

Financial Proposal Form

Annex 2 – total 4 pages

IRENA - RFQ/2018-003 LTA- Long-term Agreement (LTA) for IRENA Translation & Multi Lingual InDesign layout and Replication Services.

The Proposer is required to prepare the **Financial Proposal and submit in a separate** envelope from the rest of the RFQ (Technical response) as instructed.

The Proposers are requested to provide the overall cost breakdown for all deliverables based on the following format. IRENA shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

The format shown below is suggested for use as a guide in preparing the Financial Proposal. Please quote in US\$, based on word count – per 1000 words in the source document (business technical rate).

A -1 Translation Charges

Language. Translate text from English to	Standard Delivery Rate - based on the assumption of a 35-hour work week and defined by the turnaround time as indicated below					
	Rate / 1000 words (in USD) + two rounds of review and correction per language.					
Source document	Indicative Turnaround *	Arabic	Chinese (Mandarin)	French	Russian	Spanish
➤ 20 pages or less	5 Days					
➤ 21 - 40 pages	10 Days					
➤ 41 – 80 pages	12.5 Days					
➤ 81 -120 pages	15 Days					
➤ 121 + pages	20 Days					

Please quote separately for **Multi Lingual InDesign layout and Replication Services.**

A-1-1

Language. Translate text from English (source document) to	Standard Delivery Rate - based on the assumption of a 35-hour work week and defined by the turnaround time as indicated below					
	Rate / A4 page (in USD)-assuming 200-300 words of text per page and standard graphic complexity.					
Source document	Indicative Turnaround *	Arabic	Chinese (Mandarin)	French	Russian	Spanish
➤ 20 pages or less	5 Days					
➤ 21 - 40 pages	10 Days					
➤ 41 – 80 pages	12.5 Days					
➤ 81 -120 pages	15 Days					
➤ 121 + pages	20 Days					

A-2 Translation Charges

Language. Translate text from English to	Expedited Delivery Rate - based on the assumption of a 35-hour work week and defined by the turnaround time and indicated below					
	Rate / 1000 words (in USD) + two rounds of review and correction per language					
Source document	Indicative Turnaround *	Arabic	Chinese (Mandarin)	French	Russian	Spanish
➤ 20 pages or less	3 Days					
➤ 21 - 40 pages	5 Days					
➤ 41 – 80 pages	7 Days					
➤ 81 -120 pages	9 Days					
➤ 121 + pages	11 Days					

A-2-1 Please quote separately for **Multi Lingual InDesign layout and Replication Services.**

Language. Translate text from English to	Expedited Delivery Rate - based on the assumption of a 35-hour work week and defined by the turnaround time as indicated below					
	Rate / A4 page (in USD)-assuming 200-300 words of text per page and standard graphic complexity					
Source document	Indicative Turnaround *	Arabic	Chinese (Mandarin)	French	Russian	Spanish
➤ 20 pages or less	3 Days					
➤ 21 - 40 pages	5 Days					
➤ 41 – 80 pages	7 Days					
➤ 81 -120 pages	9 Days					
➤ 121 + pages	11 Days					

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B. Note: Optional Component (shall not be part of the financial evaluation), however, the bidder must provide quotations for these components as well or your offer shall not be considered to be complete and compliant within the terms of this RFQ.

B-1. Translation

Language. Translate text from English to	Standard Delivery Rate - based on an assumption of a 35-hour work week and defined by the turnaround time as indicated below			
	Rate / 1000 words (in USD) + two rounds of review and correction per language			
Source document	Indicative Turnaround *	German	Japanese	Portuguese
➤ 20 pages or less	5 Days			
➤ 21 - 40 pages	10 Days			
➤ 41 – 80 pages	12.5 Days			
➤ 81 -120 pages	15 Days			
➤ 121 + pages	20 Days			

B-1-1 Please quote separately for **Multi Lingual InDesign layout and Replication Services.**

Language. Translate text from English to	Standard Delivery Rate - based on the assumption of a 35-hour work week and defined by the turnaround time as indicated below			
	Rate / A4 page (in USD) Rate / A4 page (in USD)-assuming 200-300 words of text per page and standard graphic complexity			
source document) to	Indicative Turnaround *	German	Japanese	Portuguese
➤ 20 pages or less	5 Days			
➤ 21 - 40 pages	10 Days			
➤ 41 – 80 pages	12.5 Days			
➤ 81 -120 pages	15 Days			
➤ 121 + pages	20 Days			

B-2 Translation

Language. Translate text from English	Expedited Delivery Rate - based on an assumption of a 35-hour work week and defined by the turnaround time as indicated below			
	Rate / 1000 words (in USD) + two rounds of review and correction per language			
source document) to	Indicative Turnaround *	German	Japanese	Portuguese
➤ 20 pages or less	3 Days			
➤ 21 - 40 pages	5 Days			
➤ 41 – 80 pages	7 Days			
➤ 81 -120 pages	9 Days			
➤ 121 + pages	11 Days			

B – 2-1 Please quote separately for Multi Lingual InDesign layout and Replication Services

Language. Translate text from English to	Standard Delivery Rate - based on the assumption of a 35-hour work week and defined by the turnaround time as indicated below			
	Rate / A4 page (in USD)-assuming 200-300 words of text per page and standard graphic complexity			
source document	Indicative Turnaround *	German	Japanese	Portuguese
➤ 20 pages or less	5 Days			
➤ 21 - 40 pages	10 Days			
➤ 41 – 80 pages	12.5 Days			
➤ 81 -120 pages	15 Days			
➤ 121 + pages	20 Days			

The fees indicated above for the key staff on this engagement and the fee structure shall remain fixed / unchanged for one year. Any change in the prices in the subsequent years of the Long-Term Agreement must be approved by IRENA.

Proposer’s Name / Address:

Proposer’s Authorised Representative

Name / Designation: _____

Telephone/Fax numbers: _____

Signature: _____

Email Address: _____

Date: _____/2018
