

# **Request for quotation (RFQ) for services**

**Provision of translation services for technical  
and general project documentation**

**RFQ No: UNOPS-SFRS-2015-S-050**

**Request for quotation (RFQ)  
for Provision of translation services for technical and general project  
documentation**

**RFQ No. UNOPS-SFRS-2015-S-050**

Date: 17 July 2015

UNOPS is accepting quotations from suppliers for translation services for technical and general project documentation.

All interested parties must complete and return the attached price sheet to the following address:

UNOPS RSOC, Šumatovačka 59, Belgrade,  
or to the following e-mail address: [srpc.bids@unops.org](mailto:srpc.bids@unops.org)

Any requests for clarification should be referred to Procurement Unit and should be sent to [srpc.procurement@unops.org](mailto:srpc.procurement@unops.org).

**Note:** This email address is for clarifications only. Received quotation through [srpc.procurement@unops.org](mailto:srpc.procurement@unops.org) will not be considered.

## 1 Requirements and price list (Annex A)

Quotations need to be submitted by using the Requirements and Price List contained in Annex A.

## 2 Eligibility

Bidders must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this request for quotation.

Bidders must not be under a declaration of ineligibility for corrupt and fraudulent practices published by UNOPS on its website. Bidders must meet the eligibility criteria as published on the [UNOPS website](#).

## 3 Currency

All prices shall be quoted in RSD (Republic of Serbia Dinar) VAT free.

UNOPS reserves the right not to reject any bids submitted in another currency than the mandatory bidding currency stated above. UNOPS may accept bids submitted in another currency than stated above if the bidder confirms during clarification of bids (1.18) in writing that it will accept a contract issued in the mandatory bid currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in the RFQ letter shall apply.

Regardless of the currency of bids received, the contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

## 4 Evaluation

UNOPS evaluates quotations based on lowest priced most technically acceptable quotation received.

## 5 Delivery (for goods) – N/A

All items shall be delivered by \_\_\_\_\_, (date(s)) and shipped Incoterms (DAP place / FCA .. / ..)  
[select appropriate Incoterms]

## 6 Mobilization and duration (for services)

The provision of translation services shall be conducted in period from August to December 2015.

## 7 Quotations due

All quotations must be received in a sealed envelope at the address as stated below no later than:

**Date: 22 July 2015**  
**Time: 12:00h, noon, CET**  
**UNOPS-RSOC, Šumatovačka 59, 11000 Belgrade**  
**or to the following e-mail address: [srpc.bids@unops.org](mailto:srpc.bids@unops.org)**  
**Contact person: Procurement Unit**

Quotations submitted shall be binding and valid for a period of sixty (60) days from the due date stated herein. Any prices accepted during this period will be considered firm/fixed for the resulting contract.

UNOPS will award this requirement in total and will not accept any partial quotations. The supplier agrees to acknowledge the purchase order in the form provided upon award, under the terms and conditions stated therein, and for the agreed amount.

## 8 UNOPS General Conditions of Contract

Any order resulting from this RFQ exercise will be subject to the UNOPS General Conditions of Contract available for goods, small services and services at the following addresses:  
<http://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20General%20Conditions%20for%20Goods.pdf>  
<http://www.unops.org/SiteCollectionDocuments/Procurement/GCCs%20For%20Professional%20Services.pdf>  
<http://www.unops.org/SiteCollectionDocuments/Procurement/Conditions-of-services-below50K.pdf>

## 9 Clarifications

Suppliers with questions or requests for more information are encouraged to send them to the email address above promptly in order to allow time for the provision of a written response. Explanations or interpretations provided by personnel other than the above will not be considered binding or official.

## 10 Quotation form (Annex B)

The attached Quotation Form needs to be completed and signed. Suppliers shall return the completed and signed Quotation Form with their quotation.

**Approved by:**

Date:



Svetlana Mijuk, UNOPS SFRS Project Manager

## **ANNEX A**

### **Requirements and price list**

The following documents form part of this RFQ and must be completed and returned with your offer:

- Quotation form – Annex B
- Terms of Reference – Annex C
- Financial offer - Annex D
- Previous Experience Form - Annex E

As part of the tender documentation the Bidders shall also provide:

- Company registration documents (not older than 6 months);
- List of references for translation of technical documentation provided to clients over the past three years;
- Letters of recommendation for at least three references stated in Previous Experience Form;
- CVs of proposed team members

**ANNEX B****RFQ –Quotation form**

The Quotation Form must be completed, signed and returned to UNOPS. The quotations must be made in accordance with the instructions contained in this request. UNOPS General Conditions of Contract will apply to any resulting purchase order/contract. A link to the UNOPS General Conditions of Contract is included in the RFQ document.

