

**REQUEST FOR QUOTATION (RFQ)**

NAME & ADDRESS OF FIRM:	DATE: 17- March-2011
	REFERENCE: <b>Translation of EAW Law Manual</b>

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before close of business on 31 March 2011.

Item	Generic Description [incl. Technical specifications, quality & safety standards, special features required]	Quantity
1	<b>Translation of EAW Law Manual</b> (From Dari in to English)  Cost shall be provided per word Payment method: Bank transfer, after satisfactory completion of the task License and References of company is essential	Law Manual Book contains of 405 pages

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 CHECK, 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)	

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 UN WOMEN office  
 E-mail: [registry.unwomen.af@unwomen.org](mailto:registry.unwomen.af@unwomen.org)

## Terms of Reference

### Operations Unit

Translations of internal and external documents for UN WOMEN

### Tasks:

The contractor will undertake the following specific tasks related to translation and proofreading:

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 text has to be delivered in MS Word as required.

2) Translation 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 translations 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 translator is expected to perform terminology research (i.e. on UN/UN WOMEN/UNTerm websites and others) to ensure the accuracy and appropriateness of all translations. 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.