ANNEXES AND ATTACHMENTS

REQUEST FOR PROPOSAL NO. US0122GlobalTranslation

GLOBAL TRANSLATORS

CATHOLIC RELIEF SERVICES

BALTIMORE, MARYLAND
ANNEX A

PROPOSAL RESPONSE FORM

Submitted by:

The undersigned hereby submits the attached proposal for US0122GLOBALTRANSLATION.

Authorized Name and Title:

Authorized Signature:

Witness Name and Signature:
ANNEX B
FINANCIAL PROPOSAL
The financial proposal should not be included in the technical proposal.

Please ensure pricing quoted is comprehensive and includes all reasonable business expenses that may be incurred in the completion of project objectives.

Identify the basis of offering, any critical assumptions, implied service levels, restrictions on raising or reducing need for interaction with CRS Staff and data sharing, and any application of non-profit discounts.
**ANNEX C**

**BIDDER QUESTIONNAIRE FORM**

Completed table is required with Bidders official proposal.

<table>
<thead>
<tr>
<th>REQUESTED INFORMATION</th>
<th>BIDDER RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Company Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Telephone No. and Email Address</td>
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<tr>
<td>Website</td>
<td></td>
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<tr>
<td>Name of Contact Person</td>
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<tr>
<td>Title of Contact Person</td>
<td></td>
</tr>
<tr>
<td>Billing Address</td>
<td></td>
</tr>
<tr>
<td>Tax Registration or equivalent document</td>
<td></td>
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<tr>
<td>DUNS Number</td>
<td></td>
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<tr>
<td>Parent Company (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Parent Company Address</td>
<td></td>
</tr>
<tr>
<td>Subsidiaries, Associates, Associations, Overseas Representatives</td>
<td></td>
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<tr>
<td>Type of Business (corporation, partnership, sole proprietorship, etc.)</td>
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<tr>
<td>Within the last three years, has administrative, civil or criminal litigation been filed or pursued in any country against your Company? If yes, provide specific details.</td>
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</tr>
<tr>
<td>Three references with a similar scope of services as requested in the RFP. Client Name, Email, Business Address, Nature of Project.</td>
<td></td>
</tr>
</tbody>
</table>
**ANNEX D**

**DETAILED COMPANY INFORMATION**
Submitted by (Name):

Please insert your responses within questions 1 through 3b below. The pages will expand as needed to fit your responses.

1. **Prior Experience/Brief Background**: Provide brief background of the company and indicate the prior experience of the company.

2. **Unsuccessful Performance**: Please describe an unsuccessful performance for a client. (No more than 2 pages.)

3. **Location Work Plan**: Provide a detailed plan on how you intend to service the contract regarding the following:
   a. Implementation Phase: What will be the initial setup to start or kick-off the project?
   b. Contingency Phase: What are your contingency plans and how do you plan to carry them out if any unforeseen circumstance arise that can cause disruption in the service?
ANNEX E

TERMS AND CONDITIONS

Annex F, #2 presents the Terms & Conditions (“T&Cs”) which CRS considers to be essential and relevant to the contractual relationship between the parties. Bidders are expected to familiarize themselves with these T&Cs and be prepared to be governed by them in substantially the form presented here. In submitting a proposal, a vendor who desires to request an exception to these T&Cs and/or desires to propose an alternative approach to a particular provision should identify such provision(s) and explain the rationale for the exception or alternative. Additionally, should the Bidder propose to use a form contract adapted to its particular goods or services which substantially conforms to the T&Cs presented here, that form contract should be submitted as part of the Bidder’s Bid Package.

Terms and Conditions Acceptance

I hereby accept and agree to the Terms and Conditions of this Request for Proposal #US0122GlobalTranslation for Catholic Relief Services, located at 228 W. Lexington St., Baltimore, MD. 21201.

Name and Title of authorized respondent:

Signature:

Date:
ANNEX F - CRS TERMS AND CONDITIONS

1. CRS SUPPLIER AND PROVIDER CODE OF CONDUCT

The Supplier or Service Provider agrees to adhere to the requirements laid out in the Supplier and Service Provider Code of Conduct: https://www.crs.org/sites/default/files/supplier_code_of_conduct.pdf

2. STANDARD TERMS AND CONDITIONS

Catholic Relief Services’ Standard Terms and Conditions can be found at http://crs.org/vendor-terms/vendor-terms.pdf, or obtained from CRS upon request, and are binding as applicable under local law.

3. GLOBAL FUND CODE OF CONDUCT FOR SUPPLIERS

The Supplier or Service Provider agrees to adhere to the requirements laid out in the Supplier and Service Provider Code of Conduct

https://www.theglobalfund.org/media/3275/corporate_codeofconductforsuppliers_policy_en.pdf?u=637319005846270000
ANNEX G – BUSINESS VERIFICATION

SUPPLIER FINANCIAL REVIEW, BUSINESS REGISTRATION, ACCOUNT REPRESENTATION

A. Please submit financial statements that indicate your company or business has the ability to complete work without advance financial assistance by CRS.
   ☐ Income Sheet, or Profit & Loss Statement
   ☐ Cashflow Statement
   ☐ Balance Sheet
   ☐ Bank Letter (indicating years as a client, type of accounts)

B. State whether the firm is a local, national, or an international firm. Indicate Global presence or international reach. Is company privately held or publicly traded?

C. Describe the local office and the team that would be assigned to CRS. Include an organizational chart relevant to the team being proposed and identify the first point of contact for CRS.
ATTACHMENT H

RELATIONSHIP DISCLOSURE

Describe any current or past relationships your organization may have with CRS, and if it is a potential conflict of interest. If there is a potential conflict of interest, please explain how this risk will be mitigated.

Describe any personal or familial relationships any employee of the Bidder has with any employee of CRS. If there is a relationship, please explain how any conflict of interest risk will be mitigated.

Describe any personal relationships you have with CRS or employees of CRS.

All bidder team members must complete this form.

Bidder:

By: __________________________ Date: ___________

Printed Name: __________________

Title: _________________________