

**REQUEST FOR QUOTATION
PROVISION OF LINGUISTIC SERVICES AND EQUIPMENT
WCO NON-INTRUSIVE INSPECTION WORKSHOP
7-11 JUNE 2010, ST. PETERSBURG, RUSSIA**

RFQ NO. 200169

**MARCH 2010
VIENNA, AUSTRIA**

The Secretariat
Department of Management and Finance
Palais Palfy, Wallnerstrasse 6, A - 1010 Vienna, Austria

Date: 07 April 2010

Request for Quotation
No. 200169 Provision of Linguistic Services and Equipment
World Customs Organization Non-Intrusive Inspection Workshop (7-11 June 2010, St. Petersburg, Russia)

Dear Sir/Madam:

1. The OSCE Secretariat (hereinafter called “the OSCE”) invites your company to submit quotation for the provision of simultaneous and consecutive English-Russian-English interpretation services, provision of English-Russian-English translation service and provision of equipment and technical assistance for simultaneous interpretation as specified below (hereinafter called “the Services”) as specified in this Request for Quotation and Attachments hereto (hereinafter called “the RFQ Documents”).

The RFQ document includes:

- Annex A - “Quotation Submission Form”
- Annex B - “General information and Qualification”
- Annex C - “Terms of Reference”
- Annex D - “Format of Curriculum Vitae (CV) for Proposed Key Professional Staff”
- Annex E - “Team Composition “
- Annex F - “Price Schedule”

2. Your quotation shall be submitted by email, fax or post at the below address no later than **27 April 2010 12:00 hrs (CET)**:

Organization for Security and Co-operation in Europe - Secretariat
Procurement and Contracting Unit
Wallnerstrasse 6, A-1010 Vienna, Austria
Fax: + 43 1 514 36 – 6283
Email: tenders-at@osce.org
Attn: Mr. Ari-Pekka Hirviniemi, Procurement Officer

3. Any quotation received by the OSCE after the deadline for receipt of quotations prescribed by the OSCE pursuant to paragraph 2 above will be rejected. Partial quotations submitted as the following complete lots will not be accepted. Tendering company may sub-contract one of the lots and in this case, company will be held fully responsible for the entire fulfillment of the contract and of the services provided by the sub-contractor. All instructions described in the RfQ document applies to the possible sub-contractor as well and all requested forms shall also be duly completed by the sub-contractor and enclosed to the offer.

Lot 1: Provision of Simultaneous and Consecutive English-Russian-English Interpretation Services
Lot 2: Provision of English-Russian-English translation services
Lot 3: Provision of Interpretation Equipment and technical assistance

4. Your quotation and all correspondence shall be made in English.

5. Your quotation shall be prepared in accordance with the following instructions:

- (i) Your quotation shall contain the duly completed parts of Annex A “Quotation Forms”, Annex B “General Information and Qualifications” and Annex D “CV”, Annex E “Team Composition and Annex F “Price Schedule”. Failure to complete and sign these sections may result rejection of your quotation. Your quotation may include also information in form of literature, pictures, drawings or data describing the technical and performance characteristics of the Services and Equipment;
 - (ii) All price(s) shall be quoted in EURO and shall be quoted excluding taxes;
 - (iii) Your quotation shall be valid for the period of sixty (60) calendars days past the deadline for receipt of quotations;
 - (iv) Your quotation shall bear the RFQ Reference Number and Title indicated above.
6. Prior to the price evaluation, the OSCE will determine the substantial responsiveness of each quotation. A substantially responsive quotation is one which conforms to all the terms and conditions of the RFQ Documents without material deviations. Deviations from, or objections or reservations to critical provisions will be deemed to be a material deviation. The OSCE may waive any minor informality, nonconformity, or irregularity in a quotation which does not constitute a material deviation, reservation or omission.
7. During evaluation of the quotations, the OSCE may, at its discretion, ask you for a clarification of your quotation. The request for clarification and the response shall be in writing, and no change in the prices or substance of the quotation shall be sought, offered, or permitted. Failure by you to timely and duly respond to a request for clarification may result rejection of your quotation.
8. If a quotation is not substantially responsive, it will be rejected by the OSCE and may not subsequently be made responsive by correction of the nonconformity.
9. Award will be made to the company whose quotation is determined substantially responsive to the requirements of the OSCE and whose quotation contains the lowest evaluated price(s).
10. The OSCE reserves the right to increase or decrease the requirements originally specified in the Request for Quotation.
11. Unless superseded in specific aspects by the requirements specified by the OSCE in Annex documents, the OSCE General Conditions of Contract applicable for the type and nature of the contract under consideration (to be viewed at <http://www.osce.org/tenders>) shall apply to any contract/purchase order awarded as a result of this RFQ.
12. The OSCE reserves the right to accept or reject any quotation, and to annul, in whole or in part, or to suspend the process and reject all quotations at any time prior to the award, without thereby incurring any liability to the affected company or companies or any obligation to inform the affected company or companies of the reasons for the OSCE’s action.
13. Nothing in or relating to this RFQ shall be deemed a waiver, expressed or implied, of any of the privileges and immunities of the OSCE.
14. Please note that the OSCE will not notify unsuccessful company(ies).
15. Please address all your queries or questions in writing at the address given below and kindly refrain from any telephone calls or personal visits.

OSCE Secretariat, Procurement and Contracting Unit
Wallnerstraße 6, A-1010 Vienna, Austria
Mr. Ari-Pekka Hirviniemi, Procurement Officer
E-mail: ari-pekka.hirviniemi@osce.org
Fax: + 43 1 51436 6283

ANNEX A “QUOTATION SUBMISSION FORM”

[*Location, Date*]

To: **Organization for Security and Co-operation in Europe (OSCE)**
Secretariat
Department of Management and Finance
Procurement and Contracting Unit
Palais Palffy - Wallnerstrasse 6
A-1010 Vienna, Austria

Ladies/Gentlemen:

We, the undersigned, offer to provide the Services in accordance with your Request for Quotation No.200169 and our quotation, which is binding upon us during the period of validity of the quotation, i.e. sixty (60) calendar days from the date of quotation submission deadline.

