



UNITED NATIONS
UNIVERSITY

REQUEST FOR QUOTATION

RFQ-001/2011

**Request for Quotation (RFQ) - Procurement of Services for Translation (English to Japanese) of the
UNU Annual Reports for 2010-2012**

1. The United Nations University (UNU) requests your price quotation for the goods and services specified in this Request for Quotation (RFQ). The Specifications Requirements are as per Annex A attached.
2. We would appreciate receiving your quotation on or before 18 February, 2010 by email to bids@unu.edu by close of business. Fax submissions are not acceptable for this RFQ. Your quotation must be valid for at least 30 days. Your quotation will be reviewed by the UNU in accordance with its financial duties and regulations as well as the considerations contained herein.
3. Financial rules and regulations of the UNU preclude advance payments or payments by letter of credit. Such provisions in a quotation will be prejudicial to its evaluation by the UNU. The normal payment terms of the United Nations is net 30 days (or similar discounted payment terms if offered by your company) upon satisfactory delivery of merchandise and acceptance thereof by United Nations. Please clearly specify in your quotation if our payment term is acceptable.

A handwritten signature in blue ink, appearing to read 'Angela', is located above the printed name and title.

Angela Lee
Procurement & Administrative Officer
United Nations University

ANNEX A

Request for Quotation (RFQ) - Procurement of Services for Translation (English to Japanese) of the UNU Annual Reports

Background

Each year, the United Nations University (UNU) Office of Communications publishes an annual report in both English and Japanese. This report is drafted in English and must be translated into Japanese. The UNU seeks to engage the services of a professional translation firm or an experienced individual (hereafter “vendor”) to perform this translation task for the *2010 UNU Annual Report* and, at the UNU's discretion, annually for the following two (2) years' UNU Annual Reports (2011-2012) provided that the translation requirements are significantly the same each year.

Work to be performed

The vendor shall provide the UNU with a high-quality, reader-friendly translation of the original English source material within the prescribed timeframe. The output shall require minimal revision or proofing, and shall be delivered as a formatted MS Word document file. During the translation process, the vendor will be expected to utilize a terminology glossary provided by the UNU and to liaise with the UNU Media Centre regarding clarification of such matters as target audience, required style, etc.

Functional requirements

The vendor – or in the case of a firm, the vendor's assigned employee(s) – must possess:

- Fluency in Japanese and excellent knowledge of English
- Experience in performing similar kinds of translation work
- Proficiency in methods and techniques of English-to-Japanese translation
- Good written style and appropriate drafting and analytical skills
- Strong knowledge of relevant subject matter
- Sensitivity to the cultural context and the target audience of the product
- Adaptability, flexibility, and ability to work under pressure and meet assigned deadlines

Items to be submitted by the vendor

The vendor shall submit:

- A brief (one or two paragraph) English-language introduction of firm (or individual) – please provide customer references and translator certifications (if any).
- A price quotation for the contracted services (in the format prescribed below under Annex A-1)
- Two brief English-to-Japanese translation samples (text to be supplied by the UNU)
- Samples of past work or other relevant materials (such submission is encouraged but not required).

Terms and conditions

- Contracted services: English-to-Japanese translation of the *2010 UNU Annual Report*, and for the next 2 years' annual reports provided that the translation requirements are significantly the same.
- Work will start in early March (starting date tentative) each year and must be completed within three weeks of receipt.
- The volume of the source material is expected to be between 15,000–20,000 words (i.e., for quotation purposes, 60 to 80 English pages; 1 page = 250 words).
- Final payment will be based on actual number of pages translated.

The quotation

- The quotation should be for a one-time payment each year, without any additional charges or fees.
- The quotation should be in the form of a “per-page of source material” charge (i.e. Translation fee: XX yen/source page), based on 1 page = 250 English words.
- The quotation and supporting materials (including translation samples) must be submitted to the UNU by 18 February 2011.

Please note:

- The UNU may, at its discretion, ask any bidder for clarification about its qualifications and experience and/or request additional translation samples.
- The UNU reserves the right to reject any bid, or to annul the solicitation process, at any time without thereby incurring any liability or any obligation to inform the bidder(s) of the grounds for said action.
- The UNU will make its selection based on an internal set of quantitative and qualitative criteria, and will weigh perceived translation quality and other relevant considerations against the quoted price (i.e., there is no commitment to select the vendor offering the lowest price).
- For clarification of any item in this RFQ, potential bidders may contact the Procurement Officer at lee@unu.edu

ANNEX A-1

QUOTATION

	Description	2010 Annual Report	2011 Annual Report	2012 Annual Report
		Price per page (JPY)	Price per page (JPY)	Price per page (JPY)
1.	Cost for translation services (English to Japanese) for the UNU Annual Reports (based on price per page).			

Notes:

1. By affixing the signature and company stamp below, the Bidder agrees to provide translation services for UNU Annual Reports at the prices indicated above, for up to the next 3 years, provided that the translation requirements are the same each year.
2. The total translation cost for this project will be calculated based on the price per page multiplied by the number of pages eventually submitted (based on 1 page = 250 English words).
3. Please attach supporting documents to this Quotation for submission to the UN University
4. Vendor's offer must be fully compliant with the specifications requirements under the RFQ.
5. This Quotation should contain an overall quotation in a single currency, i.e. in Japanese Yen (JPY) only.
6. This Quotation should be an all inclusive one-time payment per annum, i.e. all other miscellaneous charges should be factored into the price quotation without any additional charges or fees.

.....
Vendor Name

.....
Name of Authorized Official (*for submissions by Companies only*)

.....
Signature

.....
Date