
DATE: 12 May 2026

REQUEST FOR QUOTATION No.: BGD- UNHCR RFQ 2857

**FOR THE PROVISION OF TRANSLATION SERVICE FOR UNHCR SUB-OFFICE, COX'S
BAZAR, BANGLADESH**

QUOTATION TO BE RECEIVED BY: 21 May 2026 by 05:00 PM BST

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly, requests your price quotation for the following services specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

- **Description:** One-off procurement for the provision of translation service.
- **Required Scope of Work:** Stipulated in **Annex A - Terms of Reference**
- **Service Delivery Location (DAP):** As per **Annex A – Terms of Reference**
- **Duration:** Initially for three (3) months, with the possibility of extension for a further period of two (2) months.

Bidders are requested to submit their technical offer responding to UNHCR's requirement stipulated in the **Annex A - Terms of Reference**.

Please complete the tables provided in **Annex B (Financial Offer Form)** with your quoted prices.

Please include the following price information in your quote (without VAT):

- Currency: BDT
- Total Cost (all inclusive)

Please note that UNHCR has tax and duty exemption status.

UNHCR is exempted from all direct taxes and customs duties. Quoted rates shall be provided without VAT but the VAT amount shall be clearly separately indicated. Suppliers mentioning VAT in their offer shall submit VAT registration documents, otherwise VAT component may not be accepted.

For guidance on completing the VAT documentation, please refer to the sample VAT documents in **Annex- F**.

Please note that the figures have been stated in order to enable the bidders to have an indication of the projected requirements. This does not represent a commitment that UNHCR will purchase the stated quantity in Annex B. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders.

Other United Nations Agencies, Funds and Programs shall be entitled to the same prices and terms as those contained in the offers of the successful bidders and could form the basis for a contract with other UN Agencies.

2. REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this RFQ via “message” in the negotiation event in CLOUD-ERP system by **17 May 2026**. Bidders are requested to keep all questions concise.

UNHCR will reply to the questions received as soon as possible C-ERP system to all invited bidders after the above-mentioned deadline.

3. ELIGIBILITY REQUIREMENTS

As part of the eligibility requirements **submitted quotations shall include the following documents:**

- Valid trade license for 2024-2025 and 2025-2026
- Submission of valid TIN certificate (Taxpayer Identification Number)
- Submission of valid VAT/BIN (Business Identification Number) certificate
- Please confirm your acknowledgment of the UNHCR General Conditions for Provision of Services (Annex C).
- Please confirm your acknowledgment of the UN Supplier Code of Conduct (Annex D).

Only business firms or companies legally registered in Bangladesh and having experience in providing similar services shall be considered for evaluation.

Failing to submit requested documents above may result in disqualification from this RFQ.

4. EVALUATION

The technical component of your bid will be evaluated based on the below requirements:

1. Compliance with UNHCR Terms of Reference (ToR) (Annex A). Bidders must demonstrate compliance with the UNHCR Terms of Reference (ToR) by submitting a duly signed and stamped copy of Annex A and a technical proposal.	“Pass/Fail”
2. The bidder shall demonstrate any documentary evidence (e.g., Purchase order or completion certificates) of at least two (2) successfully completed similar/relevant translation services in the languages specified in the UNHCR Terms of Reference (ToR) (Annex A).	“Pass/Fail”

Failure to meet the above criteria will be considered as non-compliance and may result in disqualification or rejection.

5. RFQ SUBMISSION

The offer should be submitted directly in the portal and all attachments should be uploaded in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.). The offers shall be submitted in the specified section.

Any bid received after deadline or outside of the online portal will be rejected. UNHCR may at its discretion, extend the submission deadline and the notification will be sent to all prospective bidders directly in the online portal. The extension of the deadline may accompany a modification of the requirements prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

It is the supplier’s responsibility to verify that documents and correspondence have been submitted properly before the deadline.

The quotation shall remain valid for a period of Ninety (90) days from the date of submission.

6. TERMS OF PAYMENT

Payment will be made in accordance with the UNHCR General Conditions of Contract. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of service and acceptance thereof by UNHCR, presentation of original invoice and delivery note in good order.

7. UNHCR GENERAL CONDITIONS OF CONTRACT FOR THE PROVISION OF SERVICES

The UNHCR General Conditions of Contract for the Provision of Services can be found in **Annex C**. Please note that submitting an offer is deemed to be full acceptance of the GCCs. Please return a signed copy of both GCC documents together with your offer or clearly indicate in your quotation that you unconditionally accept its provisions. However, please note that submitting an offer is deemed to be full acceptance of the GCCs.

8. UN SUPPLIER CODE OF CONDUCT

Your offer must contain your acknowledgement of the UN Supplier Code of Conduct by signing the attached **Annex D**. However, please note that submitting an offer is deemed as full acceptance of the UN Supplier Code of Conduct.

Supplier Registration in Cloud ERP System:

If you are interested in submitting a response to this RFQ, please prepare your bid response in accordance with the requirements and procedures as set out in this Request for Quotation and submit it by the deadline for submission of offer set out in this document and in the supplier portal.

Offers must be submitted through the Cloud ERP portal. In case you have never registered before, you can register a profile using the registration link. [Click Here for New Supplier Registration Link](#) and follow the instructions in the guides available on the UNHCR website: Supplier Portal User Manual or UNHCR Supplier Portal Registration Manual (**Annex E**).

Do not create a new profile if you are already registered. Kindly use this link: <https://supplier-portal.unhcr.org/> or refer to **page number 11** of the UNHCR Supplier portal registration manual (**Annex E**) to log in with your email address and Password. Use the forgotten password feature in case you do not know/remember your password or username from previous registration, please refer to **page number 36 - 38 of the UNHCR Supplier portal manual (Annex E)**.

The award of this purchase will be made to the lowest technically compliant bid submitted.

UNHCR reserves the right to accept the whole or part of your bid, or to allow split or partial awards.

Thank you for your kind interest in doing business with UNHCR.

Ibrahim Mansaray
Supply Officer
Supply Unit
UNHCR Sub-office, Cox's Bazar, Bangladesh