

ANNEX I - PRICE SCHEDULE¹

TRANSLATION AND INTERPRETATION SERVICES (ENGLISH/VIETNAMESE AND VIETNAMESE/ENGLISH)

The below table must be completed and signed when replying to this invitation to bid. Additional details can be provided separately if necessary. The bidder agrees to apply this price schedule for the LTA signed with UNICEF.

Name of bidder:				
No.	ITEM DESCRIPTION	Unit	Net Unit price (USD)	Unit price (VAT included) (in USD)
1. Written translation				
1.1	Document translation (1-10 pages)	Page of 350 words	USD/page	USD/page
1.2	Document translation (11-50 pages)	Page of 350 words	USD/page	USD/page
1.3	Document translation (From 51 pages and more)	Page of 350 words	USD/page	USD/page
2. Interpretation – Consecutive (non-simultaneous) – Half day				
2.1	Junior level	Half day	USD/half day	USD/half day
2.2	Middle level	Half day	USD/half day	USD/half day
2.3	Senior level	Half day	USD/half day	USD/half day
3. Interpretation – Consecutive – Full day				
3.1	Junior level	Full day	USD/full day	USD/full day
3.2	Middle level	Full day	USD/full day	USD/full day
3.3	Senior level	Full day	USD/full day	USD/full day
4. Interpretation – Simultaneous – Half day				
4.1	Junior level	Half day	USD/half day	USD/half day
4.2	Middle level	Half day	USD/half day	USD/half day
4.3	Senior level	Half day	USD/half day	USD/half day
5. Interpretation – Simultaneous – Full day				
5.1	Junior level	Full day	USD/full day	USD/full day
5.2	Middle level	Full day	USD/full day	USD/full day
5.3	Senior level	Full day	USD/full day	USD/full day
6. Others				
6.1	Other translation (Examples: Web text, Audio, Visual translation)	(based on fixed prices quoted by bidder)		
6.2	Interpretation (Non-simultaneous) –Hourly paid	Hour	USD/hour	USD/hour
6.3	Interpretation (Simultaneous) –Hourly paid	Hour	USD/hour	USD/hour
6.4	Travel expenses	(based on UN-EU cost norm in Vietnam or negotiation)		

¹ This is also Annex C of the Invitation to Bid

REMARKS / IMPORTANT NOTICES (next page)

REMARKS / IMPORTANT NOTICES THAT LTA CONTRACTORS MUST COMPLY

1. The Interpretation services (Item 2,3,4,5 in the Price schedule) are paid per **full day** or **half day** irrespective of the number of people providing the services. This means unit prices for these services are not per person. Usually, cabin/simultaneous interpretation or interpretation will require 2 interpreters.
2. Half Day Rate shall apply for interpretation services of up to 5 hours; Full Day Rate will be applied for interpretation services for more than 5 hours;
3. Interpretation Service fee will be applied only for the days the actual service was rendered; Service Providers are not entitled to service fees for the travel time (i.e. commuting to the required workplace / site)
4. Rate for translation services is based on a Source Word Count, 350 words / per page from original English/Vietnamese text;
5. The rates submitted in the price schedule shall be in USD currency and include all costs associated with the assignment (including, but not limited to, translation, proofreading & editing, agency and management fee etc.);
6. Any errors and/or inconsistencies shall be corrected by the translator at no additional charge (including stylistic and/or preferential modifications);
7. Translators shall cover their own travel costs if the assignment takes place within Hanoi or Ho Chi Minh City;
8. EU-UN cost norms in Vietnam for travel are applied in the event that the translator is asked to travel overnight away from his/her base location (i.e. place of residence, business offices in Hanoi/Ho Chi Minh City), Daily subsistence Allowance (DSA) will be paid on a per diem basis as per EU-UN cost norms in Vietnam to cover accommodation, meals etc.
9. In the event that the translator is asked to travel away from his/her base location, transportation arrangement from the translator's base location may be provided at the discretion of commissioning UN agency and/or relevant partner organization. If transportation is not provided, the translator must arrange transportation and collect evidence of transportation costs (bus fare receipt etc.) to be submitted together with the corresponding invoice or case by case, in compliance with UNICEF Long term agreement and contract's special terms and conditions.

For travel expenses, the contractor is notified to follow below instructions:

-Air ticket for translator/interpreter: UNICEF programme books air ticket for translator using UNICEF's travel agent (UNICEF programme assistant is requested to inform the travel agent to issue separate invoices for each trip, certify the invoices and collect all to be paid at the end of each month using programme's Funds commitment).

-DSA: for translator/interpreter: The contractor sends Receipt of DSA (lump-sum) signed by translator for each trip for UNICEF. UNICEF will make payment of the DSA against the monthly/quarterly contract between the contractor and UNICEF for translation/interpretation services (within the frame of UNICEF's LTAs)

-Accommodation for translator/interpreter: As the DSA paid by UNICEF is a lump-sum amount to cover travel expenses, terminals and accommodation, UNICEF shall not pay accommodation for translator apart from the paid DSA. In case the translator needs to stay at the same venue with UNICEF delegation, translator must inform UNICEF programme for support in booking of accommodation. Translator pays accommodation directly to the hotel/accommodation venue.

10. References on levels of interpretation services are available from the contractors for agreement by UNICEF/UN agencies to define the payment rates based on the types/levels of services requested to be provided.
11. Monthly/Quarterly invoice for all services to UNICEF against the LTAs for translation/interpretation services must be in US dollar and must not be issued until UNICEF confirms correctness of values of services used and

informs the contractor on details of payments including invoice's amounts and UN monthly exchange rate. A contract for services used will also be shared to the contractor for confirmation of the values of services to be paid.

AGREED BY BIDDER:

Signature (and stamp): _____

Date: _____