

RFQ Reference: [UNDP/RFQ/TLS/0000011367](#)

Date: 17 January 2022

SECTION 1: REQUEST FOR QUOTATION (RFQ)

Dear Sir / Madam:

We kindly request you to submit your quotation for **Translation Services, UNDP Timor Leste** as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Scope of Services

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Documents uploaded in the system as part of your quotation must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Thank you and we look forward to receiving your quotations.

Issued by:



Signature:

Name: Ahmad Zubair

Title: Head of Procurement

Date: 17 January 2022

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>01 February 2022</p> <p>For exact closing time please refer to https://etednering.partneragencies.org If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <p>Bid submission address: https://etednering.partneragencies.org</p> <ul style="list-style-type: none"> ▪ File Format: PDF, Word, ZIP, RAR or JPG ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 10 MB ▪ Mandatory subject of email: UNDP/RFQ/TLS/0000011367 ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. <p>[For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <ul style="list-style-type: none"> • Insert BU Code (TLS10) and Event ID number- 0000011367 <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders</p>
Cost of preparation of quotation	<p>UNDP shall not 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.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</p>

Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC: <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) <input type="checkbox"/> Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	The services shall be paid based on actual number of days event or training has been held
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	Quotations shall be quoted in United States Dollars US\$
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>

Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation	<p>ENGLISH</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Company Profile.</p> <p><input checked="" type="checkbox"/> Local Registration certificate from Timor Leste Government.</p> <p><input checked="" type="checkbox"/> List and value of projects performed for the last 3 years plus client's contact details who may be contacted for further information on those contracts;</p> <p><input checked="" type="checkbox"/> TAX Clearance documents</p> <p><input checked="" type="checkbox"/> Latest Audited financial statement for last 2 years,</p> <p><input checked="" type="checkbox"/> Positive reference letters or appreciation letters from previous clients</p>
Quotation validity period	<p>Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.</p>
Price variation	<p>No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Bidders can bid for one or more than one LOT. Partial Bid within a LOT will not be considered.</p>
Alternative Quotes	<p><input checked="" type="checkbox"/> Not permitted</p>
Payment Terms	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p>
Conditions for Release of Payment	<p>X Successful completion of order</p>

Contact Person for correspondence, notifications and clarifications	E-mail address: procurement.staff.tp@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. 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.
Clarifications	Requests for clarification from bidders will not be accepted any later than 7 days before the submission deadline. Responses to request for clarification will be communicated via e-tendering or email by 26 January 2022
Evaluation method	<input checked="" type="checkbox"/> UNDP will award the LTA to one or more offerors
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> At-least 3 years of professional experience in field of translation services, <input checked="" type="checkbox"/> At-least 3 similar contracts in field of translation services during last 3 years with cumulative value of at-least 25,000\$ <input checked="" type="checkbox"/> Financial capacity: Financial turnover of at-least 50,000\$ during last 2 years <input checked="" type="checkbox"/> Submission and availability of 1 Technical personnel for following translation services: <ul style="list-style-type: none"> ➤ English to Tetum or vice versa (1 CV) ➤ English to Portuguese or vice versa (1CV) ➤ Portuguese to Tetum or vice versa (1CV)
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	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.
Type of Contract to be awarded	X Purchase Order X Contract Face Sheet (Goods and-or Services)
Expected date for contract award.	01 April 2022
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
Other Information	The results of this solicitation exercise, UNDP intends to enter into non-exclusive- Long-term Agreement(s) with the one or several successful Offeror(s) for the provision of indefinite quantity of the specified services in support of UNDPs operations. In the event of UNDP signing a Long-term Agreement, the following shall apply: (a) The agreement shall be signed in the currency of Offer: (b) The agreement shall valid for 1 one year with possibility of extension up to a maximum period of 2(two) additional years, subject to satisfactory performance by the contractor(s) and continued requirement of UNDP. (c) UNDP doesn't not warrant that any quantity of Goods and/ or Services will be purchased during the term this arrangement. (d) The Contractor(s) shall accord the same terms and conditions to any other organization within the United National System that wishes to avail of such terms.

	The performance of the LTA holder will be monitored on quarterly basis and meetings will be held to improve the quality of foods/services.
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ANNEX 1: Scope of Services

a. INTERDOCUTION:

Translation is one of the vital services that UNDP and its development projects require regularly and sometimes for a large number of documents and events within a short span of time. Since UNDP's medium of the official communication is English most of the communication including writing documents are prepared in English. On the other hand, since the project work very closely with the Government where the medium of the transaction is either Tetum or Portuguese, there is a constant need for getting a document translated, often with a tight deadline in a very professional manners.

