

**INVITATION TO BID**

**FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR THE SUPPLY OF**

**TRANSLATION AND RELATED SERVICES FOR THE UNHCR EMERGENCY HANDBOOK**

**ITB DOCUMENTS**

- Annex A: Terms of Reference
- Annex B: Technical Offer Form
- Annex C: Financial Offer Form
- Annex D: UNHCR General Conditions of Contracts for the provision of Services - 2018
- Annex E: UN Supplier Code of Conduct

**ITB KEY DATES:**

ITB Issue Date	As specified in the Cloud ERP
Questions submission deadline	13 November 2024
ITB Submission deadline	As specified in the Cloud ERP

**IMPORTANT:**

If you are interested in submitting a bid in response to this ITB, please log in to the [Supplier Portal](#), then search for the negotiation using the reference number UNHCR\_ITB\_429 (see [User Guide](#) slide 39), prepare your bid in accordance with the requirements and procedures as set out in this ITB, submit it by the submission deadline set out in this document and via the supplier portal.

In case you have never registered before, you can register a profile using this registration link [Supplier Registration](#) and follow the instruction in guides available in the UNHCR website: [How to become a supplier \(UNHCR website\)](#) and in the [User Guide](#). Do not create a new profile if you already have one. In this case, please proceed to the [Supplier Portal](#) and use the forgotten password feature in case you do not remember your password or username from previous registration (see [User Guide](#) slide 36). Should you require further clarifications, kindly communicate using the messaging functionality in the system. If you experience issues accessing the Cloud ERP, please contact Istvan Martha [martha@unhcr.org](mailto:martha@unhcr.org) and keep Andriana Kokkini [kokkinia@unhcr.org](mailto:kokkinia@unhcr.org) in copy.

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Head of Unit

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