

Request For Quotation

6

Date 30-12-2015

Greetings from REFORM Association

The Palestinian Association for Empowerment and local Development –REFORM would like to ask for your quotation regarding the item mentioned below, please submit your offer no later than 22.11.2015

Specifications

(Documents translation for REFORM)

Qualifications needed for Applicant

1. A degree in English Language from an institution or a recognized University.
2. Fluent in English writing, speaking and translation.
3. Strong Knowledge of the Arabic language.
4. Reliable Experience in translation.
5. Advanced writing skills.
6. Accomodation and cooperation is a must.

Notes

- * Translation text should be written using Calibri font size 14, Headings and graphics should be clear and bold.
- * Time delivery for each paper translation should be specified
- * Offer Validity should be valid till the end of the year 2016.
- * REFORM adds specific terms into the translated document, therefore companies/individulas assignend to this duty has to accept our addendum.
- * Translation of any documents for REFORM and it's projects.The translation from Arabic to English and for English too.
- * Offer should be drafted in English and submitted in one currency (ILS). All Prices must include VAT.
- * All interested candidates should provide a valid deduction at Source, in the absence of the certificate REFORM will deduct (5%) of the contract value payable to the internal revenue service.
- * Estimated translation volume is 100 pages a year.
- * **Price Offer should be drafted in English, signed, stamped in closed envelop and to be delivered by hand** on the following address: The Palestinian Association for Empowerment and Local Development- REFORM, Tirawi Building, 2nd floor in Al

For more information, please do not hesitate to contact us at the following contact number: 02-2966645

Thank you for your kind cooperation

Sincerely yours

Technical Support Unit Signature

Dina Shawa

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