

REQUEST FOR OFFER for FRAMEWORK AGREEMENT

From: Rachel Natali,
IDMC/NRC, rue de Varembé 3, 1202 Geneva

Date: November 2017

No. of pages including this page: 2

Subject: Editing of documents from January 2018 to December 2019

We are looking to establish a group of editors/editing agencies with whom to enter framework agreements for ad hoc work over a two-year period. The establishment of a framework agreement does not guarantee that services will be purchased by IDMC and NRC from the supplier. The agreement will serve as a pre-approval for IDMC and NRC to purchase services from suppliers during the framework period at predetermined rates.

Manner of Submission:

Please submit your quotation in accordance with the requirements detailed below by

- email to Rachel Natali: rachel.natali@idmc.ch

Deadline for submission of quotations is 1 December 2017 9:00 CET.

Individuals/companies who do not submit their quotation by this deadline will not be considered.

Requirements:

The Internal Displacement Monitoring Centre and the Norwegian Refugee Council in Geneva invite you / your company to provide a general offer for the following services:

- Editing of IDMC products in British English following the house style, by a given deadline.

Professional competencies:

- Attention to detail, mastery of the English language, impeccable spelling and grammar
- Proven experience in editing documents about internal displacement contexts, migration, environmental change, disaster risk reduction, conflict and other topics related to displacement
- Familiarity with the humanitarian sector, its language and key actors
- Responsiveness and flexibility

Delivery location: rachel.natali@idmc.ch by email

Please provide your CV and 3 samples of editing work (including the original text) on the topic of internal displacement and / or another social science topic.

Your offer should clearly indicate the following:

- Cost per hour in Swiss currency / CHF (payment can be made in another agreed currency based on exchange rate at www.oanda.com)
- Rates inclusive and exclusive VAT
- Specification of your standard time for delivery for edit of 1,000 words
- Your company name (if applicable) and contact person
- Your company registration or confirmation of status as an independent editor
- Your / your company's registered address, name plus email and phone number of contact person

All suppliers doing business with IDMC/NRC should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. NRC reserves the right to reject quotations provided by suppliers not meeting these standards.

Vendors doing business with IDMC/NRC will be screened on anti-corruption due diligence before IDMC/NRC confirms an order or contract.

IDMC/NRC aims to purchase products and services that minimise environmental impact. Where relevant, environmental considerations form part of the IDMC/NRC selection criteria, and IDMC/NRC reserves the right to reject quotations provided by suppliers not meeting these standards.

IDMC/NRC reserves the right to accept or reject the whole or part of your offer based on the information provided and a comparison with other suppliers. Incomplete offers which do not comply with our conditions will not be considered.

We will provide a response to inform you the outcome of your offer. Thank you.