

Call for tenders – Provision of simultaneous interpretation equipment rental service

Terms of Reference

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is interested to work with experienced and high standard interpretation system providers for the project “Enabling the Implementation of Georgia's Forest Sector Reform - ECO.Georgia” jointly being implemented with the Ministry of Environmental Protection and Agriculture and the Ministry of Economy and Sustainable Development of Georgia with the funding and on behalf the German Federal Ministry for Economic Cooperation and Development (BMZ), the Green Climate Fund (GCF), and the Swiss Development Cooperation (SDC).

The aim of the tender is to establish a long-term working relationship with **two qualified companies** in organizing of multilingual events, conferences, and meetings.

We invite **companies** to take part to this tender **meeting following minimum criteria:**

- Provision of simultaneous interpretation equipment rental service as one of the main business activities in the last three years (Company Profile, references)
- Equipped with
 - o Portable Interpreter booth (meeting ISO standards regarding ventilation, lighting, safety, etc. for accommodating two interpreters)
 - o Portable Simultaneous interpreter (SI) consoles/control panels and interpreter set
 - o System for Hybrid-format meetings
 - o High quality audio system for all type of meetings (in person or hybrid)

Location for provision of service: Tbilisi and project regions (Kakheti (+Tianeti) and Guria)

Interested companies are invited to provide their **price offers in accordance** to following schedule:

Item	Price
Half day	For up to 10 participants
	For up to 20 participants
	For more than 20 participants
Full Day	For up to 10 participants
	For up to 20 participants
	For more than 20 participants
Travel to Guria	Lump sum rate per travel
Travel to Kakheti (+Tianeti)	Lump sum rate per travel

Attached template for price schedule shall be used for preparation of financial offer.

Additionally documentation that validates bidder’s compliance with the above specified minimum criteria shall be submitted.

Duration of contract

The contract(s) will be concluded for 24 months with option for prolongation for another 24 months.