

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

DATE: 12/04/2022

REQUEST FOR QUOTATION: RFQ/23/022/RBAP/PSP

FOR THE SUPPLY OF

**Request for quotation for Translation Services for UNHCR Private
Sector Partnership in Indonesia**

QUOTATION TO BE RECEIVED BY: 27/04/2023 23:59 WIB time

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly¹, requests your price quotation for the following [Provision of outbound telemarketing services] specified in this Request for Quotation (RFQ).

Requirements

UNHCR is seeking to enter into a Service contract with a service provider that specializes in translation (English to Bahasa and Bahasa to English), with objective of:

1. PSP team may focus on their main roles without being burdened by administrative and technical stuff.
2. PSP team requires assistance in the form of translated documents to accelerate marketing penetration efforts.
3. The average potential partner might be requiring translated documents in Bahasa Indonesia, such as : proposal, pitch deck presentation, pledge letter, agreement, etc)
4. The translation results may be used by other departments in UNHCR Indonesia

The agency/ (ies) goal is to develop translation services, objective of English to Bahasa and Bahasa to English – output translation documents.

The project duration is 12 months, tentatively in the period April 2024 – May 2023

Find attached in Annex A additional information about the services required (TOR).

Please fill in and sign with company stamp the Financial Quotation (Annex C) for your price proposal. Your financial proposal must be all-inclusive, meaning that no further cost will be absorbed by UNHCR in case of selection.

UNHCR is exempted from all direct taxes, with this regards the price must be given without any local taxes. Please use a single currency (IDR) to provide your quotation.

¹

For further information on UNHCR, please see <http://www.unhcr.org>

UNHCR shall pay the Supplier(s) within thirty (30) days after satisfied completion of deliverable. Payment shall be made against invoice and based on the quotation submitted by the Supplier(s).

2. RFQ Submission

For any questions regarding the requirements, and for the submission of your proposal, please contact both:

- Sigit Sugianto, sugianto@unhcr.org
- Rachel Bagnall, bagnall@unhcr.org

The deadline to receive your quotation is: **27th April 2023, 23:59 (Western Indonesian Time)**.

Please read carefully the eTender Registration Guide (Annex I) and the eTender Supplier User Manual (Annex J). All bids are required to be submitted by file upload to eTenderBox, the online bid registration tool of UNHCR. The eTenderBox can be accessed via the following hyperlink:

<https://etenderbox.unhcr.org>

If your company is not already registered with UNHCR, please complete, sign, company stamp, and submit the Vendor Registration Form (Annex H).

Please indicate your acknowledgement of the UNHCR General Conditions of Contracts for the Provision of Services (Annex D) by signing and company stamping the document.

Please indicate your acknowledgement of the UNHCR Special Data Protection Conditions (Annex E) by signing and company stamping the document.

Thank you for your kind attention.



Ling Yun

Assistant Supply Officer
UNHCR Regional Bureau for Asia and the Pacific