



**Securities and Exchange Commission of Pakistan**

63-NICL Building, Blue Area, Islamabad

(Support Services Division)

(Administration Department)

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**Subject: Quotation required for hiring the Services for Translation of English document in 06 Languages.**

The Commission intends to engage the services of a professional translation firm or an experienced individual to perform translation task.

Detailed “**Scope of Work**” for the said requirement is attached as Annex “A”.

**Terms & Conditions**

- **Prices** must be inclusive of all taxes applicable by the government of Pakistan.
- **Quotation Validity** Minimum 30 days from the quoted date.
- **Quotation Submission Time** as per the deadline specified on SECP’s Website.
- **Purchase Order:** Services will be acquired by issuing a Purchase Order to the best evaluated bidder.
- No. of pages in document (15) may increase or decrease.
- Final payment will be based on actual number of pages translated.
- Interested bidders may visit SECP Head Office to view document before submission of quotation.

***Note: SECP reserves the right to relax any condition as per its requirements.***

**If you are interested, you may submit a sealed quotation for the above services to the undersigned within the specified period, at the following address: SECP, 63-NICL Building, Jinnah Avenue, Blue Area, Islamabad.**

With best regards,

M. Ubaidullah Khalid

Assistant Director (Admin)

**Scope of Work**

Translation is required in following six languages.

| <b>S. No.</b> | <b>Languages</b> | <b>Total No. of pages</b> | <b>Per Page Rate (Rs.) (including taxes)</b> | <b>Total Amount (Rs.) (including taxes)</b> |
|---------------|------------------|---------------------------|--|---|
| 1             | Chinese          | 15                        |  |   |
| 2             | Turkish          |                           |  |   |
| 3             | Arabic           |                           |  |   |
| 4             | Persian          |                           |  |   |
| 5             | German           |                           |  |   |
| 6             | Urdu             |                           |  |   |

- The firm/individual shall provide a high-quality, reader-friendly translation of source material within the prescribed timeframe.
- The output shall require minimal revision or proofing.
- The firm/individual should have experience in performing similar kinds of translation work
- Samples of past work or other relevant materials should be attached with the quotation. (Such submission is encouraged but not required).