Evaluation

2a. Expertise of Firm

2b. Personnel Resources

Technical Proposal Evaluation		Points obtainable	Company/Other Entity				
			A	B	C	D	E
Part 2a. Expertise of Firm (40 points)							
Description of Translation Company’s Experience and Client Base							
a.	Reputation of company and staff (competence/reliability)andUNlitigationhistory	7					
b.	Company’s organizational capacity and specialized knowledge	9					
c.	Proven record of providing translation services to UNDP or other UN, or major international organizationsfor at least five (5) years= 5pts ; additional pointfor each additional year upto 10 pts	10					
d.	Demonstratednon-UNclientlistoverthelastfive (5) years – minimum of three	3					
e.	Translated publications in at least two of the five (5)specializedsubjectmatterasperTORs per official language (two (2) areas - 5 pts ; 1 pt. shall be added for each additional area up to 8 pts)	8					
f.	Company’s workflow for translation requests from client(s).	3					
Total Part 2a		40					

Part 2b. Personnel Resources (30 points)		Points obtainable	Company/Other Entity				
			A	B	C	D	E
a.	Professional Qualifications—CVs of three(3)key translators	25					
b.	Translator per official language that has passed UN Language Competitive Exam (LCE)	5					
Total Part 2b		30					

NOTE: Only those firms that pass the technical proposal evaluation portion with a passing score of 70% and above (49/70 points) will qualify for the financial evaluation.

Financial Evaluation

The Financial Proposal will be opened **only** for those submissions that passed the minimum technical score of 70% of the obtainable score of 100 points (Written translation examination and Technical Proposal) in the evaluation of the technical proposals.

Both scores, technical and financial, will be combined and a total score awarded on a 70:30 proportion (technical 70%; financial 30%).

Annex IV

ANNEX IV

FINANCIAL PROPOSAL

The Offeror is asked to prepare the Financial Proposal and include it in a separate envelope from the rest of the RFP response as indicated in the Description of Requirements (Annex I).

All prices/rates quoted must be exclusive of all taxes, since the UNDP is exempt from taxes as indicated in the Description of Requirements (Annex I).

Financial Proposal must provide a cost breakdown as detailed below. Provide separate figures for each functional grouping or category.

The format shown on the following pages (attached as a WORD document) must be used. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

You are only required to provide a financial proposal for the primary services listed below; these will be the only services considered for financial evaluation.

If your firm offers and would like to provide the “Other optional Services” below-listed, you are welcome to submit the prices schedule for these. Again, these will not have an impact on your financial evaluation. Similarly, the “rush fee” will also not be considered.

Reminder: The financial proposal form duly completed should be placed in a password-protected .pdf format file. Only those respondents whose submissions pass the technical evaluation will be requested to submit their password.

Financial Proposal: Request for Proposals for Translation Services by Translation Firms Price quotation in US dollars only.

Submission by email (cpu.bids@undp.org) by deadline indicated in Invitation Letter

I. Primary services: Description of Activity/Item

	Remuneration	Cost
a.	Translation rate per 1000 words of source text*	
b.	Editing (revision of translated text) rate per hour/word	
c.	Proofing rate per hour/word	
d.	Minimum job/Flat rate	

** Industry standard output of 3,000 words daily.*

II. Other services (optional)

a.	Interpreting rate per hour (provide itemized language combination breakdown)	
b.	Transcription rate per hour/audio minute	
c.	Voiceover and dubbing rate per hour/minute	

III. Rush fee

a.	Rush Fee (percentage to be added on the regular rate for delivery in less than 12 hours, if output required is less than 3,000 words)	
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