



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 02/08/2024

REQUEST FOR QUOTATION: No. CA/RFQ_2024-10

FOR THE PROVISION OF TRANSLATION AND INTERPRETATION SERVICES

QUOTATION TO BE RECEIVED BY: 03/09/2024

The Office of the United Nations High Commissioner for Refugees (UNHCR Representation to Central Asia) invites qualified suppliers to make a firm offer for the establishment of Frame Agreement(s) for the provision of translation and interpretation services (referred to hereinafter as services).

Other United Nations Agencies, Funds, and Programmes shall be entitled to the same prices and terms as those contained in the offers of the successful bidder.

UNHCR may award Frame Agreement (s) for 2 (two) years, potentially extendable for 3 (three) additional periods of 1 (one) year each, with reputable and qualified Suppliers for the required services and associated supports to provide quality, timely, and professional translation, and interpretation service. The successful bidders will be requested to maintain their quoted prices for the duration of the Frame Agreement.

1. REQUIREMENTS

- Description: **Translation and interpretation services**
- **Annex A** - UNHCR's General Conditions of Contracts for the Provision of Goods and/or Services
- **Annex B** – Terms of reference
- **Annex C** – Technical Offer
- **Annex D** – Financial Offer
- Type of contract: **2 (two) years, potentially extendable for 3 (three) additional periods of 1 (one) year each**

Please include the following price information in your quote:

- Currency
- Breakdown of the fees (please specify VAT amount)
- Additional fees, if any (please specify)
- Total Cost for services (all-inclusive)

2. BID EVALUATION

a. Technical evaluation

UNHCR will evaluate your technical capacity to meet the specifications requested in Annex B - ToRs and confirm it in Annex C – Technical Offer

b. Financial Evaluation:

The financial evaluation will award the best price for the technically compliant and most viable offers.

3. RFQ SUBMISSION

We would appreciate receiving your quotation on or before **[03/09/2024] – 23:59 hrs** by e-mail¹ in PDF format to KAZALTENDERS@UNHCR.ORG

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **[20] Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:

- CA/RFQ_2024-10
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

The following documents should also be included while submitting an offer:

- a. Company Profile and/or Recommendation letters
- b. Copies of registration documents
- c. Copies of quality assurance certificates if any
- d. Any other relevant documents
- e. Tax statement/Tax proof
- f. Bank details

Please find attached in ANNEX A the UNHCR's General Conditions of Contracts for the Provision of Goods and/or Services. ***You must clearly indicate in your quotation if you accept them or provide a scanned version with a signature on each page.***

Thank you for your kind attention.

UNHCR Representation to Central Asia

Farrukh Boev



Supply Associate

¹ If the RFQ have to be submitted in print format, please provide relevant details, contacts and address.
