**ANNEX C - PRICE SCHEDULES**

TRANSLATION AND INTERPRETATION SERVICES

(ENGLISH/VIETNAMESE AND VIETNAMESE/ENGLISH)

The below table must be completed and signed when replying to this invitation to bid. Additional details can be provided separately if necessary. The bidder agrees to apply these price schedules for the LTA signed with UNICEF.

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| **Name of bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date of price offer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Validity of price offer (not less than 120 days): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | | **ITEM DESCRIPTION** | | **Unit** | | **Net Unit price (USD)** | | **Unit price (VAT included)**  **(in USD)** |
| **1. Written translation** | | | | | | | | |
| **1.1** | Document translation (1-10 pages) | | *Page of 350 words* | | *USD/page* | | *USD/page* | |
| **1.2** | Document translation (11-50 pages) | | *Page of 350 words* | | *USD/page* | | *USD/page* | |
| **1.3** | Document translation (From 51 pages and more) | | *Page of 350 words* | | *USD/page* | | *USD/page* | |
| **2. Interpretation – Consecutive (non-simultaneous) – Half day** | | | | | | | | |
| **2.1** | Middle level | | *Half day* | | *USD/half day* | | *USD/half day* | |
| **2.2** | Senior level | | *Half day* | | *USD/half day* | | *USD/half day* | |
| **3. Interpretation – Consecutive – Full day** | | | | | | | | |
| **3.1** | Middle level | | *Full day* | | *USD/full day* | | *USD/full day* | |
| **3.2** | Senior level | | *Full day* | | *USD/full day* | | *USD/full day* | |
| **4. Interpretation – Simultaneous – Half day** | | | | | | | | |
| **4.1** | Middle level | | *Half day* | | *USD/half day* | | *USD/half day* | |
| **4.2** | Senior level | | *Half day* | | *USD/half day* | | *USD/half day* | |
| **5. Interpretation – Simultaneous – Full day** | | | | | | | | |
| **5.1** | Middle level | | *Full day* | | *USD/full day* | | *USD/full day* | |
| **5.2** | Senior level | | *Full day* | | *USD/full day* | | *USD/full day* | |
| **6. Others** | | | | | | | | |
| **6.1** | Other translation  (Examples: Web text, Audio, Visual translation) | | *(based on fixed prices quoted by bidder)* | | | | | |
| **6.2** | Interpretation (Non-simultaneous)  –Hourly paid | | *Hour* | | | *USD/hour* | | *USD/hour* |
| **6.3** | Interpretation (Simultaneous)  –Hourly paid | | *Hour* | | | *USD/hour* | | *USD/hour* |
| **6.4** | Interpretation equipment (feel free to offer price per item/package) | |  | | | | | |

**REMARKS / IMPORTANT NOTICES THAT LTA CONTRACTORS MUST COMPLY**

1. The Interpretation services (Item 2,3,4,5 in the Price schedule) are paid per **full day** or **half day** irrespective of the number of people providing the services. This means unit prices for these services are not per person. Usually, cabin/simultaneous interpretation or interpretation will require 2 interpreters.
2. Half Day Rate shall apply for interpretation services of up to 5 hours; Full Day Rate will be applied for interpretation services for more than 5 hours.
3. Interpretation Service fee will be applied only for the days the actual service was rendered; Service Providers are not entitled to service fees for the travel time (i.e. commuting to the required work place / site).
4. Rate for translation services is based on a Source Word Count, 350 words / per page from original English/Vietnamese text;
5. The rates submitted in the price schedule shall be in USD currency and include all costs associated with the assignment (including, but not limited to, translation, proofreading & editing, agency and management fee etc). Payment shall be made in VND with UN exrate of the payment month.
6. Any errors and/or inconsistencies shall be corrected by the translator at no additional charge (including stylistic and/or preferential modifications);
7. Translators shall cover their own travel costs if the assignment takes place within Hanoi or Ho Chi Minh City;
8. Per diem as per EU-UN cost norms in Vietnam for travel are applied in the event that the translator is asked to travel overnight away from his/her base location (i.e. place of residence, business offices in Hanoi/Ho Chi Minh City) to cover accommodation, meals, etc.
9. In the event that the translator is asked to travel away from his/her base location, transportation arrangement from the translator’s base location may be provided at the discretion of commissioning UN agency and/or relevant partner organization. If transportation is not provided, the translator must arrange transportation and collect evidence of transportation costs (bus fare receipt etc) to be submitted together with the corresponding invoice or case by case, in compliance with UNICEF Long term agreement and contract’s special terms and conditions.

For travel expenses, the contractor is notified to follow below instructions:

-Air ticket for translator/interpreter: UNICEF programme books air ticket for translator using UNICEF’s travel agent.

-Per diem for translator/interpreter: The contractor sends Receipt of per diem (lump-sum) signed by translator for each trip for UNICEF. This per diem shall be included in the quarterly payment and charged against the annual contract.

-Accommodation for translator/interpreter: As the per diem paid by UNICEF is a lump-sum amount to cover meals and accommodation, UNICEF shall not pay accommodation for translator apart from the per diem. In case the translator needs to stay at the same venue with UNICEF delegation, translator must inform UNICEF programme for support in booking of accommodation. Translator pays accommodation directly to the hotel/accommodation venue. Difference in hotel rate and per diem proportion for accommodation shall be reimbursed in the quarterly payment.

1. References on levels of interpretation services are available from the contractors for agreement by UNICEF/UN agencies to define the payment rates based on the types/levels of services requested to be provided.
2. Quarterly statement of all services rendered to UNICEF against the LTAs for translation/interpretation services must be in USD and must not be issued until UNICEF confirms correctness of values of services rendered and informs the contractor on details of payment including invoice’s amounts in VND at UN monthly exchange rate.

**AGREED BY BIDDER:**

Signature (and stamp): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_