The undersigned, having read the terms and conditions of Quotation No. RFQ- UNOPS-SFRS-2015-S-050 set out in the attached document, hereby offers to supply the services specified in the RFQ at the price or prices quoted, in accordance with any specifications stated, and subject to the terms and conditions set out or specified in the bid document.

I, the undersigned, declare that:

- a) Our firm and our personnel have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS.
- b) Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation.
- c) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UNOPS, in accordance with clause 2, Eligibility.
- d) We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any contract awarded.

I, \_\_\_\_\_ (name of signing official), certify that I am

\_\_\_\_\_ (position) of \_\_\_\_\_ (legal name of company);

that by signing this RFQ bid for and on behalf of \_\_\_\_\_ (legal name of company)

I am certifying that all information contained herein is accurate and truthful and that the signing of this bid is within the scope of my powers.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

Provide the name and contact information for the primary contact from your company for this quotation:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing address (street name/number/city/town/province/state): \_\_\_\_\_  
\_\_\_\_\_

Phone no: \_\_\_\_\_ Fax no: \_\_\_\_\_

Email address: \_\_\_\_\_

Offer valid until: \_\_\_\_\_ Must be at least 60 days

Currency of offer: \_\_\_\_\_ (state currency)

Payment terms 30 days accepted: YES / NO

Are you a UNOPS registered vendor?  Yes  No If yes, provide vendor number: \_\_\_\_\_

Quotation to be addressed to:

Reference RFQ UNOPS-SFRS-2015-S-050

UNOPS RSOC

Procurement Unit,

Sumatovacka 59, 11 000 Belgrade, Republic of Serbia

E-mail: [srpc.bids@unops.org](mailto:srpc.bids@unops.org)

**BIDDERS ARE RESPONSIBLE FOR THE TIMELY DELIVER OF THE QUOTATION.**

Quotes are due on 22 July 2015, 12:00h noon, CET

## ANNEX C

### Terms of References

#### For the Translation Services (Serbian to English, English to Serbian) – Technical (Civil, Mechanical and Electrical) and General

#### 1. General Background of Project / Assignment

“Serbia Floods Rehabilitation Support” project has been prepared in cooperation with the Government of the Republic of Serbia, and close coordination with its European Integration Office (SEIO), the Delegation of the European Union to the Republic of Serbia (DEU), the Royal Norwegian Embassy, as well as the resident United Nations agencies in Serbia, as a response to devastating floods that hit Serbia in May 2014.

The **objective** of the project is to support the citizens of Obrenovac and Krupanj to restore their living conditions through repair of private dwellings, and throughout the whole flood-affected region to establish normal functioning of kindergartens, schools, medical centres and other public institutions of primary importance, as well as to enhance the capacities of the Government of Serbia’s Office for Flood Affected Areas Assistance and Recovery in management and monitoring of sanitation efforts.

The project will deliver four results:

- **Result 1:** Housing solutions provided to up to 370 families in Obrenovac, Krupanj and other municipalities if needed, through reparation or reconstruction of damaged private houses, provision of prefabricated houses, and reparation of facilities for small businesses, respecting human rights standards and non-discrimination principle of good governance
- **Result 2:** Improved living conditions in temporarily shelters and enhanced capacities for monitoring and coordination of return process in municipalities Obrenovac and Lazarevac
- **Result 3:** Working conditions restored to normal functioning in up to 30 public institutions (kindergartens, schools, medical centres etc) in the municipalities affected by the floods
- **Result 4:** Normalised transport of goods and people between Krupanj and Loznica through Korenita and Krst
- **Result 5:** Enhanced capacities of the Government of Serbia Office for Flood Affected Areas Assistance and Recovery (FAAARO) to manage and monitor recovery process in the flood affected municipalities
- **Result 6:** Reduced risk of spreading infective diseases through reduction of mosquitoes population in the areas affected by the floods
- **Result 7:** The project results communicated to general public

The **final beneficiaries** of this project are:

- Up to 370 families from Obrenovac and Krupanj who were affected by the floods and currently live in unsatisfactory conditions or in the collective centres
- Thirty public institutions of primary importance (kindergartens, schools, medical centres) that are out of function due to the damage caused by the floods, which besides reparation and reconstruction need equipment for normal functioning
- Government of Serbia’s Office for the Flood Affected Areas Assistance and Recovery, responsible for the overall monitoring of the flood response.

