



REQUEST FOR QUOTATION (RFQ) (Services)

To: Interested bidders	DATE: 19 August 2020
	REF: RFQ/UNDP/UNODC-BKK/041/2020 – Translation Service English to Bahasa Indonesia

Dear Sir / Madam:

We kindly request you to submit your quotation for **RFQ/UNDP/UNODC-BKK/041/2020 – Translation Services English to Bahasa Indonesia**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **27 August 2020 at 1700hours** (GMT +7) via email to the address below:

United Nations Development Programme

Menara Thamrin Building, 7th Floor
Jl. M.H. Thamrin, Kav. 3, Jakarta 10250

bids.id@undp.org

And should be marked / titled:

RFQ/UNDP/UNODC-BKK/041/2020 – Translation Services English to Bahasa Indonesia

Attn: Rida Dian Trisna/Abrilianny Lintang Kirana

Quotations submitted by email must be limited to a maximum of 10MB, virus-free and no more than five (5) email transmissions. They must be 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 UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	Maximum One (1) month from the issuance of the Purchase Order (PO)
Delivery Schedule	Required
Submission of Translation Required	Please send the translated file in word format, and we would proceed to graphic team to design the layout later
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> Local Currency: IDR
Value Added Tax on Price Quotation ²	Must be exclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	27 August 2020 at 17.00 hrs (GMT +7)
Documents to be submitted ³	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ⁴	<input checked="" type="checkbox"/> 100% upon complete delivery of services

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

² This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

³ First 2 items in this list are mandatory for the supply of imported goods

⁴ UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁵ <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i>
UNDP will award to:	<input checked="" type="checkbox"/> One Supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by more than one week
Conditions for Release of Payment	<input checked="" type="checkbox"/> after acceptance & approval from UNODC Bangkok Office
Annexes to this RFQ ⁶	<input checked="" type="checkbox"/> Specifications of the Services Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

⁵ UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

Contact Person for Inquiries (Written inquiries only) ⁷	<p><i>Rida Dian Trisna cc. Abriliany Lintang Kirana</i> <i>rida.trisna@undp.org cc. abriliany.kirana@undp.org</i></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>
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Services offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the services in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

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 UNDP after it has received the quotation. 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 Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

⁷ 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.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that 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 Vendor to avoid and prevent 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, specifications, cost estimates, and other information used in this RFQ.

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

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Martin Stephanus Kurnia
Procurement Analyst

19-Aug-2020

Annex 1

Terms of Reference

Translator's background:

Should have background in translating gender and law enforcement. Please submit CV's of translator.

Type of translation require:

Normal translation

Document to be translated:

Gender Module 1

<https://docs.google.com/document/d/1wxkv5FjGr52cY6LFQrsMA7AIG53mY7SZKg2AuHcYrJA/edit>

2018_12_BM_Gender_Module 1_Faciliators Handbook (1)

D: » 07_Equipment & Service » 2019 » Translation » Cambodia » 2020



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Gender Module 2

<https://docs.google.com/document/d/1zCqAWzL1Om-aJQM1iuoc0SsOQXW2IGo1gPln5ccw9Uo/edit>

2018_12_BM_Gender_Module 2_Facilitators Handbook

D: » 07_Equipment & Service » 2019 » Translation » Cambodia » 2020



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Gender Module 3

<https://docs.google.com/document/d/1nhXMsrb1Ezv2KX084-ZndydyOBv56byQyG5zf9o7iw/edit#heading=h.z1213103rh3>

2018_12_BM_Gender_Module 3_Facilitators Handbook ENG

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Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁸

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁹)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. _____:

TABLE 1 : Offer to Supply Services Compliant with Requirements

No	Specification	Word count	Unit Price (IDR)	Total Price (IDR)
1	Gender Module 1 2018_12_BM_Gender_Module 1_Facilitators Handbook_ENG.docx			
2	Gender Module 2 2018_12_BM_Gender_Module 2_Facilitators Handbook_ENG.docx			
3	Gender Module 3 2018_12_BM_Gender_Module 3_Facilitators Handbook ENG.docx			
	Total Prices of Services¹⁰			
	Add : Other Charges (pls. specify)			
	Total Final and All-Inclusive Price Quotation			

⁸ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

TABLE 2 : Offer to Supply Services Compliant with Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal (IF <u>YOU CAN NOT COMPLY, YOU WILL BE AUTOMATICALLY REJECTED</u>).</i>
DELIVERY TIME Maximum One (1) month from the issuance of the Purchase Order (PO) is mandatory			
Validity of Quotation: 60 days			
CV of the translator with background in translating gender and law enforcement			
Payment terms 100% upon complete delivery of services			
Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;			
General Terms and Conditions for de minimis contracts (services only, less than \$50,000). Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html			:

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]