



Prot. No. AICSY-OUT- 356-2020-05-19

To: Mary Thompson  
No. 18 Thiri Gone Yi Chan Street (1) Sayar San Quarter, Bahan,  
Yangon, Myanmar  
E-mail: marymary.47@gmail.com  
Tel: +959954674553

### ENGAGEMENT LETTER

**Reference:**

- Request of quotation prot. n. AICSY-OUT-335-2020-05-13
- Quotation prot n. AICSY-IN-472-2020-05-17
- SMART CIG/CIG: 70A2D098FD

**Subject: Editing service of the English contents of the institutional AICS website  
[www.yangon.aics.gov.it](http://www.yangon.aics.gov.it)**

**AID 11758**

The Italian Agency for Development Cooperation – Yangon Office (AICS-Y), Hereinafter referred to as the “Contracting Authority”, Represented by the Director Mr. Walter Zucconi, 41–27, Inya Myaing, Shwe Taung Gone, Bahan Township, Yangon, Myanmar,

With the present letter would like to engage **Mrs Mary Thompson** (Hereinafter referred to as the “The Service provider”) for providing AICS-Y with the “*Service of Editing and proofreading of English contents of the institutional AICS website [www.yangon.aics.gov.it](http://www.yangon.aics.gov.it)*”, as detailed in Request for Quotation prot. n. AICSY-OUT-335-20-2005-13 and in the Quotation prot n. AICSY-IN-472-2020-05-17.

In particular, the service shall include:

- Grammar, spelling and punctuation, redundancies deletion, language accuracy, consistency in style and terminology, fix problem sentences, if necessary re-arrange sentences and paragraphs, considering that the texts are not written by an English mother tongue. The Service provider shall ensure that future website readers understand with clarity AICS Yangon mission, goals and results – with reference to contents concerned here in.
- The service provider shall perform the Service above mentioned on contents attached to the request of quotation (prot. n. AICSY-OUT-335-20-2005-13).



Duration of the service:

***1 week, starting from the date of signature by both parties of the present letter of engagement***

Terms of payment:

- BANK TRANSFER to bank account provided by the Service provider with the invoice.
- At the end of the service, within 15 days after submission by the service provider of the related invoice.

**Total value of the service:** EURO 97,50 (EURO ninety-seven and fifty cents only).

Any variation of terms and conditions must be accepted in written by the Contracting Authority.

The Service Provider is fully responsible for the completion of any acts under these contractual terms, in accordance to the Myanmar existing laws, rules and regulation and their modifications in time – as applicable. That responsibility includes the relevant fiscal law. The Service Provider shall assume the obligations on financial flow traceability.

The Service provider shall execute the Service with due care, efficiency and diligence in accordance with the best professional practice and shall comply with any administrative orders given by the Contracting Authority. The Service provider shall respect and abide by all laws and regulations in force in Myanmar and shall ensure that its personnel, their dependents, and its local employees also respect and abide by all such laws and regulations. The employment relationship between the Service provider and its staff employed by it to carry out the activities and any offspring from this litigation does not involve in any way the Contracting Authority. The Service provider shall at all-time act impartially and as a faithful adviser in accordance with the code of conduct of its profession as well as with appropriate discretion. It shall refrain from making any public statements concerning the Project or the Supply without the prior approval of the Contracting Authority. It shall not commit the Contracting Authority in any way whatsoever without its prior consent and shall make this obligation clear to the third parties. The payments to the Service provider under the present Contract shall constitute the only income or benefit it may derive in connection with the Contract. The Service provider and its staff must not exercise any activity or receive any advantage inconsistent with their obligations under the Contract. The Service provider commits itself to provide suitable qualified personnel and adequate means necessary for the implementation and supervision of the activities agreed upon in this Agreement. The Service provider's personnel shall not be considered in any respect as being the employees or agents of the Contracting Authority. The Service provider is not allowed to transfer the Contract to a third Party. All information or materials acquired, compiled or prepared by the Service provider in the performance of the Contract shall be confidential and shall be the absolute property of the Contracting Authority. The Service provider shall take all necessary measures to prevent or end any situation that could compromise the impartial and objective performance of the Contract (conflict of interests).



**YANGON Office**

This contract may be concluded by the Contracting Authority at any time for serious technical and/or contractual non-compliance of the Service provider. In this case, the Contracting Authority shall notify such non-compliance to the Service provider through a warning letter, identifying the issue and requesting to solve it within 15 days. After this period, having the Service provider not corrected the issue, the contract will be terminated on the seventh day after the deadline fixed in the notice. The Contracting Authority will pay to the Service provider only the amounts corresponding to supply satisfactorily provided. Neither party shall be considered to be in default or in breach of its obligations under the Contract if the performance of such obligations is prevented by any circumstances of force majeure which arise after the date when the Contract becomes effective

Please acknowledge the receipt of this letter of engagement and do not hesitate to contact us for any clarification you may need.

We are looking forward an early response from you.  
Thanking you for the support,

Regards,

Yangon, 19/05/2020

For Italian Agency for Development Cooperation  
Yangon Office

Director  
Walter Zucconi



For the Service provider

Editor  
Mary Thompson

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**sara.tesio@aicsyangon.org**

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**From:** Mary Thompson <marymary.47@gmail.com>  
**Sent:** Wednesday, May 20, 2020 1:17 AM  
**To:** Sara Tesio  
**Cc:** aics.info@aicsyangon.org; Chiara Aranci; Gabriele Castaldo D'Ursi; Marco Gaspari  
**Subject:** Re: Editing Service of the English Contents of the institutional AICS website  
**Attachments:** Letter of engagement.pdf

Dear Sara,

Thank you for sending the Letter of Engagement. I'm returning it

Best,

Mary

On Tue, May 19, 2020 at 7:09 AM <[sara.tesio@aicsyangon.org](mailto:sara.tesio@aicsyangon.org)> wrote:

Dear Mary,

Here attached you can find our letter of engagement for the editing service, as described in the request for quotation and as per your formal quotation.

We kindly ask you to sign the document and to send us back a PDF copy of it.

Thank you very much for your cooperation.

Regards,

**SARA TESIO**



Programme Officer – Administration

Agenzia Italiana per la Cooperazione allo Sviluppo Yangon

T: (+95.1) 538730 - 538732

M: (+95) 9892950561

E: [sara.tesio@aicsyangon.org](mailto:sara.tesio@aicsyangon.org)

A: 41-27, Inya Myaing, Shwe Taung Gone, Bahan Township, Yangon

**From:** Mary Thompson [mailto:[marymary.47@gmail.com](mailto:marymary.47@gmail.com)]

**Sent:** Sunday, May 17, 2020 9:26 AM

**To:** [aics.info@aicsyangon.org](mailto:aics.info@aicsyangon.org)

**Cc:** Chiara Aranci <[chiara.aranci@aicsyangon.org](mailto:chiara.aranci@aicsyangon.org)>; Sara Tesio <[sara.tesio@aicsyangon.org](mailto:sara.tesio@aicsyangon.org)>; Gabriele Castaldo D'Ursi <[gabriele.castaldodursi@aicsyangon.org](mailto:gabriele.castaldodursi@aicsyangon.org)>; Marco Gaspari <[Marco.gaspari@aicsyangon.org](mailto:Marco.gaspari@aicsyangon.org)>

**Subject:** Editing Service of the English Contents of the institutional AICS website

Dear AICS team,

Please see my formal quotation attached. Having seen the pages I thought it better to charge per page, using your estimate of 15 pages total. And I will have no problem finishing it in a week.

Please let me know if there's anything else you need from me!

Best,

Mary