



**UNITED NATIONS DEVELOPMENT PROGRAMME
INDIVIDUAL CONSULTANT PROCUREMENT NOTICE – TRANSLATION SERVICES**

1. Background

The United Nations Development Programme (UNDP) in Botswana kindly invites suitably qualified individual consultants (ICs) or companies to submit quotations to provide Translation Services (*languages required provided in the detailed TORs*) as and when required. Consultants will be pre-qualified and be engaged as and when there is a need for any of the above services in their area of expertise. UNDP will enter into long-term agreements (LTA) for a maximum period of 3 years with the selected/pre-qualified consultants.

2. Submission Requirements

Detailed terms of reference (TOR), submission requirements and terms and conditions for the procurement can be obtained at <http://procurement-notice.undp.org>

3. General enquiries

Enquiries regarding any part of the RFP may be addressed to either: enquiries.bw@undp.org OR faxed to: +267 3956093

4. Proposals, comprising of all the required documents, should be addressed and submitted in accordance with instructions in the solicitation document to:

**The UNDP Resident Representative
P.O. Box 54
UN Building, Ground Floor Reception Desk
Government Enclave,
Corner Khama Crescent and Presidents' Drive
Gaborone, Botswana**

“IC PROCUREMENT NOTICE – TRANSLATION SERVICES TO THE UNDP IN BOTSWANA”

5. Email submissions are permissible and can be emailed to: procurement.bw@undp.org
6. Bids should reach the address specified above no later than **09th May 2019 12:00 Noon GMT+2hrs**
7. The selection process will be free, fair and very transparent.

NOTE: Consultancy firms/companies interested in applying for this assignment are free to do so provided they submit a CV of only one qualified consultant and present its bid in a manner that would allow for evaluation of the bid in accordance with the evaluation criteria specified in these solicitation documents. That is, the experience required is that of the individual whose CV would have been submitted by the company rather than that of the company. In this regard, the company by submitting a CV is bidding as an individual bidder rather than a company/firm. Further, if the submitted bid wins, the ensuing contract

will be between the UNDP and the company/firm, not the individual.