

## Annex 2 – Content and structure of the offers

Please indicate in both the technical and the price offer for **which lot** the bids are submitted.

For the **technical offer**, at least three years of experience in the respective language as well as experience in the professional sectors according to Annex 1 are requested.

The experience should be demonstrated by means of a detailed CV containing as much information as possible, as well as a list of previous assignments to the greatest extent possible and proving the suitability of the company or consultant for the task in accordance with Annex 1.

Further criteria can be found in the Terms of Reference (Annex 1) in Chapter 3.4 and are reflected in the evaluation scheme of the technical offers (Annex 4).

If possible, the experience and language skills should be proven with a (diploma) certificate.

The **financial offer** should include a list of languages and the respective hourly rates.

Tenderers may offer different prices for the different kinds of services as per the following table:

Type of translation service	Price offer for lot no.: ____	
		Offered Price:
Simultaneous interpretation (alone)	Hourly rate:	
Simultaneous interpretation (tandem)	Hourly rate:	
Consecutive interpretation	Hourly rate :	
Written translation (source/ original text)	Per standard page:	
Review / Editing of written translation (source/original text)	(1500 characters excluding space measured by reference to a "Microsoft Word" document and source text)	

**Consultants** must clearly indicate that the fees are inclusive of all taxes and any pension costs.

**Consulting firms** must clearly indicate that the price quotation does not include VAT.

Please indicate the location of the interpreters (Tbilisi/Batumi). In case travels, the travel expenses will be reimbursed by the GIZ in accordance to its GIZ regulation.