

## **Amendment No. 2**

<b><u>To:</u></b>	Interested Bidders
<b><u>From:</u></b>	UNDP Syria
<b><u>Subject:</u></b>	<b>LTA for the provision of language translation/Interpretation services in English into Arabic; vice versa</b>
<b><u>Reference:</u></b>	UNDP-SYR-RFP-025-19
<b><u>Date:</u></b>	9 May 2019

- *UNDP Syria is answering on the received questions as in the following:*

No	Question	Answer
1	Interpretation cannot be divided into hours, because interpreters are booked for the day, they cannot not run from one conference to another. Once they are booked they are booked. The only break up possible is short day of less than 3 hours, and normal day of up to 8 hours> No interpreter will accept to divide his/her day rate into hours once he is booked. A day is a day regardless of length. but the 8 hours are set as maximum only.	The price schedules for the Interpretation fees and Rental equipment (Table 4+5) has been amended to be the measured unit per day instead of hour. Pls. refer to the attached amended price schedule.
2	Concerning interpretation, you have observed the rate for one interpreter only, even though two interpreters are always needed in a booth, so how can we calculate the total sum? You also observed the rate for one day 8 working hours, excluding lunch (though this hour should be included as translators deserve a break to continue working), but you have not observed shorter days, or even meetings that sometimes take two hours	A new column in table no.4 was added to fill number of needed Translators in one event/day.  For short meeting this type of meetings are not anticipated to done, in case it happened this will be dialed case by case.

	<p>maximum. You have not observed any information related to interpretation outside Damascus with travel issues and procedures.</p>	<p>Daily allowance for events outside Damascus City was requested to be offered in table 4.</p> <p>Pls. refer to the attached amended price schedule.</p>
3	<p>You have mentioned "30 events", how can we know the length of the event, usually equipment is hired/ rented per day, so it is not easy to figure out the length of each event, some events are 2 days, some can be 5 days. So, it should be calculated per day.</p>	<p>The price schedule has been amended to be per <u>day</u>.</p> <p>Pls. refer to the attached amended price schedule.</p>
4	<p>Could you confirm that the anticipated volume for interpreting is 120 days a year as indicated in the financial proposal form?</p>	<p>Yes, the number provided is an estimate according to past years' needs.</p> <p>In the amended price schedule, it became per <u>day</u>.</p> <p>105 days Simultaneous interpreting + 15 days Whispering interpreting = 120 days.</p> <p>Pls. refer to the attached amended price schedule.</p>

- *The Financial Proposal Form has been amended to be read as in the following:*



## Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

**Currency of the proposal:** [Insert Currency]

**Table 1: Summary of Overall Prices**

	Amount(s)
<b>1- Rush/urgent text translation fees</b> (from Table 2)	
<b>2- Easy deadline text translation fees</b> (from Table 3)	
<b>3- Simultaneous, consecutive and whisper Interpretation fees</b> (from Table 4)	
<b>4- Rental Simultaneous Interpretation equipment</b> (from Table 5)	
<b>Total Amount of Financial Proposal</b>	



**Table 2: Breakdown of rush/urgent text translation fees:**

**Note:** Documents to be translated with a very urgent deadline of 24 to 72 hours.

Name	Qty	Unit Fee Rate	Total Amount
	A	B	C=A*B
Text translation from English to Arabic Each 100 words are considered as one page.	93,750 words		
Text translation from Arabic to English Each 100 words are considered as one page.	125,000 words		
Translation of Power Point slides from English to Arabic Each 100 words are considered as one slide.	12,500 words		
Translation of Power Point slides from Arabic to English Each 100 words are considered as one slide	12,500 words		
<b>Subtotal text translation fees:</b>			

**Table 3: Breakdown of easy deadline text translation fees:**

**Note:** Documents to be translated with easy deadline of 4 to 10 days.

Name	Qty	Unit Fee Rate	Total Amount
	A	B	C=A*B
Text translation from English to Arabic Each 100 words are considered as one page.	281,250 words		
Text translation from Arabic to English Each 100 words are considered as one page.	375,000 words		

Translation of Power Point slides from English to Arabic	37,500 words		
Each 100 words are considered as one slide			
Translation of Power Point slides from Arabic to English	37,500 words		
Each 100 words are considered as one slide			
<b>Subtotal text translation fees:</b>			

**Table 4: Breakdown of Simultaneous, consecutive and whisper Interpretation fees:**

**Note:** one working day is 8 hours including one hour lunch break, and 2X15 minutes coffee breaks

Name		Qty	Number of needed Translator in one event/day	Translator fees/day	Total Amount
		A	B	C	D=A*B*C
Simultaneous interpreting from / to English and Arabic.		105 days			
Whispering interpreting from / to English and Arabic.		15 days			
Daily allowance If the event outside Damascus City	Accommodation per person	30 days			
	Transportation per person	30 days			
	Food and another cost /person	30 days			
<b>Subtotal Simultaneous, consecutive and whisper Interpretation fees:</b>					

**Table 5: Rental Simultaneous Interpretation equipment:**

Name	Qty	Unit Fee Rate	Total Amount
	A	B	C=A*B
Rental Simultaneous Interpretation equipment (Earphones, cabins, Microphones. Etc) For capacity event below 50 headsets	30 days		
Rental Simultaneous Interpretation equipment (Earphones, cabins, Microphones. Etc) For capacity event between 50-100 headsets	30 days		
Rental Simultaneous Interpretation equipment (Earphones, cabins, Microphones. Etc) For capacity event between 100-150 headsets	30 days		
Rental Simultaneous Interpretation equipment (Earphones, cabins, Microphones. Etc) For capacity event between 150-200 headsets	30 days		
<b>Subtotal Rental Simultaneous Interpretation equipment:</b>			