

## Request for Proposals

### 1. Introduction

NALAS is a network of associations of local authorities of South Eastern Europe. It brings together 14 Associations which represent roughly 4000 local authorities, directly elected by more than 80 million citizens of this region. The 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 15 members.

GA 2012 will take place in Pristina on the 29<sup>th</sup>-30<sup>th</sup> March 2012. It is expected that around 120 NALAS delegates, potential donors, and representative of international agencies, etc. will be present at the event.

### 2. Procurement information

NALAS intends to rent equipment for simultaneous interpretation for GA 2012.

We invite interested companies to submit offer(s) for equipment that meets or exceeds the specifications below. Performance comparison with the requested equipment is required for all pieces of hardware.

### 3. Requirements

Minimum requirements	
Simultaneous Interpretation Equipment for 120 people, 8 languages/up to 7 cabins in total. The Contractor should check with the Swiss Diamond Hotel Prishtina the possibility to utilise its existing 3 interpretation cabins, and should reflect that in the offer.	Up to 7 technically equipped interpretation cabins in total, IC Receiver, Headphones Audio System
Connection of interpretation cabins currently existing in Swiss Diamond Hotel	
Technical Support for all rented equipment for the duration of the whole event, as well as for the set up.	
The equipment will be set-up on the 28th March or on such date so to be utilised on the 29-30th March 2011.	

### 7. Offers

Your offer should include transport, installation, configuration and technical support during the event.

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) by 15 February 2012, at 12:00 (noon).

**8. Acceptance**

The lowest priced offer that meets or exceeds the minimum requirements will be selected. Please note that NALAS has the right to decide not to choose any offer.