

REQUEST FOR QUOTATION (RFQ) (Simple services)

DATE: 11.09.2019
REFERENCE: RFQ/UNW/BIH/04/2019

Dear Sir / Madam:

We are seeking the services of simultaneous translation for the **UN Trust Fund to End Violence against Women Grantee Convention on 3rd- 7th November 2019 in Sarajevo** and kindly request you to submit your quotation as per terms of reference/specifications, detailed in Annex 1 of this RFQ.

Quotations may be submitted on or before **18th September 2019** and via **X e-mail**,
☐ courier mail or ☐ facsimile to the address below:

UN WOMEN
Zmaja od Bosne bb, 71000 Sarajevo, BIH

e-mail: unwomen.bih@unwomen.org

Quotations submitted by email must be limited to a maximum of 10 MB, virus-free and no more than 3 email transmissions. They must be signed and in .pdf format, free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UN WOMEN after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Conditions	
Payment Terms	30 days upon invoice
Validity of Quotation	<input type="checkbox"/> 90 DAYS X 120 DAYS
Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted. X Partial bids not permitted
Value Added Tax on Price Quotation	Must be inclus of VAT and other applicable indirect taxes
Contact Person for Inquiries (Written inquiries only)	Vedran Sotonica vedran.sotonica@unwomen.org

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UN WOMEN after it has received the quotation. At the time of award of Contract or Purchase Order, UN WOMEN 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 RFQ shall be subject to the General Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Conditions of UN WOMEN herein attached.

The UN Women has set out a vendor protest procedure intended to afford an opportunity to appeal to persons or firms not awarded a purchase order or contract in a competitive procurement process. **It is not available to non-responsive or non-timely proposers/bidders or when all proposals/bids are rejected.** 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.unwomen.org/en/about-us/procurement/vendor-protest-procedure>

Thank you and we look forward to receiving your quotation.

Sincerely yours,

UN Women Country Office BIH

Annex 1: Terms of Reference/Specifications

The UN Trust Fund to End Violence against Women (“UN Trust Fund”) was established by General Assembly Resolution 50/166, with UN Women as the Fund’s Administrator on behalf of the UN System. The UN Trust Fund is the only global grant-making mechanism dedicated to eradicating all forms of violence against women and girls. Since its creation in 1996, the UN Trust Fund has awarded USD 139 million to 493 initiatives in 139 countries and territories. In 2018, it managed 125 projects aimed at preventing and addressing violence against women and girls in 70 countries and territories.

The UN Trust Fund to End Violence against Women (UN Women, HQ) with support of UN Women Country Office in Bosnia and Herzegovina (BiH), intends to bring representatives of all UN Trust Fund’s grantees, representatives from government, donors and civil society organizations to Sarajevo, Bosnia and Herzegovina for a 5-day working Convention. The event will take place in the period from 3rd to 7th November 2019.

It is required that when responding to this Request for Quotation (RFQ) the financial proposal indicates a separate line item cost for each required service even though the final contract may not include all listed services.

Item #	Description of services	Price (excl. VAT)	Price (Inc. VAT)
1	Two (2) interpreters for English > B/C/S > English (5-day event)		
2	Two 2 interpreters for French > B/C/S > French (5-day event)		
3	Two 2 interpreters for Spanish > B/C/S > Spanish (5-day event)		
4	Two 2 interpreters for Russian > B/C/S > Russian (5-day event)		

General requirements:

Please note there are different timetables for the event, therefore a difference in number of hours from day to day therefore we kindly request that you submit **an hourly rate per translator**.

Payment will be made based on actual number of hours worked.

All translators must be made available on Sunday 3rd November 2019 for start of work.

Please note that your need to submit your offer according to the best practices of the industry, specifically interpreting between four booths is envisaged.

Your offer needs to contains language combinations with local language (B/C/S) although the English is working language of the conference.

All interpreting tasks need to be covered and audience needs to choose from five languages at all times in the receivers/headphones.