

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 25- July-2011
	REFERENCE: Review and Editing HBS book

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before close of business on 07 August 2011.

Item	Generic Description [incl. Technical specifications, quality & safety standards, special features required]	Quantity
1	<ol style="list-style-type: none"> 1. HBS book for review and editing Dari Version (196 Pages) 2. HBS book for review and editing Pashto Version (196 pages) <ul style="list-style-type: none"> - Original Document: English version. - Cost shall be provided per page - Payment method: Bank transfer, after satisfactory completion of the task - Company License and References are essential - Please provide quotation in a sealed envelope to UN Women Office 	Cost per page

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP
	PLACE __ UN WOMEN OFFICE, UNDP COMPOUND, OPP. TURKISH EMBASSY
Payment Terms	PAYMENT IN BANK TRANSFER, AFTER COMPLETION OF THE WORK
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> 60 DAYS
Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted. <input checked="" type="checkbox"/> Partial bids not permitted
Mode of Transport	AIR
	SURFACE
General Terms and Conditions	SEA OTHERS
	Copy enclosed (see Appendix A)

CONTACT ADDRESS: Shah M'hmoood Ghazzi watt, Opp Turkish Embassy, UNDP Compound,
UN WOMEN office
E-mail: registry.unwomen.af@unwomen.org

Terms of Reference

Operations Unit, UN WOMEN Afghanistan

Tasks:

The contractor will undertake the following specific tasks related to Review and Editing:

- 1) Translation and proofreading of UN WOMEN internal documents such as: messages from the Associate Administrator and other members of UN WOMEN's staff member (consisting of related Programme staff members) UN WOMEN rules, regulations and guidelines, any other internal texts as required. The translated and Edited text has to be delivered in MS Word as required.
- 2) Review, Editing and proofreading of UN WOMEN external documents such as: materials for the publications. These texts could be for print publications. The translated text has to be delivered in MS Word.
- 3) All text, including text contained in figures, boxes, tables, photo captions, sources and covers requires Review, Editing and proofreading. Proofreading and editing will be done primarily using Adobe Acrobat 6. Proofreading and editing of MS Word documents will make use of track changes.
- 4) The Editor is expected to perform terminology research (i.e. on UN/UN WOMEN/UN Term websites and others) to ensure the accuracy and appropriateness of the Edit. The translator is also responsible for ensuring quality and accuracy of the entire document before submitting it back to UN WOMEN through the Translation Manager.

Qualifications:

- 1) Outstanding translation and editing skills in Dari and English.
- 2) Ability to work under pressure and meet strict deadlines
- 3) Ability to produce a high volume of quality content
- 4) Experience with the UN system in general and UN WOMEN in particular required.
- 5) Demonstrated willingness to work as part of a team in a multicultural environment

Duration of agreement:

The timeframe of the contract will be two months. UN WOMEN reserves the right to rescind this agreement due to unsatisfactory performance of the contractor.