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Amman, 01.08.2024

**Subject:** Request for Quotation for Translation Services - Annual Report 2023

Dear Translation Service Provider,

Vision Hope International e.V. is seeking a professional translation service for our Annual Report 2023. We invite you to submit a quotation for the translation of the document, adhering to the specifications outlined below.

**Project Details:**

- **Document:** Annual Report 2023
- **Number of Pages:** 31 pages
- **Source Language:** English
- **Target Language:** Arabic
- **Expected Completion Date:** 30.08.2024

**Scope of Work:**

1. **Translation Accuracy:** The translation must accurately reflect the content and meaning of the original text, maintaining the tone and style of the Annual Report.
2. **Consistency:** Use consistent terminology throughout the document, adhering to any provided glossaries or style guides.
3. **Confidentiality:** Maintain strict confidentiality of all provided materials and translated content.

**Additional Information Required:**

- **Cost Breakdown:** Please provide a detailed cost breakdown, including per-page or per-word rates, number of edits after submitting the draft, and any additional fees.
- **Turnaround Time:** Indicate the estimated time required for the completion of the translation.
- **Experience:** Share relevant experience, particularly in translating annual reports or similar documents, and any certifications or qualifications of your translators.
- **Sample Translation:** If possible, please include a sample translation of a short excerpt from the Annual Report (attached) to demonstrate the quality of your work.

**Submission Guidelines:**

Please submit your quotation and all required information via email to **tenders-jordan@vision-hope.net** by August 7<sup>th</sup>, 2024. If you have any questions or need further clarification, do not hesitate to contact us.

We look forward to receiving your quotation and potentially working together on this project.

Thank you for your time and consideration.