

# ► Request for Quotation<sup>1</sup> for the Procurement of Services

RFQ 04/IRQ/2024

Translation Services for Social Protection  
Project.

1 October 2024 - 31 March 2024

**Responses to be received by 13 Oct 2024, 16:00, Erbil, Iraq Time.**

## DISCLAIMER

By responding to this tender, you consent to the processing of your personal data, including any future update, by the ILO for the purpose of this tender. The ILO applies a data protection policy in conformity with international standards. Should you require further information on your personal data, please contact [pcrt@ilo.org](mailto:pcrt@ilo.org) indicating "Personal Data Protection – RFQ No. xx/20xx" in the subject.

---

<sup>1</sup> The term 'quotation' refers to any offer, bid or proposal submitted to the ILO in response to this solicitation.

Subject: Translation Services for Social Protection Project

Reference: RFQ 04/2024

Date: **22 September 2024**

Dear Sir/Madam,

The International Labour Office (ILO) is pleased to invite your company to submit a quotation for the performance of the services described in Annex I.

When preparing your quotation, please bear in mind that any and all services provided to the ILO are subject to the [Terms and Conditions Applicable to ILO Contracts](#). Please return your completed offer to the ILO together with the Certification form (Annex II) duly signed by an authorized legal representative of your company.

The conditions set out in the [Terms and Conditions Applicable to ILO Contracts](#), as well as any other conditions contained in or enclosed with this letter, will become part of any contract concluded with the successful bidder. If your offer is accepted, you will receive a formal Purchase Order.

Your Bid must be received by the ILO no later than **13 Oct 2024, 16:00, Erbil, Iraq Time**. Late bids will be rejected.

Failure to comply with the requirements of this RFQ and its Annexes may render a bid ineligible for consideration.

We look forward to receiving your Proposal.

Yours sincerely,

*Ramy KINOO*

ILO Procurement Bureau

## ► SUBMISSION OF YOUR OFFER

---

### 1. SUBMISSION METHOD

For this request, offers may be submitted by **email**. You must submit your offer strictly in compliance with the procedures described below.

### 2. REQUIRED DOCUMENTATION

In order to be eligible for consideration, submissions must include:

- Annex II, Certification to be submitted;
- Annex III, Offer Submission Form, including Appendix A (detailed breakdown).

### 3. VALIDATION AND SUBMISSION

The above documents are to be signed by the legal representative, stamped with the official seal of your company, and submitted on or before **13 Oct 2024, 16:00, Erbil, Iraq time** to the following address:

iraq-procurement@ilo.org

**OR** Fax number

Click or tap here to enter text.

Name of the ILO Office

Address of the ILO Office

Zip code, City

Country

### 4. PARTIAL OFFERS

Kindly note that one single contract for the totality of the assignment will be given preference; however, it will be possible to consider a partial offer and/or a split of contracts.

The ILO reserves the right to disqualify proposals that are not in compliance with the above instructions.

### 5. CLARIFICATIONS

Bidders requiring any clarification on technical, commercial or legal aspects of the RFQ documents may submit their queries to [iraq-procurement@ilo.org](mailto:iraq-procurement@ilo.org) by 13 October 2024.

### 6. SUBMISSION DEADLINE

Offers received after the deadline specified in Paragraph 3 above will not be considered. The ILO reserves the right to extend the deadline for the submission of offers. In such an event, the ILO will inform all potential bidders in writing of the terms and duration of the extension.

## 7. ANNEXES

To enable you to prepare and submit your quotation, please find enclosed the following:

- Terms of Reference (Annex I);
- Certification to be submitted by a Bidder (Annex II);
- Offer submission form and Appendix A (Annex III).

## 8. TERMS AND CONDITIONS APPLICABLE TO ILO CONTRACTS

Terms and Conditions applicable to ILO contracts are available at:

[https://www.ilo.org/wcmsp5/groups/public/---ed\\_mas/---inter/documents/legaldocument/wcms\\_768752.pdf](https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768752.pdf)