Event Description

ITB-SAU-22-003

Establishment of LTA (Long Term Agreement) for Provision of Language Translation/Interpretation Services English into Arabic; vice versa

Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

This ITB includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet:

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements and Technical Specifications
- Section 6: Returnable Bidding Forms
  - o Form A: Bid Submission Form
  - o Form B: Bidder Information Form
  - o Form C: Joint Venture/Consortium/Association Information Form
  - o Form D: Qualification Form
  - o Form E: Format of Technical Bid
  - o Form F: Price Schedule

If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure as set out in this ITB and submit it by the Deadline for Submission of Bids set out in Bid Data Sheet.

In case your company is not registered in the E-Tendering Module, please use the following temporary username and password to register your company/firm:

Username: event.guest
Password: why2change

Bidders who will be registered on the e-tendering will be able to download the complete bidding documents from the e-tendering website at https://etendering.partneragencies.org

“Bidders can download the complete tender documentation from the e-Tendering upon registration”.

You may also utilize the “Accept Invitation” function in the eTendering system, where applicable. This will enable you to receive amendments or updates to the ITB. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB.

The Procurement notice includes the details of the UNDP focal person and the email provided as per the following details:

- The bidders are encouraged to attend the Pre-Proposal conference for a complete understanding of the scope of service before sending the formal proposal to UNDP.
  - Time: 13:00 hrs Riyadh time (GMT+3)
  - Date: March 2, 2022 13:00 hrs.
  - Venue: (Virtual) Zoom Meeting

Join on your computer or mobile app
https://undp.zoom.us/j/88552226041
Meeting ID: 885 5222 6041

If you need further information, please feel free to contact the following:
Name: Nora Alzahid
Please acknowledge receipt of this ITB by sending an email to nora.alzahid@undp.org; mohammed.abbas@undp.org indicating whether you intend to submit a Bid or otherwise. You may also utilize the “Accept Invitation” function in eTendering system, once logged-in. This will enable you to receive amendments or updates to the ITB. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB.

UNDP looks forward to receiving your Bid and thank you in advance for your interest in UNDP procurement opportunities.

Issued by

Name: Nora Alzahid
Title: Procurement Assistant
Date: February 23, 2022

Approved by:
Name: Mohammed Siddig Mudawi
Title: Deputy Resident Representative
Date: February 23, 2022

General Comments
- Please read all documents attached to this event.

General Questions

<table>
<thead>
<tr>
<th>Question</th>
<th>UOM</th>
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<th>Worst</th>
<th>Weighting</th>
<th>Response</th>
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<td>RETURNABLE FORMS</td>
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<tr>
<td>List of forms that Bidder must complete and return with his bid</td>
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<td></td>
</tr>
<tr>
<td>Have your submitted Form A: Bid submission form, signed by an authorized representative of the entity submitting the Bid using the template provided in this tender document?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes 0%</td>
</tr>
<tr>
<td>Required: Yes Mandatory Response: Yes</td>
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<tr>
<td>Response Comments</td>
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<tr>
<td>Have your submitted Form B: Bidder Information form, completed with information as required in the Tender document?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes 0%</td>
</tr>
<tr>
<td>Required: Yes Mandatory Response: Yes</td>
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<td>Response Comments</td>
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**Procurement Notice**

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**Event Round**

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**Event Name**

ITB-SAУ-22-003 Provision of Language Translations

**Start Time**

02/23/2022 11:26:00 CET

**Finish Time**

03/20/2022 13:00:00 CET

**Event Currency:**

US Dollar

**Bids allowed in other currency:**

No

**Bidder:**

INTERNAL EVENT DETAILS

**Submit To:**

Saudia Arabia

UNDP Office in Saudi Arabia

United Nations Building, Turnbout 9

Diplomatic Quarter

Riyadh 01 11614

Saudi Arabia

**Contact:**

Nora Alzahid

**Phone:**

**Email:**

nora.alzahid@undp.org; mohammed.abbas@un

---

**Question**

<table>
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<tr>
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</table>

Have your submitted Form C: Joint Venture/Consortium/Association Information Form?

To be provided in case of Joint Ventures or Consortium.

Yes 0%

Required: Yes  Mandatory Response: Yes

**Response Comments**

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**Question**

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Have your submitted Form D: Qualification Form with information required in Tender Document, including supporting documentation?

Yes 0%

Required: Yes  Mandatory Response: Yes

**Response Comments**

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**Question**

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Have your submitted Form E: Technical Bid, using the format provided in the Tender Document, outlining the solution and technical specifications of the offer?

