

## REQUEST FOR QUOTATIONS FOR THE PROVISION OF SIMULTANEOUS INTERPRETATION

Issued by: Regional Marine Pollution Emergency Response Centre for the Mediterranean  
Sea (REMPEC)

RfQ: REM\_Quote 02/2024

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## Contents

Section A: Instructions.....	3
Section B: General Information.....	3
Section C: Details of Information Requested.....	4
Section D: Additional Information.....	4
Section E: Submission of Quotes.....	4
Section F: Financial Bid.....	5

## **SECTION A: INSTRUCTIONS**

1) Response to this Request for Quotation (RfQ) are to be submitted to [procurement@rempec.org](mailto:procurement@rempec.org). All submissions will be dealt with in the strictest of confidence.

## **SECTION B: GENERAL INFORMATION**

### **1) Purpose**

The purpose of this RfQ is for the Provision of Simultaneous Interpretation Services from English-to-French and French-to-English, for events organised by the Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea (REMPEC).

### **2) Beneficiary**

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.

### **3) Scope and Terms & Conditions**

#### Scope

The objective of this RfQ relates to the provision of Simultaneous Interpretation Services from English-to-French and French-to-English during events organised by REMPEC. These events are usually held at REMPEC's premises in Floriana. On average, REMPEC typically organises around three (3) events per year with an attendance of approximately 25-40 international participants per event.

To gain a better understanding of the range of topics that fall under REMPEC's remit, which topics will require, live Simultaneous Interpretation from English-to-French and French-to-English, please refer to our [website](#), and to the following [link](#). The ensuing discussions are normally of a technical maritime nature, with the use of maritime terminology.

#### Terms & Conditions

- a) REMPEC will award a two (2) year contract for Simultaneous Interpretation Services from English-to-French and French-to-English to the selected company, with the possibility of renewal subject to the agreement of both parties in writing.
- b) The date of commencement of contract shall be within three days from the signing of the contract by both parties.

- c) In cases where the contract is for any reason terminated, REMPEC, apart from other rights under the contract, shall have the right to obtain the same service from other suppliers and all extra cost shall be borne by the defaulting Contractor.

## **SECTION C: DETAILS OF INFORMATION REQUESTED**

### **1) Project Overview**

Interpretation services are usually required for six (6) working hours on a daily basis, excluding coffee breaks and lunch (i.e. Meeting starting at 9.00 and ending at 17.30 with 30min coffee break in the morning and 30min in the afternoon, and a lunch of approximately 90min).

The following requirements should be included into the quotation:

- Pricing per hour, per interpreter (French-English / English-French).
- Any additional costs.
- CVs of interpreters commonly used by your company.
- References: list of companies/organisations your company has worked for in the past five (5) years.
- Experience with providing similar services within the maritime domain.

Interested applicants are requested to address all of the above points when submitting their quote. Promotional material and/or brochures may be annexed to the submission.

## **SECTION D: ADDITIONAL INFORMATION**

- a) At the beginning of each year, REMPEC shall provide a list of events requiring Simultaneous Interpretation Services from English-to-French and French-to-English, with the possibility of additional events. In such cases, REMPEC binds itself to advise and discuss with the successful bidder at least 3 weeks prior to the event.
- b) Prior to the commencement of events, REMPEC shall provide the programme of the event, indicating coffee breaks and lunch times.

## **SECTION E: SUBMISSION OF QUOTES**

- a) Any communications at RfQ stage shall be sent to [procurement@rempec.org](mailto:procurement@rempec.org).
- b) Questions regarding this RfQ should be received by not later than **14 March 2024, 5pm (Malta time)**.
- c) Submission of quotes are to clearly highlight the title, "Request for Quotations for the provision of Simultaneous Interpretation Services from English-to-French and French-to-English", and reference number, "REM\_Quote 02/2024".
- d) Quotes should be submitted to [procurement@rempec.org](mailto:procurement@rempec.org) by not later than **22 March 2024, midnight (Malta time)**.
- e) All prices are to be quoted in Euro (€), and Exclusive of VAT. The quotation should include a clear, comprehensive and detailed description of the pricing plan. The Centre has a preference for a flat, all-inclusive charge. However, other formulae may be considered.

f) Late or incomplete submissions will not be considered.

**SECTION F: FINANCIAL BID**

**Quotation Title** Request for quotations for the provision of simultaneous interpretation

**Reference Number** REM\_Quote 02/2024

<b>Item No.</b>	<b>Description</b>	<b>Detailed description of services provided</b>	<b>Price per hour, per interpreter</b>	<b>Total including Taxes/Charges, other Duties &amp; Discounts <u>BUT</u> Exclusive of VAT €</b>
1	Simultaneous Interpretation Services from English-to-French			
2	Simultaneous Interpretation Services from French-to-English			
3	Additional Costs			
	<b>GRAND TOTAL INCLUDING TAXES/CHARGES, OTHER DUTIES &amp; DISCOUNTS BUT EXCLUSIVE OF VAT</b>			