

Valletta, 16 April 2020

The Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea (REMPEC) is a Regional Activity Centre established within the framework of the Mediterranean Action Plan of the United Nations Environment Programme (UNEP), with a view to coordinating the activities of the Mediterranean coastal States related to the implementation of the Prevention and Emergency Protocol to the Barcelona Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean Sea. The Centre is administered by the International Maritime Organization (IMO) and hosted in Malta by the Maltese Government in terms of a host country agreement signed between the Government of Malta and IMO in 1990.

REMPEC would like to procure the services for translation of documents English/French/English for two (2) years from 1 July 2020 to 30 June 2022. Please refer to our website (www.rempec.org) and to the following [link for samples of documents](#) published by REMPEC. At present, the following is a tentative schedule of activities for 2020-2021, requiring translation services, from 1 July 2020 onward, but there remains the possibility of more. The organization of these events and their dates are subject to changes related to the current COVI-19 situation. For each event an indicative number of words to be translated is provided, however these figures could vary since documents are not yet available:

2020

- 15-16 September: Fourth Meeting of the Mediterranean Network of Law Enforcement Officials relating to MARPOL within the framework of the Barcelona Convention (MENELAS), (20,000-30,000 words)
- 6-7 October: Regional Meeting of National Experts on the Post-2021 Mediterranean Strategy for Prevention of and Response to Marine Pollution from Ships (20,000-30,000 words)
- 27-29 October: Regional Workshop to enhance Marine Oil and HNS regional cooperation the Mediterranean (MEDEXPOL 2020) (20,000-30,000 words)

2021

- 25-27 May: Fourteenth Meeting of the Focal Points of the Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea (REMPEC) (40,000 – 80,000 words)
- 8-9 June: Third Meeting of the Barcelona Convention Offshore Oil and Gas Group (OFOG) (20,000-30,000 words)

The following requirements should be included into the quotation:

- Pricing per word,
- Required time prior to submission by REMPEC to your company for translation (working days),
- Delivery time from the date submission (working days),
- Curriculum Vitae's of translators,
- References: List of companies/organizations your company has worked for

All prices are to indicate if VAT is excluded or included.

Interested applicants are requested to address all points raised above when submitting their offer. Additional material and/or brochures/promotional material, may be appended at the end of the submission.

The offer should be sent to procurement@rempec.org, **by not later than 10 May 2020, midnight** (Malta time). Late or incomplete submissions will not be considered.

Questions regarding this call for quotation should be addressed to procurement.questions@rempec.org **by not later than 30 April 2020, 5pm** (Malta time). REMPEC will reply to any request for additional

information in strict compliance with the equal treatment principle. Provided that they have reached REMPEC before the abovementioned deadline, requests will be answered by email and be published on <http://www.rempec.org/en/about-us/work-with-us>. Interested applicants are invited to consult the website frequently. The name of the requesting party will not appear on the website.

REMPEC will then proceed to select a Company which in its opinion, has the employee skills, and the company experience to be able to deliver the most appropriate services against its requirements and subsequently continue rendering a durable high level service to REMPEC, during the tenure of the contracted period.

The REMPEC Procurement Selection Committee will open the bids and proceed with the selection of the most appropriate offer during the second week of May 2020 and will communicate the results in due time.

The Centre will award a two (2) year contract for Translation Services to the selected company, with effect from 1 July 2020, with possibility of renewal subject to the agreement of both Parties in writing.

Best regards,

Procurement team

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