Yes 0%

Required: Yes  Mandatory Response: Yes

**Response Comments**

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**Question**

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</tbody>
</table>

Have your submitted Form F: Price Schedule, following the format provided in the Tender Document, duly completed and signed? Note that the price entered in the eTendering system must match with the price shown in price schedule.

Yes 0%

Required: Yes  Mandatory Response: Yes

**Response Comments**

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**ADDITIONAL DOCUMENTS**

Below is a list of additional documents required as part of your bid. Always refer to Tender document for a complete list.
Have you provided Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation. Yes 0%

Required: Yes  Mandatory Response: Yes

Response Comments

Have you provided Audited financial statements for the last three years, including: consolidated Balance sheet, Profit & Loss, and Cash flow statements? Yes 0%

Required: Yes  Mandatory Response: Yes

Response Comments

Have you provided Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any. Yes 0%

Required: Yes  Mandatory Response: No

Response Comments

Have you provided list of completed projects in the past relevant to the scope and size of this Tender, including supporting documentation as required in the Tender document. Yes 0%

Required: Yes  Mandatory Response: Yes

Response Comments

Line Details

Line: 1  Item ID: 82111601S  Line Qty: 1  UOM: Each  Weighting: 25%  Bid Qty: 

Required: Yes  Reserve Price: No  

Min/Max Qty: No min / 1

Description: Lot 1: Translation Services:
**Procurement Notice**

**Event Details (cont.)**

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<th>Weighting</th>
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<tr>
<td>2</td>
<td>82111601S</td>
<td>Each</td>
<td>1</td>
<td>1</td>
<td>100%</td>
<td></td>
<td></td>
<td>Lot 2: Interpretation Services: A) Interpreter Service Fee (each line will be compared separately):</td>
</tr>
<tr>
<td>3</td>
<td>82111601S</td>
<td>Each</td>
<td>1</td>
<td>1</td>
<td>100%</td>
<td></td>
<td></td>
<td>Lot 2: Interpretation Services: B) Equipment Rental Cost for the Event (Option I)</td>
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**Response Comments**

**Event Details**

- **Bidder:** INTERNAL EVENT DETAILS
- **Submit To:** Saudia Arabia
  - UNDP Office in Saudi Arabia
  - United Nations Building, Turnbout 9
  - Diplomatic Quarter
  - Riyadh 01 11614
  - Saudi Arabia
- **Contact:** Nora Alzahid
- **Phone:**
- **Email:** nora.alzahid@undp.org; mohammed.abbas@un

**Procurement Notice Details**

- **Event ID:** SAU10-ITB-22-003
- **Format:** Buy
- **Type:** RFx
- **Page:** S
- **Event Round:** 1
- **Version:** 1
- **Event Name:** ITB-SAU-22-003 Provision of Language Translations
- **Start Time:** 02/23/2022 11:26:00 CET
- **Finish Time:** 03/20/2022 13:00:00 CET
- **Event Currency:** US Dollar
- **Bids allowed in other currency:** No

**Question**

Please indicate the unit price as per the terms specified in the solicitation documents.

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<th>Question</th>
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<tr>
<td>Please indicate the unit price as per the INCOTERMS indicated in the solicitation documents.</td>
<td></td>
<td>0</td>
<td>1</td>
<td>100%</td>
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Required: Yes  Mandatory Response: No

**Response Comments**

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**Event Details**

**Event ID**

- **Format:** Buy
- **Type:** RFx
- **Page:** S

**Event Round:**

- **Version:** 1

**Event Name:**

- **ITB-SAU-22-003 Provision of Language Translations**

**Start Time:** 02/23/2022 11:26:00 CET

**Finish Time:** 03/20/2022 13:00:00 CET

**Event Currency:** US Dollar

**Bids allowed in other currency:** No
### Procurement Notice

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**Bidder:** INTERNAL EVENT DETAILS

**Submit To:** Saudia Arabia  
UNDP Office in Saudi Arabia  
United Nations Building, Turnbout 9  
Diplomatic Quarter  
Riyadh 01 11614  
Saudi Arabia

**Contact:** Nora Alzahid
**Phone:**
**Email:** nora.alzahid@undp.org; mohammed.abbas@un

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<td>82111601S</td>
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<td>Each</td>
<td>25%</td>
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**Required:** Yes  
**Reserve Price:** No

