

From:	Wenona Arndt Procurement Services, CSS	E-mail : arndt@intracen.org Direct Tel No.: +41 22 730 0240
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Subject: **ITC Request for Quotation for on-site interpretation services at the Training on WTO Rules in Accession Negotiations, World Trade Organization, Geneva, Switzerland, 4-8 December 2023 – revision 1**

The International Trade Centre (ITC), a joint subsidiary organ of the United Nations and the World Trade Organization, hereby invites your company to submit a Quotation for Services/Goods in accordance with the attached Terms of Reference (TOR). If your company is interested in undertaking this assignment under contract with ITC, please promptly submit your quotation with special duty-free price for the United Nations to Procurement Services in Geneva, e-mail to arndt@intracen.org by **06/11/2023 09h00** Switzerland Time.

Form of Quotation:

- A) Your Quotation should include
A firm price to cover all costs associated with the services/goods specified in the attached Terms of Reference (**Annex A**). **You may bid to provide interpretation services in only Russian, only Arabic, or in both languages. Please make it clear in your offer which language(s) your quotation is for.**
- B) Payment terms:
The ITC/United Nations prefers to pay the full amount NET 30 days after the delivery of services or goods. The ITC will pay you through a bank transfer and upon presentation of invoice to be sent by email to Payments@intracen.org.
- C) Acceptance of your Quotation: Upon receipt, your quotation will be examined and you will be advised as promptly as possible as to its acceptability. **The contract may be awarded to one vendor for both languages, or ITC may award two contract to two vendors for the two different languages.** Any contract subsequently arranged would be subject to the relevant provisions of the UN's General Conditions of Contract (GCC) for the provision of goods, services or both as applicable (<https://www.un.org/Depts/ptd/about-us/conditions-contract>). Vendor should state their acceptance of UN GCC in their offer or risk the rejection of their offer by ITC.
- D) Confidentiality: The information concerning this Request for Quotation, including its Terms of Reference is confidential, privileged and must not be disclosed to others. Please do not copy or submit this Request for Quotation to others, without the prior written consent of the ITC Procurement Services (PS). Do not submit a copy of your Quotation to others, only directly and exclusively to our Procurement Services in Geneva.
- E) United Nations Global Marketplace (UNGM) registration: Any vendor must be registered in UNGM (www.ungm.org). If your company is selected and is not yet registered, please keep in mind that you must do so for us to be able to issue a purchase order.

Thank you in advance for your cooperation and prompt reply.

Wenona Arndt

Wenona Arndt
Procurement Services, CSS



Pascal Taki
Head, Procurement Services



ANNEX A

TERMS OF REFERENCE

Interpretation Service at the
Training on WTO Rules in Accession Negotiations
4-8 December 2023, at World Trade Organization (WTO)
Geneva, Switzerland

Duration	5 days
Dates	4 – 8 December 2023
Time/Schedule	09:00-12:45 14:00-17:30 Lunch Break: 12:45-14:00 Breaks: 11:00-11:15/15:45-16:00
Languages	Russian <> English Arabic <> English
Type of interpretation	<ul style="list-style-type: none"> - Simultaneous Interpretation - 2 Russian<>English interpreters required on-site - 2 Arabic<>English interpreters required on-site
Equipment provided	<ul style="list-style-type: none"> - The assignment will be recorded by the WTO for their internal use - Equipment is provided by the WTO
Mandatory Requirements	<ul style="list-style-type: none"> - Interpreters need to be present in Geneva as the event will take place at the WTO - Experience in providing interpretation for the WTO related events - Knowledge of the WTO terminology
Topic	Training on WTO Rules in Accession Negotiations
Number of participants expected	TBD