



UNHCR

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

CORRIGENDIUM No.1

REQUEST FOR PROPOSAL: No. RFP/UNHCR/RB/MENA/2022/01

**FOR THE ESTABLISHMENT
OF A FRAMEWORK SERVICE AGREEMENT FOR THE PROVISION OF**

**TRANSLATION AND PROOFREADING/EDITING SERVICES FOR UNHCR MENA
OPERATIONS**

NEW CLOSING DATE AND TIME: 18 September 2022 – 23:59 hrs Jordan Time

The original Request for Proposal No. RFP/UNHCR/RB/MENA/2022/01 for the provision of translation and proofreading/editing services dated 04 June 2022, shall be herewith amended and/or revised as follows:

1. Revision of answer 10 in the published Q&A document:

Question Number	Question	Answer
10	The financial offer or TORs do not take into consideration the time granted for performing the translation, i.e: deadlines. There are times when translators are asked to deliver a large document in a very short time and tight deadline, i.e: urgent or rushed translation, and there are times when deadline is easy and adequate. We work with UN agencies, and we have an LTA that take into consideration different fees for urgent and for easy deadlines. So it will be appreciated to clarify. (urgent deadline is 48000 characters or 8000 words in 3 days, easy deadline is doing 48000 characters or 8000 words in 7 days).	We have amended the financial offer form (attached) to allow for a quotation of a % increase of the offered rate for urgent cases. Given the performance measures stated in the ToR: - for translations for an Urgent Request it is expected that the project is assigned to the relevant translator max. 6 working hours after receiving the request and project turnaround for e.g. 67,500 characters in 3 working days, instead of regular deadline being project assigned to translator in max. 24 hours after receiving the request and then project turnaround for e.g. 67,500 characters in 5 working days. - for editing/proofreading for an Urgent Request it is expected that the project is assigned to the relevant editor max. 6 working hours after receiving the request and project turnaround for e.g. 138,750 characters in 3 working days, instead of regular deadline being project assigned to editor in max. 24 hours after receiving the request and then project turnaround for e.g. 138,750 characters in 5 working days.

2. Revision of Annex D (financial offer form) in light of the above clarification:

Document title (attached): **Corregendum No.1_Annex D_RFP-UNHCR-RB-MENA-2022-01_Financial offer Form_TranslationEdits**

3. Cover Letter Section 2.6 SUBMISSION OF BID:

Submission Deadline: Sunday 18 September 2022, hrs 23:59 Jordan time.

All other terms and conditions remain unchanged.

Nora Bauriedl
Regional Supply Officer
UNHCR Regional Bureau MENA