

REQUEST FOR QUOTATION (RFQ) – Services

Long-term Agreement (LTA) for IRENA

Technical Translation Firms Specialising in Renewable Energy & Energy Sectors

Translation & Multi Lingual InDesign layout and
Replication Services.

All Shortlisted Firms	Date: 28 March 2018
	IRENA Reference: RFQ/2018-003-Translation-LTA

Dear Sir / Madam:

We kindly request you to submit your quotation for Technical Translation Services with specialized knowledge and experience in Energy / Renewable Energy Sectors and Multi Lingual InDesign layout and Replication Services. Details of which are in Annex 1 of this RFQ.

Please be guided by the form attached hereto as Annex 2, in preparing your quotation.

Quotations must be submitted (deadline) on or before **Monday, 19 April 2018; 14. 00 H, Gulf Standard Time (GST)** and via courier service, mail / postal service or delivered by hand / in person by the stated deadline. to the address below:

International Renewable Energy Agency (IRENA) Headquarters
Masdar city, P.O. Box 236
Abu Dhabi, United Arab Emirates

Contact Person:

Arjuna Kadirgamar- Procurement Officer
Email address: - AKadirgamar@IRENA.Org, or procurement@irena.org

It shall remain the responsibility of the bidder to ensure that your quotation will reach the address above, on or before the deadline as stated. Quotations that are received by IRENA after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format.

Please take note of the following additional requirements and conditions pertaining to the supply of the abovementioned good/s or services.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by IRENA. The unit price shall prevail and the total price shall be corrected. If the vendor does not accept the final price based on IRENA's re-computation and correction of errors, its quotation will be rejected.

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- a. Any contract that will be issued shall be subject to the General Terms and Conditions herein attached hereto.
- b. IRENA is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with your preparation and submission of a quotation, regardless of the conduct or outcome of the selection process.
- c. IRENA reserves the right to accept or reject any Proposal, to render any or all Proposals as non-responsive, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Proposer, or any obligation to inform the affected Proposer(s) of the grounds for IRENA's action. IRENA shall neither be obliged to award the contract to the lowest price offer.
- d. Prior to the expiration of proposal validity, the contract may be awarded to the Proposer whose proposal is determined to be in the best interests of the Agency, based upon the evaluation method indicated in the Data Sheet and with due consideration given to the general principles governing IRENA procurement activities.
- e. IRENA implements a zero tolerance on fraud and corrupt practices, and is committed to preventing, identifying and addressing all such acts and practices against IRENA, as well as third parties involved in IRENA activities.

Sincerely yours,

Luay Shalkhoub
Chief, Procurement Section
IRENA

