



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ-086-PHL-2022: Simultaneous Interpretation Services and Equipment	Date: 21 September 2022
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for **Simultaneous Interpretation Services and Equipment** 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: Schedule of Requirements

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.

Thank you and we look forward to receiving your quotations.

Issued by:

Name: EDWINE CARRIE

Title: Deputy Resident Representative

Date: 21 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>3 October 2022; 5:00 PM, Manila 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><input checked="" type="checkbox"/> Dedicated Email Address</p> <p>Bid submission address: bids.ph@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: PDF Files ▪ 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: 5MB ▪ Mandatory subject of email: RFQ-086-PHL-2022: Services of Interpreters ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.” ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.
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>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (Services)</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<input type="checkbox"/> 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> <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 (<i>include CVs of interpreters and advanced language certifications in the required languages</i>)</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"/> Business Registration certificate</p> <p><input checked="" type="checkbox"/> Tax Payment Clearance/Certification</p> <p><input checked="" type="checkbox"/> The contractor must have at least 5 years experience in the provision of interpretation/translation services.</p>
Currency of Quotation	Quotations shall be quoted in Philippine Peso
Joint Venture, Consortium	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

or Association	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. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	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: 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 b) they have the same legal representative for purposes of this RFQ; or 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; 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 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.
Duties and taxes	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: All prices must: <input checked="" type="checkbox"/> be exclusive of VAT and other applicable direct taxes [according to BIR Ruling No. ITAD-006-19]
Language of quotation	English Including documentation, catalogues, instructions and operating manuals.
Quotation validity period	Quotations shall remain valid for 90 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"/> Permitted for the type of equipment needed
Payment Terms	<input checked="" type="checkbox"/> 100% - UNDPs acceptance of completed interpretation services.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of services after full compliance with RFQ requirements
Contact Person for correspondence, notifications and clarifications	E-mail address: procurement.ph@undp.org Mandatory subject of email: RFQ-086-PHL-2022: Interpretation Services Attention: Quotations shall NOT be submitted to this address but to the address for quotation submission on page 3. 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 27 September 2022 . Responses to requests for clarification will be communicated by posting it on the Procurement Notice and UNGM websites.
Evaluation method	<input checked="" type="checkbox"/> Lowest priced technically compliant offer
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract
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	- Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)
Expected date for contract award.	21 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.

ANNEX 1: Terms of Reference

A. PROJECT TITLE: **BIODIVERSITY FINANCE INITIATIVE – PHILIPPINES**

General Information	
Job Title	Simultaneous Interpretation Services and Equipment
Organization	UNDP Philippines
Duty Station	Manila, Philippines
Type of Contract	Service Agreement
Languages Required	English and Russian

B. Project Description

Since 2014, the United Nations Development Program through its Biodiversity Finance Initiative (BIOFIN) Project, has been supporting the Philippine Government in articulating the financial resources it needs to maintain a healthy biodiversity portfolio in-country. In particular, BIOFIN in collaboration with Department of Natural Resources Biodiversity Management Bureau has conducted the following assessments: 1) Policy and Institutional Review (PIR); 2) Public and Private Biodiversity Expenditure Review (PPBER); 3) Assessment of financial needs (cost and gap analysis of implementing Philippine Biodiversity Strategy and Action Plan (PBSAP)). These assessments significantly contributed to the development of a Biodiversity Finance Plan.

Based on insights gained from the results of the three BIOFIN assessments, this Plan acknowledges the importance of tapping additional financing to support the biodiversity agenda of the Philippines, mainly through its National Biodiversity Strategy and Action Plan (PBSAP), referred to henceforth in this Plan as the Philippine Biodiversity Strategy and Action Plan (PBSAP). This Plan is cognizant of the parallel challenges that could not be addressed by generating financing alone: thus, the Plan transcends the focus on generating additional resources and also identifies a range of “finance solutions” that leverage finance, fiscal and economic tools and strategies to improve the outcome of biodiversity objectives in the country. Financing solutions include a range of transformative actions: generating more financing to fund the PBSAP or associated planning documents; appropriate attribution of biodiversity expenditures in the budget; attaining cost effective budget execution by eradicating overlaps in biodiversity functions; eradicating expenditures that continue to or aggravate dissipation of biodiversity resources; and paving the groundwork for a responsive policy environment through greater awareness on biodiversity and biodiversity financing and enhancing institutional support towards monitoring of PBSAP.

Philippines will be hosting the BIOFIN Europe, Asia and Pacific Workshop on 8-10 November 2022 with the below objectives:

- Facilitate experience sharing and technical discussions among countries in the Europe/Asia Pacific (EAPAC) region.
- Share experiences and lessons learned on effective implementation of finance solutions
- Broaden knowledge on global initiatives and emerging finance solutions such as disclosure frameworks, repurposing harmful subsidies, insurance, and risk management
- Improve BIOFIN countries network
- Discuss the results from BIOFIN implementation to inform global fora and future programming
- Explore opportunities for biodiversity finance solutions/investments in BIOFIN countries

C. Scope of Work

Interpretation services will be required for the 3-day event from 8-10 November 2022. Details of the requirements are as follow:

- At least 2 simultaneous interpreters for 3 days (8 hours per day from 8:00 - 17:00 during 8-10 November 2022), English to Russian and Russian to English

Interpreters must have mastery in simultaneous interpretation, preferably with basic knowledge in environment, its related programs and financing. The interpreters' role is to translate the resource persons' lectures that will be presented as well as, translate participants' comments and questions in the 3-day session.

