Title of the EOI: Provision of Chinese Translation Services

Date of this EOI: 9 August 2018  Closing Date for Receipt of EOI at PD: 28 August 2018

EOI Number: EOICS1015400

Address EOI response by fax or e-mail to the Attention of: Claudia Salazar

Fax Number: 212-963-3503

E-mail Address: claudia.salazar@un.org

UNSPSC Code: 82111804

DESCRIPTION OF REQUIREMENTS

The United Nations is seeking expression of interest from potential vendors to participate in a Request for Proposal at a later stage for the provision of high-quality translation services into Chinese from English, French and Spanish. Given the sensitivities of the documents of the United Nations due to the Organization’s intergovernmental nature, the quality of translations must be ensured by thorough revision of all jobs prior to delivery. The duration of the contract would be for a period of five (5) years.

Interested vendors must possess the necessary technical expertise and capacity to provide the services. Vendors expressing interest must be registered with UNGM so that they can participate in the Request for Proposal at a later stage.

The United Nations may award the contract to two or more vendors.

SERVICES REQUIRED:

Type of documents: The documents submitted for translation will cover a wide range of subjects, including texts of a general, economic, social, legal, scientific and technical nature, and will be in different formats and of varying lengths.

Source languages: The source languages will be English, French and Spanish. The vendors who express interest to participate in this solicitation will be requested at a later stage to submit the following supporting documentation (THESE ARE NOT REQUIRED NOW):

1. A list of source languages from which they can provide translation services into Chinese.
2. A list of texts of previously done preferably in the fields of legal, economic/financial, political,
Volume of translation: The United Nations annual requirements for contractual translation services into
Chinese and related typing services are estimated at 5,000,000 words. Vendors will be requested at a later
stage to provide an evidence of ability to fulfil these requirements including at least 3 years of historical
data/evidence of ability to deliver the indicated word count.

Accuracy: The vendor shall guarantee the accuracy of translated documents, i.e. faithfulness to the
original text and correct use of grammar and terminology. Established United Nations terminology must be
consistently and strictly adhered to through use of U.N.databases, including terminology databases (e.g.
(http://www.un.org/en/documents/ods/) and such other sources as may be provided by the United Nations.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

It is highly desirable for vendors expressing interest to have the translation/revision experience with
international/regional organizations, governmental/institutional organizations and/or multinational
corporations. At a later stage, vendors expressing interest shall be required to provide a list of
international/regional/governmental/institutional organizations to which they have provided translation
services, including details of the volume and types of documents translated into Chinese.

The United Nations reserves the right to request and review the full resumes and/or references of any
translator/reviser assigned to a job.

Details of the technical evaluation criteria and other particular requirements will be provided under the
Request for Proposal at a later stage.

NOTE

Information on tendering for the UN Procurement System is available free of charge at the following
address: https://www.ungm.org/Public/Notice

Only the United Nations Global Marketplace (UNGM) has been authorised to collect a nominal fee from
vendors that wish to receive automatically Procurement Notices or Requests for Expression Of Interest.
Vendors interested in this Tender Alert Service are invited to subscribe on http://www.ungm.org

Vendors interested in participating in the planned solicitation process should complete/submit the
Vendor Response Form of this EOI either electronically (through the link available on the next page) or
send it via fax or e-mail to United Nations Procurement Division (UNPD) before the closing date set
forth above.
TO: Claudia Salazar

EOI Number: EOICS1015400

Email: claudia.salazar@un.org

FAX: 212-963-3503

FROM:

SUBJECT: Provision of Chinese Translation Services

NOTICE

- Companies can only participate in solicitations of the UN Secretariat after completing their registration (free of charge) at the United Nations Global Marketplace (www.ungm.org).

- As you express interest in the planned solicitation by submitting this response form, please verify that your company is registered under its full legal name on the United Nations Global Marketplace (www.ungm.org) and that your application has been submitted to the UN Secretariat.

- We strongly recommend all companies to register at least at Level 1 under the United Nations Secretariat prior to participating in any solicitations.

PLEASE NOTE: You can express your interest to this REOI by filling out this form manually or electronically (recommended) at: https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOICS1015400

To be completed by the Vendor (All fields marked with an ‘*’ are mandatory)

COMPANY INFORMATION

UNGM Vendor ID Number*:

Legal Company Name (Not trade name or DBA name) *:

Company Contact *:

Address *:

City *:

State:

Country *:

Telephone Number *:

Fax Number *:

Email Address *:

Company Website:

We declare that our company fully meets the prerequisites A, B, C, D, E and F, for eligibility to register with the United Nations as outlined in the paragraph 1 of the EOI INSTRUCTIONS page.

Signature : ________________ Date: ________________

Name and Title : ____________________
1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered at the UN Global Marketplace (www.ungm.org) with the UN Secretariat in order to be eligible to participate in any solicitation. Information on the registration process can be found at https://www.un.org/Depts/ptd/vendors.

Prerequisites for Eligibility

In order to be eligible for UN registration, you must declare that:

A. Your company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:
   II. the IIC Oil for Food List website or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.

B. Your company (as well as any parent, subsidiary or affiliate companies) is not currently removed or suspended by the United Nations or any other UN organisation (including the World Bank);

C. Your company (as well as any parent, subsidiary of affiliate companies) is not under formal investigation, nor have been sanctioned within the preceding three (3) years, by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice;

D. Your company has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against your company's operations in the foreseeable future;

E. Your company does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15.

F. Your company undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN.

For Registered Vendors: Vendors already registered at the UN Global Marketplace with the UN Secretariat must ensure that the information and documentation (e.g. financial statements, address, contact name, etc.) provided in connection with their registration are up to date in UNGM. Please verify and ensure that your company is registered under its full legal name.

For Vendors Interested in Registration: Vendors not yet registered should apply for registration on the United Nations Global Marketplace (http://www.ungm.org); information on the registration process can be found at https://www.un.org/Depts/ptd/vendors. Vendors must complete the registration process prior to the closing date of the REOI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the REOI are not considered eligible to participate in solicitations of the UN Secretariat. We strongly recommend all companies to register at least at Level 1 under the UN Secretariat prior to participating in any solicitations.

IMPORTANT NOTICE: Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

2) EOI Process

Vendors interested in participating in the planned solicitation process should forward their expression of interest (EOI) to the United Nations Procurement Division (UNPD) by the closing date set forth in this EOI. Due to the high volume of communications, UNPD is not in a position to issue confirmation of receipt of EOIs.

Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents.

This EOI is issued subject to the conditions contained in the EOI introductory page available at https://www.un.org/Depts/ptd/eoi.