**Description:** Lot 2: Interpretation Services: C) Equipment Rental Cost for the Event (Option II)

**Question:** Please indicate the unit price as per the terms specified in the solicitation documents.

**Response:**

- **UOM:** 0  
- **Best:** 1  
- **Worst:** 0  
- **Weighting:** 100%  
- **Response Comments:**

**Response Comments:**
Procurement Notice

Bidder Information

Bidder: INTERNAL EVENT DETAILS

Submit To: Saudia Arabia
UNDP Office in Saudi Arabia
United Nations Building, Turnout 9
Diplomatic Quarter
Riyadh 01 11614
Saudi Arabia

Contact: Nora Alzahid
Phone: nora.alzahid@undp.org; mohammed.abbas@un

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<td>03/20/2022 13:00:00 CET</td>
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Event Currency: US Dollar
Bids allowed in other currency: No

Bid Details (cont.)

Bidder Information

Firm Name:

Name: 
Signature: Date:

Phone #: Fax #:

Street Address:

City & State: Zip Code:

Email:

Bid Attachments:
Event Details (cont.)

Procurement Notice

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Bidder: INTERNAL EVENT DETAILS

Submit To: Saudia Arabia
UNDP Office in Saudi Arabia
United Nations Building, Turnbout 9
Diplomatic Quarter
Riyadh 01 11614
Saudi Arabia

Contact: Nora Alzahid

Phone: nora.alzahid@undp.org; mohammed.abbas@un

Event Details (cont.)
Appendix B - Terms & Conditions

1. Terms and Conditions of Use of the Web Site:

The use of this web site constitutes agreement with the following terms and conditions:

(a) The UNDP maintains this web site (the “Site”) as a courtesy to those who may choose to access the Site (“Users”). The information presented herein is for informative purposes only. The UNDP grants permission to Users to visit the Site and to download and copy the information, documents and materials (collectively, “Materials”) from the Site for the User’s personal, non-commercial use, without any right to resell or redistribute them or to compile or create derivative works therefrom, subject to the terms and conditions outlined below, and also subject to more specific restrictions that may apply to specific Material within this Site.

(b) The UNDP administers this Site. All Material on this Site from the UNDP appears subject to the present Terms and Conditions.

(c) Unless expressly stated otherwise, the findings, interpretations and conclusions expressed in the Materials on this Site are those of the various UNDP staff members, consultants and advisers to the UNDP who prepared the work and do not necessarily represent the views of the UNDP, the United Nations or its Member States.

(d) UNDP procurement activities are guided by policies and procedures set out in various documents, including the procurement chapter of the UNDP’s Programme and Operations Policies and Procedures available online. Please also read carefully all instructions, terms and conditions or requirements contained in the Site.

Disclaimers

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The User specifically acknowledges and agrees that the UNDP is not liable for any conduct of any User.

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This Site may contain links and references to third-party web sites. The linked sites are not under the control of the UNDP, and the UNDP is not responsible for the content of any linked site or any link contained in a linked site. The UNDP provides these links only as a convenience, and the inclusion of a link or reference does not imply the endorsement of the linked site by the UNDP.
If this Site contains bulletin boards, chat rooms, access to mailing lists or other message or communication facilities (collectively, “Forums”), the User agrees to use the Forums only to send and receive messages and materials that are proper and related to the particular Forum. By way of example and not as a limitation, the User agrees that when using a Forum, he or she shall not do any of the following:

(a) Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others;

(b) Publish, post, distribute or disseminate any defamatory, infringing, obscene, indecent or unlawful material or information;

(c) Upload or attach files that contain software or other material protected by intellectual property laws (or by rights of privacy and publicity) unless the User owns or controls the rights thereto or has received all consents therefore as may be required by law;

(d) Upload or attach files that contain viruses, corrupted files or any other similar software or programs that may damage the operation of another’s computer;

(e) Delete any author attributions, legal notices or proprietary designations or labels in any file that is uploaded;

(f) Falsify the origin or source of software or other material contained in a file that is uploaded;

(g) Advertise or offer to sell any goods or services, or conduct or forward surveys, contests or chain letters, or download any file posted by another user of a Forum that the User knows, or reasonably should know, cannot be legally distributed in such manner.

The User acknowledges that all Forums and discussion groups are public and not private communications. Further, the User acknowledges that chats, postings, conferences, e-mails and other communications by other Users are not endorsed by the UNDP, and that such communications shall not be considered to have been reviewed, screened or approved by the UNDP. The UNDP reserves the right to remove, for any reason and without notice, any content of the Forums received from Users, including, without limitation, e-mail and bulletin board postings.

