



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP CYP RFQ 154 2022	Date: 06 September 2022
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the Procurement of a '**Interpretation & Translation Services Turkish/English & English/Turkish**' 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: Technical Specifications and General Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

Annex 3.1: Technical Experience

- Form 1 –List of Translators/Interpreters
- Form 2 - CVs of Translators/Interpreters
- Form 3 – Previous past experience of the company

Annex 4: General Terms and Conditions of Contract

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.

Thank you and we look forward to receiving your quotations.

Issued by: Operations and Procurement Assistant

Date: 06 September 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>20 September 2022, 16:00 Nicosia, Cyprus Local time.</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p>Quotations may be submitted on or before 20 September 2022, 16:00 Nicosia, Cyprus Local time via email only to solicitations.cy@undp.org .</p> <p>Quotations submitted by email must be limited to a maximum of 5MB, and no more than 1 email transmission. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.</p> <p>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.</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	<p>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.</p>

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><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services). (Annex 4) Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	n/a
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 Euro
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. 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	English
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p>Annex 2: Quotation Submission Form duly completed and signed</p> <p>Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements/Technical Specifications in Annex 1</p> <p>Annex 3.1: Form 1,2 & 3 (List and CVs of Translators/Interpreters & Previous experience)</p> <p><u>Administrative and Technical Compliance documents.</u></p> <p><input checked="" type="checkbox"/> Business registration certificate/ Registered as a legal entity which can issue invoices.</p> <p><input checked="" type="checkbox"/> Previous relevant experience of the company supported with references from clients</p> <p><input checked="" type="checkbox"/> List and CVs of the Translators/Interpreters (Annex 3.1)</p>
Quotation validity period	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
Price variation	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.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> Upon certification of completion of each output completed.
Conditions for Release of Payment	<p><input checked="" type="checkbox"/> Successful completion of the assignment and the issuance of the invoice addressed to UNDP</p> <p><input checked="" type="checkbox"/> Acceptance of Services based on full compliance with RFQ requirements</p>

Contact Person for correspondence, notifications and clarifications	<p>E-mail address: solicitations.cy@undp.org</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>								
Clarifications	<p>Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. The answers will be provided at least 2 days before the deadline.</p>								
Evaluation method	<p><input checked="" type="checkbox"/>The Contract will be awarded to the lowest price substantially compliant offer</p>								
Evaluation criteria	<p>Evaluation Method</p> <p><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and the lowest priced bid.</p> <p><input checked="" type="checkbox"/> Full acceptance of the General Terms and Conditions for de minimis contracts (services). (Annex 4)</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/Technical Specifications in Annex 1</p> <p>Evaluation Criteria – Administrative & Technical Compliance</p> <p>Administrative Compliance</p> <p><input checked="" type="checkbox"/> Business registration certificate/ Registered as a legal entity which can issue invoices</p> <p>Technical Compliance</p> <p><input checked="" type="checkbox"/> List of Translators/Interpreters (Annex 3.1 - Form 1) – (Minimum 2)</p> <p><input checked="" type="checkbox"/> CV of Translators/Interpreters as per the below qualifications (Annex 3.1 - Form 2)</p> <p><input checked="" type="checkbox"/> Previous relevant experience of the company. (Annex 3.1 - Form 3)</p> <p>Previous relevant experience of the company:</p> <ul style="list-style-type: none"> • Minimum 5 years’ experience in English to Turkish and Turkish to English professional translation and interpretation services (both consecutive and simultaneous), • Established 2017 or before. • 2 references from clients for above mentioned services. <table border="1" data-bbox="336 1395 1430 1933"> <thead> <tr> <th></th> <th>Education</th> <th>Experience</th> <th>Language</th> </tr> </thead> <tbody> <tr> <td>Translators/ Interpreters</td> <td> <ul style="list-style-type: none"> •University Degree in Literature related to Language Translation and/or Interpretation (Turkish – English) or relevant field </td> <td> <p>Minimum five years of relevant experience with a proven record in providing translation, consecutive and simultaneous interpretation services from Turkish to English and English to Turkish;</p> <ul style="list-style-type: none"> •Completion of: <ul style="list-style-type: none"> - at least five written translation works - at least five consecutive translation works - at least five simultaneous translation works •Good knowledge of the Cypriot Context; •Work experience in Cyprus </td> <td> <ul style="list-style-type: none"> •Fluency in English and Turkish </td> </tr> </tbody> </table>		Education	Experience	Language	Translators/ Interpreters	<ul style="list-style-type: none"> •University Degree in Literature related to Language Translation and/or Interpretation (Turkish – English) or relevant field 	<p>Minimum five years of relevant experience with a proven record in providing translation, consecutive and simultaneous interpretation services from Turkish to English and English to Turkish;</p> <ul style="list-style-type: none"> •Completion of: <ul style="list-style-type: none"> - at least five written translation works - at least five consecutive translation works - at least five simultaneous translation works •Good knowledge of the Cypriot Context; •Work experience in Cyprus 	<ul style="list-style-type: none"> •Fluency in English and Turkish
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Right not to accept any quotation	<p>UNDP is not bound to accept any quotation, nor award a contract.</p>								

