



## United Nations Procurement Division

**REQUEST FOR EXPRESSION OF INTEREST (EOI)**

This notice is placed by UNPD. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of United Nations Procurement Division. You are therefore requested to direct all queries regarding this EOI to United Nations Procurement Division using the fax number or e-mail address provided below.

**Title of the EOI:**

Provision of Spanish Translation Services

**Date of this EOI:** 2 January 2024**Closing Date for Receipt of EOI:** 2 February 2024**EOI Number:** EOIUNPD22228**Beneficiary Country/Territory:** Global**Commodity/Service category:** Conference & Office Support Services**Address EOI response by fax or e-mail to the Attention of:** Mr Youssef Bouselham, Ms Szilvia Brezvai**Fax Number:****E-mail Address:** [youssef.bouselham@un.org](mailto:youssef.bouselham@un.org); [szilvia.brezvai@un.org](mailto:szilvia.brezvai@un.org)**UNSPSC Code:**

82111804 - Written translation services



## DESCRIPTION OF REQUIREMENTS

By way of this Request for Expression of Interest (REOI), the United Nations Procurement Division is seeking potential vendors to provide high-quality translation services into Spanish from Arabic, English, French and Russian. Given the sensitivity of the documents of the United Nations due to the Organization's intergovernmental nature, the quality of translations must be ensured prior to delivery. The duration of the contract would be for a period of 2 years plus 3 additional options to extend for 1 year each at the sole discretion of the United Nations.

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

The United Nations reserves the right to split the award between 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/political/social, economic/financial, legal or scientific/technical nature, and will be in different formats and of varying lengths.

**Source languages:** The source languages will be Arabic, English, French and/or Russian.

**Volume of translation:** The United Nations annual requirements for contractual translation services into Spanish 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. The number of words provided is based on estimations only; there is no minimum quantity guaranteed by the United Nations.

**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 UNTERM, the official United Nations terminology database ([unterm.un.org/](http://unterm.un.org/)). Reference documents can be obtained through the United Nations Official Document System (ODS) ([ods.un.org](http://ods.un.org)). Where no references are provided by the United Nations, the vendor shall undertake its own research.

The vendors who express interest to participate in this solicitation will be requested at a later stage to submit supporting documentation such as (THESE ARE NOT REQUIRED NOW):

1. A list of source languages from which they can provide translation services into Spanish.
2. A list of texts previously translated, preferably in the general/political/social, legal, economic/financial and technical/scientific fields, indicating title and word count for each document.
3. References from the three largest clients they provided translation services to in order to prove their capacity and expertise to provide satisfactory translation for all types listed above.
4. A minimum of twenty (20) CVs maintaining the ratio of 3:1 translators to revisers and proving the possession of the required expertise, experience and knowledge.

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



### SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

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

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

### 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 submit the Vendor Response Form of this EOI electronically (through the link available on the next page) before the closing date set forth above.***



# VENDOR RESPONSE

## 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](http://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](http://www.ungm.org)) and that your application has been submitted to the **UN Secretariat**.
- While companies can participate in solicitations after completion of registration at Basic Level, we strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.
- Companies are reminded of the restrictions of employment of former UN personnel that were involved in the procurement process during their last three years of service as per [ST/SGB/2006/15](#), including (a) employing those personnel for one year after separation of service and (b) allowing those personnel to communicate with, or appear before, active UN personnel for matters related to the procurement process for two years after separation of service. Violation of the provisions of ST/SGB/2006/15 may lead to suspension of the registration of the company as a UN vendor.

**PLEASE NOTE: You should express your interest to this EOI electronically at:**

<https://www.ungm.org/Public/Notice/223517>

**In case you have difficulties submitting your interest electronically, please contact [youssef.bousselham@un.org](mailto:youssef.bousselham@un.org); [szilvia.brezvai@un.org](mailto:szilvia.brezvai@un.org) directly for instructions.**



## EOI INSTRUCTIONS

### 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](http://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:
  - I. the Compendium of United Nations Security Council Sanctions Lists (<https://www.un.org/securitycouncil/content/un-sc-consolidated-list>), or
  - 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 or 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 that could impair 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 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>.

