

## Request for Proposals

### 1. Introduction

NALAS is a network of associations of local authorities of South Eastern Europe. It brings together 16 Associations which represent roughly 9000 local authorities, directly elected by more than 80 million citizens of this region. NALAS Secretariat, based in Skopje, is responsible for the overall coordination and implementation of the activities.

NALAS General Assembly (GA) is an event organized by NALAS. It is its legitimate annual event that gathers all its delegates, elected representatives from its 16 members.

NALAS GA 2014 will take place in Sarajevo on the 10<sup>th</sup>-11<sup>th</sup> April 2014. It is expected that around 80 NALAS delegates, potential donors, and representative of international agencies, etc. will be present at the event.

### 2. Procurement information

NALAS intends to hire an agency for interpretation services for NALAS GA 2014.

We invite interested agencies to submit offer(s) for simultaneous interpretation services as per the specifications below:

Requirements	
<b>10<sup>th</sup> April 2014</b>	8 interpretation languages: anian garian ▪ Bosnian/Croatian/Montenegrin/Serbian ▪ English ▪ Macedonian ▪ Romanian ▪ Slovenian ▪ Turkish
13:00-18:00 Municipal Showcase: Financing Local and Regional Infrastructure Projects in South East Europe	
<b>11<sup>th</sup> April 2014</b>	
09:00-16:00 NALAS General Assembly Meeting	

### 3. Offers

The interpretation agency should book all related and necessary logistic activities such as transport from the place of origin to the venue of NALAS General Assembly 2014, hotel accommodation, lunches and coffee breaks. The payments for interpretation and logistic activities will be done in accordance with your offer. The offer should reflect the price for all interpretation and logistic activities. Your offer should include:

- *Financial part for the services described in section 2. There should be clearly indicated the following parameters:*

- Total number of interpreters you intend to engage for implementing the aforementioned task, with indication on language and number of interpreters per language;
  - Number of supporting staff (if such staff will be engaged)
  - Price for labour per interpreter per day;
  - Price for accommodation per person per day (if accommodation is necessary)
  - Price for transport for all the engaged persons, including supporting staff from the place of origin to NALAS General Assembly venue
  - Price for other expenses (lunch and coffee breaks, or other necessary, please list each in detail)
  - Total price of the interpretation service including all expenses.
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- *List of References/Events*
  - *Recommendations from international organisations*
  - *CV's for interpreters that you plan to deploy*

Please state the price before VAT and the total price including VAT expressed in EUR.

Please deliver your offers at [info@nalas.eu](mailto:info@nalas.eu) before 12:00 on 12.03.2014.

#### **4. Acceptance**

The lowest priced offer that meets or exceeds the minimum requirements will be selected. The total number of languages and therefore number of cabins is tentative and is a subject of adjustment, depending on the nationalities presented at NALAS General Assembly. Please note that NALAS has the right to decide not to choose any offer.