The interpreters work in a soundproofed booth with at least one colleague. The speaker in the meeting room speaks into a microphone, the interpreter receives the sound through a headset and renders the message into a microphone almost simultaneously. The delegate/s in the meeting room select/s the relevant channel to hear the interpretation in the language of his/her choice.

- Contractor shall be responsible for the interpreter equipment and hybrid meeting set-up (for Zoom and onsite participants) with the below specifications:
 - a. 2-seater booth with central IR unit (1 unit)
 - b. Interpreter console with microphone and headphone (2 units)
 - c. Delegate receiver with earpiece (10 units)
 - d. Set-up and Dismantle Service
 - e. Audio & Video mixer that is able to connect all devices (Mics, screens, camera, streaming PC, etc)
- A support staff who has necessary ICT knowledge and experienced virtual and hybrid events shall be present at all times (November 8 and 10, 8am to 6pm only)
- The contractor shall be in-charge of the transporting the equipment and interpreters to and from the venue in Manila (to be determined) as well as assembly and operation of the equipment at the venue

UNDP shall provide a twin sharing room for the interpreters and 1 ICT Staff on 8-10 November 2022 and the below meals for the interpreters and the ICT support staff:

November 8 – 2 snacks, lunch, and dinner
November 9 – 2 snacks, breakfast, and lunch
November 10 – 2 snacks, breakfast, and lunch

The contractor shall cover the meals not included in the list above.

D. Expected Outputs and Deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Due Date	Review and Approvals Required	Name & Email address of designated person who will review and accept output
Interpretation service (with equipment) for 1 language (simultaneous, 2 persons/ day/ language, Russian to English, v.v.) for BIOFIN Regional Workshop on 8-10 November 2022.	3 days	8-10 November 2022	Anabelle E. Plantilla Project Manager, BIOFIN Ph Floradema C. Eleazar Team Leader, CAP	Anabelle E. Plantilla Floradema C. Eleazar

E. Institutional Arrangement

The BIOFIN Senior Project Assistant under the over-all supervision of the BIOFIN Project Manager, shall directly supervise the consultant and approve his/her output.

F. Duration of the Work, Duty Station and Travel

The Contractor will be engaged for 3 days from November 8-10, 2022 unless revised in a mutually agreed-upon timetable by UNDP and the Contractor. Changes in the duration of the contract will be implemented through the issuance of a contract amendment.

G. Criteria for Selection of the Best Offer

Quotation will be evaluated on a pass/fail basis on the technical requirements in C. Scope of Work.

The contractor must also pass the following requirements to be eligible:

The contractor must have at least 5 years experience in the provision of interpretation/translation services.

Proposed interpreters must have advanced language certifications in the required languages and preferably with basic knowledge in environment, related programs and financing.

H. Payment Schedule

The Payment terms are as follows:

Percentage	Description	Deadline
100%	UNDP's acceptance of completed interpretation services	November 15, 2022

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver its required services on 8-10 November 2022
Delivery Terms (INCOTERMS 2020)	Not Applicable
Customs clearance (must be linked to INCOTERM)	Not Applicable
Exact Address(es) of Delivery Location(s)	TBD, this will be communicated with the selected bidder
Distribution of shipping documents (if using freight forwarder)	Not applicable
Packing Requirements	Not Applicable
Training on Operations and Maintenance	Not Applicable
Warranty Period	Not Applicable
After-sales service and local service support requirements	n/a
Preferred Mode of Transport	Land

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 checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input checked="" 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 - GOODS

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.

TECHNICAL OFFER and COMPLIANCE SHEET

Requirements	Compliant (Yes/ No), Indicate responses
<p>Interpreters</p> <p>At least 2 simultaneous interpreters for 3 days (8 hours per day from 8:00 - 17:00 during 8-10 November 2022), English to Russian and Russian to English</p> <p>Proposed interpreters must have advanced language certifications in the required languages and preferably with basic knowledge in environment, related programs and financing.</p> <p>The interpreters work in a soundproofed booth with at least one colleague. The speaker in the meeting room speaks into a microphone, the interpreter receives the sound through a headset and renders the message into a microphone almost simultaneously. The delegate/s in the meeting room select/s the relevant channel to hear the interpretation in the language of his/her choice.</p>	<p>(submit CVs and language certifications)</p>
<p>Equipment and hybrid meeting setup (for Zoom and onsite participants) with the below specifications:</p> <ul style="list-style-type: none">- 2-seater booth with central IR unit (1 unit)- Interpreter console with microphone and headphone (2 units)- Delegate receiver with earpiece (10 units)- Set-up and Dismantle Service- Audio & Video mixer that is able to connect all devices (Mics, screens, camera, streaming PC, etc)- A support staff who has necessary ICT knowledge and experienced virtual and hybrid events shall be present at all times (November 8 and 10, 8am to 6pm only)	

Compliance with Other Requirements

	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Requirements for interpreters and equipment	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Submission of CVs and advanced language certifications in the required languages for the interpreters	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Timeline and Schedule of Event (November 8-10, 2022)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Acceptance of General Terms and Conditions for de minimis contracts (services)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Other Information:

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin: (if export licence required this must be submitted if awarded the contract)	Click or tap here to enter text.

FINANCIAL OFFER (VAT-EXCLUSIVE)

Currency of the Quotation: Php

Requirements	Qty	Number of Days	Unit Price	Total Price
Interpreters' fees				
ICT staff fees				
Equipment rental and hybrid setup				
Transportation				
Other costs (additional personnel, etc)				
Total Cost (VAT Exclusive)				

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.

Exact name and address of company 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.
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