

Questions Clarification

LRPS-2023-9184076 Provision of Translation services provided under Long Term Agreements (LTAs)

1.

Question:

Is it possible for you to accept a proposal in other currency than MDL, for example USD or EUR?
In case of award, could the services be paid in USD or EUR?

Answer:

As per our Request for Proposal (RFP), the currency of the proposal should be in MDL (Moldovan lei).

2.

Question:

Are translators and interpreters obliged to sign a letter of intent for this tender?

Answer:

It is necessary to provide CV of the personnel assigned for the contract implementation, no need for signed letter of intent.

3.

Question:

Regarding interpreting events, if the event is offline could you specify the rental equipment you will be needing in order to calculate costs accurately?

Answer:

Please provide the price for your basic equipment set you usually provide for the off-line events and specify what does your basic equipment set include.

4.

Question:

Please provide more information on how hybrid events will take place.

Answer:

The hybrid events are usually off-line with some participants present through zoom. The translators can be present at the event off-line or on-line.

5.

Question:

Where would be the location of the on-site events: Europe, Moldova, different locations or always same venue?

Answer:

The on-site events are located in Moldova and mainly in Chisinau.

6.

Question:

If awarded, could we add afterwards new linguists to the team, under your consent perhaps?

Answer:

Yes, it is possible.

7.

Question:

Will the Pre-bid conference which is scheduled on 2nd August 2023 be through virtual mode so that we can participate in the conference remotely?

Answer:

The Pre-bid conference will be held in F2F format and the QA file will be published on the ungm.org, undp.md and civic.md websites.

8.

Question:

Please confirm if we can submit our proposal either by physical mode or email submission, or both are mandatory?

Answer:

You can submit your proposal either by e-mail or using hardcopy submission, following the 1.2 Instructions for proposal submission from the RFP.

9.

Question:

Is it possible to submit a proposal for only partial services under this contract? For example, for written translations and online interpretations, or should we be able to provide all services?

Answer:

We would like to have LTA holders providing all the services requested in the RFP. However, if for some reasons, your company cannot offer all the services requested, please include only those you can provide.

Questions received and answers offered during the 02.08.2023 pre-bid conference

10.

Question:

If the translation services were for 2 hours outside Chisinau city, but the translator spent 3 hours total for reaching out to the site and back how the services will be charged?

Answer:

As per Annex C the translation services will be charged according to the Price per Day*** column, as in total the translator spent 5 hours to deliver the services.

Price per Day*** is applied when the translation services are provided for 5-8 hours.

11.

Question:

If the Translation equipment is need for an outside of Chisinau event how the transportation services will be charged?

Answer:

Translation equipment rental fee includes: **delivery**, assistance and equipment monitoring, mounting and dismounting, operation of the equipment during the events. Translation Equipment rental is charged per day. For outside of Chisinau events, if the total time for service delivery was exceeding 8 hours, line **1.6 Extra hours fee** can be applied, but each case will be discussed and agreed with UNICEF.

12.

Question:

Can we provide separate lines for Translation services and/or Rental Equipment which are not listed in Annex C?

Answer:

Your Financial proposal should follow the Price offer template, Annex C. Any additional relevant services offered can be included as well, as new lines, to be considered during evaluation.

13.

Question:

Can we include in our offer the cancelation of services fee?

Answer:

Cancellation fees cannot be charged under the LTAs to be signed with UNICEF.