



REQUEST FOR QUOTATION

TRANSLATION SERVICES (Spanish)

Child Resilience and Protection Project, Sint Maarten

Dear Sir/Madam ...,

On behalf of UNICEF the Netherlands, I kindly request your company to prepare a quotation for the provision of translation services (English into Spanish)) as described in Annex 1.

UNICEF the Netherlands is executing several activities until 2024, under the Child Resilience and Protection Project, including information and awareness campaigns for families, including non-English speaking families on Sint Maarten. We seek to establish a long-term agreement for translation services with a company or individual translator(s) on Sint Maarten to deliver these translation services.

By submitting a quotation, your company declares to accept the attached general purchasing conditions of UNICEF the Netherlands (Attachment 2) and the purchasing principles of UNICEF the Netherlands (Attachment 3).

If your company is interested in establishing an agreement with us, please provide quotations in accordance with the requirements stipulated in the attachments no later than 24th February 2023. You can send this by e-mail to procurement@unicef.nl.

Yours sincerely,
Freddy Austli

Attachment 1: Description of the requested services ***Child Resilience and Protection Project Sint Maarten***

A. Background UNICEF the Netherlands

UNICEF defends the rights and well-being of every child. Every child must be able to grow up healthily, with attention and care in a safe environment without danger and exploitation. Together with our partners, we work in 190 countries to turn that commitment into practical action. With special attention to reaching the most vulnerable and excluded children.

B. Child Resilience and Protection Project

On September 6, 2017, a Category 5 Hurricane made landfall on Sint Maarten, causing significant destruction throughout the country. To support rapid and sustainable recovery, the Government of The Netherlands has established a Single Donor Trust Fund (SDTF) managed by the World Bank for up to EUR 470 million. The SDTF, governed by a Steering Committee (SC), allocates financing to selected activities in support of recovery, reconstruction, and resilience under the framework of the National Recovery and Resilience Plan.

On July 14-15, 2019, the SC instructed the World Bank to develop this Project and allocated an amount of USD 5 million to UNICEF the Netherlands. The SC also requested that UNICEF the Netherlands be both the grantee and implementing agency of the Project.

The objectives of the USD 5 million Child Resilience and Protection Project (CRPP or ‘Project’) are (1) Nurturing children and adolescents’ well-being by (a) enhancing the system’s capacity to manage students, parents and school staff psychosocial needs and strengthening their resilience; (2) Strengthening Child Protection systems; (3) Strengthening schools and the St. Maarten Ministry of Education, Culture, Youth and Sport (MECYS)’ resilience to disasters; and (4) Project Implementation Support.

B. The Assignment

UNICEF the Netherlands seeks to purchase translation services on Sint Maarten, for non-English speaking families with children living on Sint Maarten.

Product	Description	Quantities / price
Package 1.		
Translation English to Spanish (as spoken on Sint Maarten)		
Translation of information brochure of 600-700 words	UNICEF the Netherlands will deliver the text in English. Nature of the text: information about government	

	and non-governmental services in the social domain, information campaigns (positive parenting, services for youth, child protection, hurricane preparedness)	
Translation of key campaign messages (estimated 200-400 words)	Same as above	
Translation of text for poster (estimated 100-200 words)	Same as above	

C. Request for quotation(s)

In your quotation, please:

- Include insight into the costs based on word volume or hourly rate, with volume discount as applicable
- Provide insight into the delivery time
- Any other insights or details into pricing are appreciated, including special rates for a not-for-profit organisation.
- The amount offered is an all-in amount, including TOT, VAT and other applicable taxes as well as overhead costs.
- Add the curriculum vitae (CV) of the translator.

D. Requirements for the execution of the assignment

The products must comply with the purchasing principles that UNICEF the Netherlands applies (Attachment 3). By submitting a quotation, you declare that you comply with these principles in the performance of this contract. You also declare that the delivery time you specified is guaranteed.

E. Procurement decision

UNICEF the Netherlands bases the procurement decision on a combination of the price offered, and delivery time of the services offered.

The company that best meets the above criteria will be asked for its track record and reference persons to verify client satisfaction of previous assignments.

Communication about the procurement decision will be sent to all parties that have submitted a quotation.

F. Your quotation

The quotation contains at least the following elements:

- Agreement with the requirements in this request for quotation in the table above.
- The way in which your organization contributes to adhering to the purchasing principles of UNICEF the Netherlands (Attachment 3).
- Business registration number.

Other requirements for your quotation:

- Submit in PDF format
- A period of validity of at least 30 (thirty) days from the day on which the offer was received by UNICEF the Netherlands.
- If no complete agreement has been reached on the conditions and no written agreement has been concluded, there is no question of any obligation on the part of UNICEF the Netherlands. In that case there is also no obligation to compensate for any damage or costs.
- There are no costs associated with issuing an offer, regardless of whether the offer will lead to the conclusion of an agreement.
- The amount offered is an all-in amount, including TOT, VAT and other applicable taxes as well as overhead and travel costs (if any).