The project will closely cooperate with the key stakeholders in order to achieve the planned results: the Government of Serbia Commission for Damage Assessment, the SEIO, the line ministries (the Ministry of Construction, Transport and Infrastructure, the Ministry of State Administration and Local Self Government, the Ministry of Education, Science and Technology Development, the Ministry of Health); organisations implementing the same scope of activities in different municipalities affected by the floods: ASB, DRC, HELP and FAO; local self-governments, the Serbian Chamber of Engineers and other UN agencies dealing with specific parts of intervention.

## 2. Purpose and Scope of Assignment

### a) Scope of work

The Company's written translations shall be required for the following:

- Accurate translation of all written materials in English and/or Serbian
- Accurate translation of all **technical drawings** in English and/or Serbian
- Correct spelling (UK dictionary), syntax, and appropriate use of words
- Correct formatting and other as per UNOPS/DEU guidance; Consecutive translations with concise, clear, and accurate translation in English and/or Serbian without distortion and/or over-interpretation of originals.

The **proof reading** shall be required for all written materials in English and/or Serbian to:

- Rectify any typographical and/or mechanical errors in the text
- And other per UNOPS instructions relevant for a particular written material

The following shall be required for all written materials in English and/or Serbian:

- Ensure correct grammar and spelling (UK dictionary) and appropriate use of words
- Check facts and ensure error-free texts, and raise any related queries with the author
- Ensure that all references and sources are accurately and consistently stipulated;
- Stay alert and look out for potential legal problems (libelous statements, breach of copyright, etc.) and discuss them with UNOPS representative '
- Check illustrations and captions are correct;
- Ensure that illustrations and captions are correct;
- Spell out abbreviations/acronyms when they first appear in the text (followed by only the acronym thereon);
- Correlation between the list of acronyms in the table and their occurrence throughout the text;
- Correct/consistent line spacing and paragraph/table formatting;
- Appropriate and consistent position of boxes, figures and tables through the annexes;
- Consistent font(s) – as relevant;
- Check if figures and tables at the end of each annex are consistently and accurately referred to in the main body of the text;
- Footnotes to be consistently numbered beginning afresh with each new annex;
- And other as per UNOPS instructions relevant for a particular written material.

### b) Deliverables and timeline

The Company will be required to comply with standard UNOPS rules and regulations and previously agreed deadlines per individual services/deliverables provided in the above stipulated areas.

No services shall be paid without written approval of Programme Manager.

## 3. Qualifications and Experience

- Working experience in written translation of technical documentation (civil, mechanical, electrical) and general project documentation – proved by the provided references.
- At least 3 years of working experience.
- Experience with UN and EU is desirable.

**ANNEX D**
**Financial offer**

QUOTATION			
<b>BIDDER'S PRICES (Price &amp; Currency to be entered by Bidder in RSD)</b> For evaluation and comparison purposes, UNOPS shall convert all bid prices expressed in amounts in various currencies into an amount in USD, using the United Nations exchange rate.			
	DESCRIPTION	TRANSLATED PAGE	CURRENCY: RSD
			TOTAL OFFERED PRICE (VAT excluded)
1.	Translation Services (Serbian to English) – Technical (Civil, Mechanical and Electrical) and General project documentation per translated page (1800 characters)	1	
2.	Translation Services (English to Serbian) – Technical (Civil, Mechanical and Electrical) and General documentation per translated page (1800 characters)	1	

NOTE: The project documentation which will be translated contains approximately 1500 pages of original text. Your offer should be given per one translated page, having in mind the total number of pages.



**ANNEX E**
**Previous experience form**

Previous experience				
Description of services/goods/works	Country	Total amount of contract	Contract identification and title and contact details of client: (Name, Address, telephone, email, fax)	Year project was undertaken



**UNOPS**

**UNOPS Headquarters  
Marmorvej 51  
P.O. Box 2695  
2100 Copenhagen  
Denmark  
Tel: +45 45 33 75 00  
Fax: +45 45 33 75 01**