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| **Please read the TOR and the RFP Cover Letter carefully and fill in your response below**  **Please note that the given space under each section should not limit your response, please type more if required** | |
| **COMPANY NAME:** |  |
| **A. Company Qualifications**  1. Please confirm here the years your company has been in business providing translation services:   |  |  |  | | --- | --- | --- | | **Document** | **Submitted** | **If not, please explain** | | Copy of valid Business Registration Certificate |  |  |   2. Please describe your company profile including the list of clients over the past three (3) years (of special interest are clients such as Consular Departments, Ministries of Foreign Affairs, embassies, and inter-government organizations). *If the information is provided in a separate document, please indicate here the file name.*  3. Please list of languages (pairs) that can be covered  4. Please provide the number of qualified translators and proofreaders/editors on staff (or subcontracted)  **LOT 1 (AR,EN,FR):**   |  |  |  | | --- | --- | --- | | **Translation Service** | **Number of Staff** | **Number of individuals subcontracted Staff** | | Arabic – English – Arabic |  |  | | French – English – French |  |  | | Arabic – French – Arabic |  |  |  |  |  |  | | --- | --- | --- | | **Proofreading/Editing Service** | **Number of Staff** | **Number of individuals subcontracted Staff** | | Arabic – English – Arabic |  |  | | French – English – French |  |  | | Arabic – French – Arabic |  |  |   ***The persons providing translation services and the ones providing proofreading/editing services may overlap, but the persons listed under each service must be experienced and qualified to provide the services in question.***  **LOT 2 (KUR,EN,AR):**   |  |  |  | | --- | --- | --- | | **Translation Service** | **Number of Staff** | **Number of individuals subcontracted Staff** | | Kurdish – English – Kurdish |  |  | | Kurdish – Arabic – Kurdish |  |  |  |  |  |  | | --- | --- | --- | | **Proofreading/Editing Service** | **Number of Staff** | **Number of individuals subcontracted Staff** | | Kurdish – English – Kurdish |  |  | | Kurdish – Arabic – Kurdish |  |  |   ***The persons providing translation services and the ones providing proofreading/editing services may overlap, but the persons listed under each service must be experienced and qualified to provide the services in question.***  **LOT 3 (TUR,EN,AR):**   |  |  |  | | --- | --- | --- | | **Translation Service** | **Number of Staff** | **Number of individuals subcontracted Staff** | | Turkish – English – Turkish |  |  | | Turkish – Arabic – Turkish |  |  |  |  |  |  | | --- | --- | --- | | **Proofreading/Editing Service** | **Number of Staff** | **Number of individuals subcontracted Staff** | | Turkish – English – Turkish |  |  | | Turkish – Arabic – Turkish |  |  |   ***The persons providing translation services and the ones providing proofreading/editing services may overlap, but the persons listed under each service must be experienced and qualified to provide the services in question.*** | |
| **B. Account Management**  1. Please briefly describe the structure of the your company’s account management team and the back-up solution in place for the services proposed to UNHCR to avoid any gap in service provision. *CV of the proposed dedicated focal point should be attached separately, please indicate here also the file name (CV should showcase experience with inter-government organizations, non-governmental organizations, consulates, ministries, embassies, or similar where applicable)*  2. Please describe your response and reporting approach (incl. time to assign projects)  3. Please describe your mechanism to learn from changes/edits and store the appropriate language/terminology | |

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| **C. Personnel Qualifications and Quality of Proposed Service**  **LOT 1 (AR,EN,FR):**  1. Please list the key translators, proofreaders/editors proposed to be assigned to UNHCR’s account. *Minimum three (3) CV max. 2 pages have to be separately attached*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Name of proposed**  **translators** | **CV Submitted** | **Proficient Languages** | **Qualified to provide Legal Translations (attach proof)** | **Certified to provide official translations (attach proof)** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |   2. Please confirm here if you have attached the required translation of the sample text (Annex B)   |  |  |  | | --- | --- | --- | | **Document** | **Submitted** | **Indicate file name** | | Translation of Sample Test English to Arabic |  |  |   3. Please confirm here if you have attached the required previous example of a legal translation   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Document** | **Submitted** | **State the language pair of the example provided** | **Indication nature of entity the translation was made for** | **Indicate number of pages and file name** | | Example of a legal translation (translations and source text) |  |  |  |  |   **LOT 2 (KUR,EN,AR):**  1. Please list the key translators, proofreaders/editors proposed to be assigned to UNHCR’s account. *Minimum two (2) CV max. 2 pages have to be separately attached*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Name of proposed**  **translators** | **CV Submitted** | **Proficient Languages** | **Qualified to provide Legal Translations (attach proof)** | **Certified to provide official translations (attach proof)** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |   2. Please confirm here if you have attached the required translation of the sample text (Annex B)   |  |  |  | | --- | --- | --- | | **Document** | **Submitted** | **Indicate file name** | | Translation of Sample Test English to Kurdish |  |  |   3. Please confirm here if you have attached the required previous example of a legal translation   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Document** | **Submitted** | **State the language pair of the example provided** | **Indication nature of entity the translation was made for** | **Indicate number of pages and file name** | | Example of a legal translation (translations and source text) |  |  |  |  |   **LOT 3 (TUR,EN,AR):**  1. Please list the key translators, proofreaders/editors proposed to be assigned to UNHCR’s account. *Minimum two (2) CV max. 2 pages have to be separately attached*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Name of proposed**  **translators** | **CV Submitted** | **Proficient Languages** | **Qualified to provide Legal Translations (attach proof)** | **Certified to provide official translations (attach proof)** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |   2. Please confirm here if you have attached the required translation of the sample text (Annex B)   |  |  |  | | --- | --- | --- | | **Document** | **Submitted** | **Indicate file name** | | Translation of Sample Test English to Turkish |  |  |   3. Please confirm here if you have attached the required previous example of a legal translation   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Document** | **Submitted** | **State the language pair of the example provided** | **Indication nature of entity the translation was made for** | **Indicate number of pages and file name** | | Example of a legal translation (translations and source text) |  |  |  |  | |

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| **COMPANY NAME:** |  |

**ACKNOWLEDGEMENTS:**

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| **I herewith confirm to have read and to acknowledge the UNHCR General Conditions for Provision of Goods and Services (Annex F&F1):**    **­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp:**  *Authorized Signature* |
| **I herewith confirm to have read and to acknowledge the Special Data Protection Conditions (Annex G):**    **­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp:**  *Authorized Signature* |
| **I herewith confirm to have read and to acknowledge the UN Supplier Code of Conduct (Annex H):**    **­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp:**  *Authorized Signature* |
| **I herewith confirm that our company is not on the Consolidated United Nations Security Council Sanctions List**  *(available at:* [*https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list#entities*](https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list#entities)*)*    **­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp:**  *Authorized Signature* |