

Date: May 9th, 2018

Request for quotation for translation of ODA loan related documents

Dear Sirs/Madams,

The Japan International Cooperation Agency (JICA) is the implementing agency of Official Development Assistance under the foreign policy of the Government of Japan, extending grant and technical assistance as well as concessional loans to around 150 countries.

The JICA Latin America and Caribbean Department plans to hire a translator to translate their documents from both **Spanish to English** and **English to Spanish** for Japanese Fiscal Year 2018.

Please read the requirements below carefully before you notify us of your interest.

- (1) You shall be a member of the American Translators Association (ATA).
- (2) You shall have experience conducting at least three translation works (Spanish to English or English to Spanish) in the last three years for international organizations or government-affiliated agencies in the field of international development. A list of such works shall be provided along with a quotation for the work being commissioned by JICA.
- (3) Payments will be made within thirty (30) business days of delivery of product by company check.
Note: We do not provide upfront payment, either partial or in full. This is not negotiable.
- (4) Your quotation rate from Spanish to English and English to Spanish shall be the same.
- (5) Your quotation rate shall include an itemized list of all relevant costs such as per word, word count, DTP unit price, editing, proofreading and all other necessary fees. You shall also clarify the rates for both usual turnaround and urgent turnaround (please refer to (10) below).
- (6) The rate per word in your quotation shall remain in effect throughout the entire contract which ends March 29, 2019.
- (7) Your final product shall be in the same format as the original document. Documents will be Microsoft Word and/or PDF.
- (8) Translation shall include texts, pictures, drawings, illustrations, figures, diagrams, graphs and/or charts unless otherwise agreed by both parties.
- (9) Usual turnaround time shall not be more than fifteen (15) business days per service and urgent turnaround time shall not be more than seven (7) business days per service, unless otherwise agreed by both parties.
- (10) The estimated number of orders by the end of March 2019 is two (2) of approximately seventy (70) pages, two (2) of approximately thirty (30) pages, two (2) of approximately ten (10) pages and one (1) of approximately five (5) pages.

Note: Actual number of orders and number of pages are subject to change. This will be discussed during the contract negotiation.

(11) You must have a bank account at a financial institution domiciled in the United States of America.

(12) You shall not send any data in zipfile of files larger than 4MB. Instead, we will provide you Gigapot for you to send data.

If you are interested in submitting your quotation, please notify us by email (us_oso_rep@jica.go.jp) no later than **May 16th, 2018**. Once we receive your email, we will send you sample documents for your actual quotation.

You are requested to submit your quotation in a sealed envelope or by email.

Selection of the first-ranked translator to be invited to negotiate a contract will be made on the basis of total cost. Total cost means **price per word x number of words + DTP price for entire document + all other necessary fees of the two services (usual turnaround time and urgent turnaround time)**.

It would be appreciated if you send your quotation to the address below by mail or visiting our office no later than **May 30th, 2018**. When you send your quotation by mail, it must be delivered to the provided address by 5:00pm on May 30th, 2018. You may also send your quotation by email with password protection to us_oso_rep@jica.go.jp by 5:00pm on May 30th, 2018. Please note that the password shall be sent by email to the same email address on the following day, i.e. May 31st, 2018.

JICA USA (Attn: Ms. Eriko Murray)
1776 I Street, N.W., Suite 895
Washington, D.C. 20006

After all quotations have been evaluated, the translator who has submitted the lowest quotation will be invited to discuss terms of a contract.

Should you desire additional information, we will do our best to provide it. However, requests for additional information or any delay in complying with such requests shall not, in any way, affect the obligation of invited firms to send rate quotation by the deadline indicated above.

Yours faithfully,

Ryosuke Nakata
Chief Representative
JICA USA

<Note: Please kindly consult before attempting to send emails with zip files or files larger than 4MB to JICA address; our mail server may block them automatically without informing the sender or the recipient.>

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