Right to vary requirement at time of award	At the time of award of Contract, UNDP Cyprus 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	Contract Face Sheet - (Goods and-or Services) LTA Modality.
Performance Bank Guarantee	n/a
Contract Duration	12 Months
Liquidated damages	n/a
Expected date for contract award.	15 October 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
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

Terms of Reference

Interpretation/Translation Services

I. Background

United Nations Development Program (UNDP) works to support the ongoing peace and confidence building process by promoting initiatives that encourage dialogue and cooperation between the communities of Cyprus.

UNDP provides expertise and technical support to ensure a smooth implementation of its partners' priorities. Within this context, UNDP is seeking to engage a service provider for provision of professional translation and interpretation services on an as-needed basis.

The service provider's work will include:

- Written translation of texts, catalogues, educational books, website content, reports, press releases, etc.;
- Simultaneous translation during virtual and face-to-face meetings, conferences, seminars, trainings, etc.
- Consecutive translation during virtual and face-to-face meetings, conferences, seminars, trainings, etc.

II. Description of Services

Under the overall guidance of the contract supervisor, the consultant will be requested to deliver the services below:

1. Written Translation Services (English to Turkish, Turkish to English)

- Produce 100% accurate translation from Turkish to English or vice versa of various documents, written / recorded speeches, talking points, presentations, brochures, fact sheets, reports, website content, press releases, etc. as assigned by UNDP;
- Use the appropriate terminology provided by the contract supervisor, considering the style and nuances of the original text. Areas frequently covered by such documents include cultural heritage, art, history, conservation/restoration, educational material, peace and confidence building, architectural texts, technical texts, environment, legal, PR and Business texts, etc.
- Quality check and proofreading of translation ensuring no typographical errors in the final text before submitting to UNDP;
- Ensure timely delivery of translated materials as agreed together with the contract supervisor prior to each task assigned;
- Make necessary corrections or changes required by UNDP and re-submit corrected text within the agreed timeframe;
- Deliver the translated documents as per the plan developed by the contract supervisor, as per each specific assignment.

2. Consecutive Interpretation Services (English to Turkish, Turkish to English)

- Provide consecutive interpretation during project events (ceremonies, workshops, trainings, conferences, informative community events, etc.) and meetings (technical working groups meetings, meetings between international advisors/experts or UNDP representatives and local counterparts, etc.); These events can be either virtual or face-to-face.

3. Simultaneous Interpretation Services (English to Turkish, Turkish to English)

- Provide simultaneous interpretation during project events (ceremonies, workshops, trainings, conferences, informative community events, etc.) and meetings (technical working groups meetings, meetings between

international advisors/experts or UNDP representatives and local counterparts, etc.). These events can be either virtual or face-to-face.

Definition of Event:

Each event is expected to last up to 2 hours. For the events which UNDP will require Consecutive/Simultaneous services at least 2 translators are required. These translators will work on rotation bases. For example, if an event is organized for 2 hours, each translator will work up to 1 hour. In case UNDP will require services for up to 1 hour or more than 2 hours, the cost will be prorated.

III.Deliverables

Services		Quantity/Event	Unit
1. Written Translation	English to Turkish / Turkish or English	70,000 words (approx. 280 pages)	Per word
2. Consecutive Interpretation	English to Turkish / Turkish to English	15	Per Event
3. Simultaneous interpretation	English to Turkish / Turkish to English	20	Per Event

Duration of contract: 12 months

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:	UNDP CYP RFQ 154 2022	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.

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.
<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 quotation 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:	UNDP CYP RFQ 154 2022	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.

Financial Offer

The Bidder is required to fill the Price Schedule form in table 1 below.

Table 1.

Outputs/deliverable	Quantity/Event	Unit price (per word/event) in Euros	Total Price in Euros ex VAT
Written Translation: English to Turkish / Turkish or English	70,000 words (approx. 280 pages)		
Consecutive Interpretation: English to Turkish / Turkish to English	15		
Simultaneous interpretation: English to Turkish / Turkish to English	20		
Grand total in Euro ex- vat		EUR

Currency of Quotation: EURO (EX-VAT)**Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Validity of Quotation (60 Days)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms: <ul style="list-style-type: none"> • Successful completion of the assignment and the issuance of the invoice addressed to UNDP • Acceptance of Services based on full compliance with RFQ requirements 	<input type="checkbox"/>	<input type="checkbox"/>	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.

<p><i>Exact name and address of company</i></p> <p>Company NameClick or tap here to enter text.</p> <p>Address: Click or tap here to enter text. Click or tap here to enter text.</p> <p>Phone No.:Click or tap here to enter text.</p> <p>Email Address:Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date:Click or tap here to enter text.</p> <p>Name:Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory:Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>
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