In the context of the facts mentioned above, UNDP intends to seek highly specialized translation service providers (company) with high competence and relevant experience. UNDP wishes to enter into Long Term Agreement (LTA) initially for a period of one year and the possibility of extension for 3 years subject to satisfactory performance.

b. Scope of Services, Expected Outputs

Category of Services Required:

Service providers are required to translate different categories of documents from requesting units. These documents may be consisting of:

1. Legal Documents (policies, manuals, laws and other official docs)
2. Health/Medical documents,
3. Agricultural documents,
4. Any other documents based on request

Based on request on agency/project the service provide should provide details (CV) of translator who will be involved in specific request for translation. The translator should be subject expert with relevant proven experience and qualification.

Under this scope of services, the services providers shall undertake the following specific task related to translation and proofreading of documents.

1. **Professional Written Translation Services (LOT-1):** The service provider shall translate official documents such as reports, printed documents, advocacy materials, briefs on specific topics, legal documents and etc. in the following languages:
 - a. English to Tetum or vice versa
 - b. English to Portugese or vice versa
 - c. Potugese to Tetum or vice versa
 - d. Only proofreading of any above stated documents,
2. **Simultaneous Translation Services (LOT-2):** The service provider shall provide simultaneous translation service for meetings, conferences, Skype, zoom meetings, video conferences and other venues as required in the following languages:

- a. English to Tetum or vice versa
- b. English to Portuguese or vice versa
- c. Portuguese to Tetum or vice versa

The service provider will have to make sure that good quality of audio equipment such as headphones, microphones and other equipment required for simultaneous translation.

General Requirement:

The service provider shall type the translated documents in MS Word format and the draft version shall be sent to UNDP for review and approval, upon confirmation from UNDP the services provider shall produce the final translated version for UNDP.

- I. The service provider is also responsible for ensuring quality and accuracy of the entire document before submitting it back to UNDP.
- II. The service provider shall provide the translation services in a professional manner by using proper terminology (English and Tetum/Portuguese) based on the nature of translation required.
- III. The service provider must ensure accuracy in language and structure and should maintain the confidentiality of translated materials.
- IV. All diagrams, figures, tables, charts and table of contents shall be translated according to the text, this will include any format of the document that UNDP considers necessary for translation.
- V. The service provider should assign suitable translator as per the subject matter of the document,
- VI. The service provider will be responsible to make sure the translated documents are rightly done and shall proofread the documents prior to share it with requesting unit.

c. Qualification of Key personnel:

The bidder is required to have professional translators for translation purpose for both LOTS. Following are the key personnel CVs required along with their qualification:

1. Professional Translators (At-least bachelor degree in relevant field of work, 3 years of experience in field of translation, full knowledge and understanding of required language for translation,
 - i. English to Tetum or vice versa (1 CV)
 - ii. English to Portuguese or vice versa (1CV)
 - iii. Portuguese to Tetum or vice versa (1CV)

d. Institutional Arrangement:

The requesting unit shall provide details of location, number of participants and language of translation required for simultaneous translation events.

For written translation the requesting entity shall provide the final document in PDF, word or JPG version of document for company and will state in what language the translation is needed.

e. Duration of Contract

UNDP will enter a none binding agreement for period of 1 year and may extend the agreement based on need, satisfactory performance, and demand for further 2 years.

f. Payment Terms

100% payment shall be released by respective requesting entity within 30 days upon completion and acceptance of such services by requesting entity.

g. Call off order for provision of services:

UNDP will enter into agreement with more than one service provider based on their ranking as a result of evaluation process.

The call off order mechanism will be based on secondary competition method and UNDP will request from the LTA holders to quote their price based on the request send to them in a given time, date, venue and other requirements. The LTA holders have to confirm their availability by providing the CV of translator and their quotation (where the prices should not exceed the unit cost mentioned in this their original financial offer).

The requesting entity will conduct a comparison amongst the LTA holders and will award the Order to the most suitable and lowest offeror.

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - Services

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

S.N	Type of Services	UoM	Quantity	Cost Per Unit (USD)	Total Cost
1	LOT-1: Written Translation Services (as per TOR)				
	English to Tetum or vice versa	Word	30000		
	English to Portuguese or vice versa	Word	10000		
	Portuguese to Tetum or vice versa	Word	20000		
	Only proofreading of any above stated documents,	Word	30000		
	TOTAL LOT-1				
S.N	Type of Services	UoM	Quantity	Cost Per Unit (USD)	Total Cost
2	LOT-2: Simultaneous Translation Services (as per TOR)				
	English to Tetum or vice versa	Hour	100		
	English to Portuguese or vice versa	Hour	50		
	Portuguese to Tetum or vice versa	Hour	100		
TOTAL LOT-2					

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Acceptance of Terms of Reference	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Availability of professional translator for each language required	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation 90 days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms- 30 days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Acceptance of UNDP General Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Other Information:

Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	Click or tap here to enter text.
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I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.