We accept and agree that the OSCE General Conditions of Contract (Services) will apply to any purchase order resulting from this Request for Quotation.

We understand you are not bound to accept any quotation that you receive, and that in case of award the OSCE will not notify the unsuccessful companies.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Company:

Address:

ANNEX B “GENERAL INFORMATION AND QUALIFICATION”

GENERAL INFORMATION

Name of Bidder:			
Street Address:	Postal Code:	City:	Country:
P.O. Box and Mailing Address:			
VAT Number:			
Telephone Number:		Fax Number:	
E-mail Address:			
www Address:			
Contact Name:		Contact Title:	
Year Established:			
Type of Business:		Number of Staff Employed:	
Corporate Seat:			

QUALIFICATION

	Compliant? (YES/NO)	If the answer is YES, please provide a short description and evidence as appropriate
At least 5 years of experience in providing interpretation services, including simultaneous interpretation, to a wide variety of national and international clients.		
Proven experience in providing interpretation services to major public sector agencies as well as to international organizations, such as the United Nations. Previous experience with customs, border control and inspection technology issues would be an asset.		
The team of interpreters with appropriate academic degrees and background.		
Demonstrated compliance with the international professional standards and code of ethics set for the interpretation services and quality management, for instance ISO certifications.		
Membership to leading international networks/associations/unions of professional interpreters such as the International Association of Conference Interpreters (AIIC) and to relevant national associations.		

COMPANY EXPERIENCE

Experience on provision of services of similar nature:			
Customer Name and Contact Details	Year	Services Provided	Country

Signature of Bidder: _____

ANNEX C “TERMS OF REFERENCE”

Introduction:

The OSCE is supporting a workshop organized by the World Customs Organization in St. Petersburg, Russian Federation, on 7-12 June 2010 in the facilities of the Russian Customs Academy's local branch. The workshop is a training activity on non-intrusive inspection technologies for customs officers and technical operators from European countries.

Non-intrusive inspection technologies support the detection and prevention, at border control points, of trafficking in weapons, illicit radioactive materials, illicit drugs, currency and other illegal contraband. The use of modern non-intrusive technologies to inspect high-risk containers and cargo is a key customs-to-customs standard under the WCO's Framework of Standards to Secure and Facilitate Global Trade ([SAFE](#)).

OSCE participating States have committed to enhance container security, while minimizing any adverse effects on legitimate trade, based on best practices and on norms and standards agreed internationally (Ministerial Council Decision [9/04](#)), including the SAFE Framework (Ministerial Council Decision [6/05](#)).

Lot 1. Provision of a) simultaneous and b) consecutive English-Russian-English interpretation service

- Provision of simultaneous interpretation from English to Russian and Russian to English.
- From 7 June to 11 June 2010, from 09:00 to 17:00 every day (5 full days including below described consecutive interpretation during a half day site visit). There will be two breaks of 30 min and one lunch break of 01:30 every day.
- The interpreters are requested to arrive at 08:30 on 11 June 2010 and no later than 08.45 on every other day.
- Transportation and lunches of the interpreters are to be arranged by the interpreters themselves.
- Consecutive interpretation will have to be provided during a half day site visit of the Russian Customs facilities. Transportation to the facilities and back to the workshop venue will be arranged by the workshop organizers.
- The interpreters may be provided with background documents and, to the extent possible, with the texts of speeches and presentations in advance of the meeting.

Lot 2. Provision of English-Russian-English translation service

- Translation of documents from English into Russian or Russian into English.
- Upon request from the workshop organizers (OSCE or World Customs Organization) and deadline to be agreed case by case.

Please indicate price per card (specify how many characters with spaces)

Lot 3. Provision of equipment and technical assistance for simultaneous interpretation

- Available and fully functional at the venue for 5 full days, from 7 June 2010, 08:00 to 11 June 2010, 17:00.
- All equipment (cabling and devices) necessary for simultaneous interpretation between 2 languages for 50 people, including:
 - 50 wireless audio receivers (headsets) and transmission system
 - 2 table microphones and 1 roaming wireless microphone
 - 1 interpretation booth for two person
 - Interpreters equipment in the booth for 2 interpreters
- On-site technical assistance from 7 June 2010, 8 a.m. to 11 June 2010, 5 p.m.

Please provide detailed breakdown of cost per unit

ANNEX E “TEAM COMPOSITION “

1. Key Professional Staff		
Name	Position	Task

Signature of Bidder: _____

ANNEX F "PRICE SCHEDULE"

Please complete the table below by providing breakdown of all costs to be incurred.

Price Component	Unit of Measure	Quantity	Price (Euro)	Total Price (Euro)
Lot 1a. Provision of simultaneous English-Russian-English interpretation service				
Lot 1b. Provision of consecutive English-Russian-English interpretation service				
Lot 2. Provision of English-Russian-English translation service				
Lot 3. Provision of equipment and technical assistance for simultaneous interpretation; Please detail all items.				
TOTAL COST				

*The above costs shall cover all expenses incurred by the Bidder for providing the services as specified in Annex C "Terms of Reference" and including, but not limited to the cost of the remuneration of the Bidder's personnel and all other compensations, insurance and social charges as well as overheads, technical assistance, supervision costs, delivery costs, travel costs and any other costs incurred by the Contractor's personnel for the purpose of delivering the Services.

Signature of Bidder: _____