

Dear Messers ,

Greetings from REFORM Association

**Subject: Request for quotation**

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 latest by 07.04.2015.

**(The Translation of a Training Toolkit )**

**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.

**Tasks:**

1. Translation of the training toolkit which is about 35 pages from Arabic to English.
2. Translation text should be written using Calibri font size 14, Headings and graphics should be clear and bold.
3. Training material should be delivered within two weeks via e-mail.
4. Following -up with REFORM staff regarding any observations made by the working groups on the manual.

**Notes:**

- Offer should be drafted in English and submitted in one currency (ILS). All Prices must include VAT.
- Opportunity for women is higher in the framework of giving opportunities.
- Price Offer should be delivered by email or by fax on the following address:
- Telefax: 02-2966645 , Email: [Info@reform.ps](mailto:Info@reform.ps)

Thank you for your kind cooperation,

Sincerely yours,

  
Dina Shawa  
Financial & Admin Officer