Preservation of immunities

Nothing herein shall constitute or be considered to be a limitation upon or a waiver of the privileges and immunities of the UNDP or the United Nations, which are specifically reserved.

General

The UNDP reserves its exclusive right in its sole discretion to alter, limit or discontinue the Site or any Materials in any respect. The UNDP shall have no obligation to take the needs of any User into consideration in connection therewith.

The UNDP reserves the right to deny in its sole discretion any user access to this Site or any portion thereof without notice.

No waiver by the UNDP of any provision of these Terms and Conditions shall be binding except as set forth in writing and signed by its duly authorized representative.

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UNDP Office in Saudi Arabia
United Nations Building, Tumbout 9
Diplomatic Quarter
Riyadh 01 11614
Saudi Arabia

**Contact:** Nora Alzahid
**Phone:**
**Email:** nora.alzahid@undp.org; mohammed.abbas@un

**Event Details (cont.)**

**Event ID**
SAU10-ITB-22-003 Buy RFx 10

**Submit To:** Saudia Arabia
UNDP Office in Saudi Arabia
United Nations Building, Tumbout 9
Diplomatic Quarter
Riyadh 01 11614
Saudi Arabia

**Contact:** Nora Alzahid
**Phone:**
**Email:** nora.alzahid@undp.org; mohammed.abbas@un

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**Event Details**

**Event Name:** ITB-SAU-22-003 Provision of Language Translations

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**Finish Time:** 03/20/2022 13:00:00 CET

**Bidder:** INTERNAL EVENT DETAILS

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Saudi Arabia

**Contact:** Nora Alzahid
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**Email:** nora.alzahid@undp.org; mohammed.abbas@un

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**Event Details (cont.)**

**Event Name:** ITB-SAU-22-003 Provision of Language Translations

**Event Round:** 1
**Version:** 1

**Event Currency:** US Dollar
**Bids allowed in other currency:** No

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**Event Details (cont.)**

If this Site contains bulletin boards, chat rooms, access to mailing lists or other message or communication facilities (collectively, “Forums”), the User agrees to use the Forums only to send and receive messages and materials that are proper and related to the particular Forum. By way of example and not as a limitation, the User agrees that when using a Forum, he or she shall not do any of the following:

(a) Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others;

(b) Publish, post, distribute or disseminate any defamatory, infringing, obscene, indecent or unlawful material or information;

(c) Upload or attach files that contain software or other material protected by intellectual property laws (or by rights of privacy and publicity) unless the User owns or controls the rights thereto or has received all consents therefore as may be required by law;

(d) Upload or attach files that contain viruses, corrupted files or any other similar software or programs that may damage the operation of another’s computer;

(e) Delete any author attributions, legal notices or proprietary designations or labels in any file that is uploaded;

(f) Falsify the origin or source of software or other material contained in a file that is uploaded;

(g) Advertise or offer to sell any goods or services, or conduct or forward surveys, contests or chain letters, or download any file posted by another user of a Forum that the User knows, or reasonably should know, cannot be legally distributed in such manner.

The User acknowledges that all Forums and discussion groups are public and not private communications. Further, the User acknowledges that chats, postings, conferences, e-mails and other communications by other Users are not endorsed by the UNDP, and that such communications shall not be considered to have been reviewed, screened or approved by the UNDP. The UNDP reserves the right to remove, for any reason and without notice, any content of the Forums received from Users, including, without limitation, e-mail and bulletin board postings.

Preservation of immunities

Nothing herein shall constitute or be considered to be a limitation upon or a waiver of the privileges and immunities of the UNDP or the United Nations, which are specifically reserved.

**General**

The UNDP reserves its exclusive right in its sole discretion to alter, limit or discontinue the Site or any Materials in any respect. The UNDP shall have no obligation to take the needs of any User into consideration in connection therewith.

The UNDP reserves the right to deny in its sole discretion any user access to this Site or any portion thereof without notice.

No waiver by the UNDP of any provision of these Terms and Conditions shall be binding except as set forth in writing and signed by its duly authorized representative.

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**Last Updated:** 01/15/2010
## Event Details (cont.)

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Event Currency: US Dollar  
Bids allowed in other currency: No

### Bidder: INTERNAL EVENT DETAILS

**Submit To:** Saudia Arabia  
UNDP Office in Saudi Arabia  
United Nations Building, Turnbout 9  
Diplomatic Quarter  
Riyadh 01 11614  
Saudi Arabia

**Contact:** Nora Alzahid  
**Phone:**  
**Email:** nora.alzahid@undp.org; mohammed.abbas@un