CCAMLR Call for Proposals for Interpretation
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Part 1: Introduction

The Secretariat of the Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR) requests proposals for interpretation services for the meetings of the Commission and the Scientific Committee.

For these meetings, the Secretariat requires the services for interpretation in the four official languages of CCAMLR: English, French, Russian and Spanish.

The Bidder is responsible for:

• The recruitment of interpreters, and the coordination between the interpreters and the Secretariat. To this end, s/he shall submit to the Secretariat a list of the selected interpreters

• The payment of transportation, travel allowances, accommodation, insurance and fees for all the interpreters necessary to accomplish the required services.

Specific Tasks

The tasks to be performed are:

• Meeting interpretation for in-person meetings
  
  ○ Interpretation in the four official CCAMLR languages must be provided for two simultaneous meetings from Tuesday to Friday in the first week and for only one meeting on the Monday of the first week and from Monday to Friday in the second week, starting at 9 am and ending at 5.30 pm, with an hour and a half lunch break and two coffee breaks of a half an hour each. If necessary (under exceptional circumstances), the interpreters could be required to stay after-hours depending on the needs of the meeting.

• Meeting interpretation for virtual meetings
  
  ○ If the meetings are held on-line (virtually), the starting times and durations of the meetings may vary. Interpretation will be provided remotely using Interprefy as the preferred platform.

  Interpreters would not be physically present in a booth in Hobart. Please offer any other solutions to remote interpreting you may have.
• Meeting interpretation for hybrid meetings

  o Another option to consider is a hybrid meeting where delegates are present in person, but some parts of a delegation are remote, and interpretation is provided on site or remotely by negotiation. CCAMLR has not yet decided to hold meetings this way, but we would like bidders to present ideas based on their experience in meetings of this type.

Schedules of meetings are provided in Annex III.

Qualifications required of professionals

1. Outstanding interpretation skills in English, and/or French, and/or Spanish, and/or Russian.

2. Expertise in interpretation of scientific and technical subjects, as well as diplomatic language (see our Scientific Committee and Commission reports)

2. Ability to work under pressure and to meet strict deadlines.

3. Ability to produce a high volume of quality content.

4. Experience with multilateral bodies.

5. Experience with remote interpretation.

6. Demonstrated willingness to work as part of a team in a multicultural environment.

Duration of contract

The timeframe of the contract will be three years, subject to review on performance, beginning 01 October 2021. The Secretariat reserves the right to terminate the contract due to unsatisfactory performance of the Bidder.

Contact

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CCAMLR Executive Secretary
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Hobart, TAS 7000
Australia
cammlr@ccamlr.org
+61 3 6210 1111
www.ccamlr.org
Part 2: Guidelines for the Submission of Proposals

1. General purpose

Guidelines for the submission of Proposals by those interested in rendering the Interpretation Services requested.

2. Cost of the Proposal

The Bidder shall bear all costs associated with the preparation and submission of the Proposal.

3. Contents of the Proposal

Proposals must offer services for the total requirement, as any Proposal offering only part of the requirement will not be considered.

4. Clarification Requests

Those interested in submitting a Proposal may request clarifications, addressing the Secretariat, via email to ccamlr@ccamlr.org, which will acknowledge the receipt of the clarification request. The Secretariat will also respond via email to any request for clarification provided it is received five (5) working days before the deadline for the submission of Proposals. The Secretariat’s email responses will be sent to all recipients of the invitation to submit Proposals.

5. Amendments

At any time prior to the deadline for the submission of Proposals, the Secretariat may, for any reason, amend the terms and conditions set forth in this document and its annexes, giving notice via email to the recipients of the invitation to submit Proposals, who shall acknowledge receipt of said notice via email as well. The Secretariat reserves the right to extend the deadline for the submission of Proposals.

6. Language of the proposal

The Proposals and all correspondence and documents relating to the Proposal, exchanged by the Bidder and the Secretariat, shall be written in English.
7. **Documents to file**

The Proposal shall comprise the following documents:

(a) Proposal Submission Letter  
(b) Technical Proposal (Annex I)  
(c) Price Schedule (Annex II)

8. **Proposal Submission Letter**

A Proposal submission letter must accompany the Proposal, signed by a duly authorised officer and indicating acceptance of the conditions laid out in this document.


The operational and technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules.

Information which the Bidder considers confidential, if any, should be clearly marked “confidential” next to the relevant part of the text and it will then be treated as such.

10. **Price Schedule (Annex II)**

The Bidder shall indicate in the Price Schedule for the Interpretation Services in 2021, 2022 and 2023, the prices of the services it proposes to supply under the contract. All prices shall be quoted in Australian dollars.

11. **Period of validity of Proposals**

Proposals shall remain valid for one hundred and twenty (120) days after the deadline established by the Secretariat for the submission of Proposals.

12. **Deadline for submission of Proposals**

Proposals must be received by the Secretariat at the address previously specified no later than 12 April 2021, 12:00h AEST (UTC+10). Submission by email is acceptable.

Any Proposal received by the Secretariat after the deadline for submission of Proposals shall not be considered.
13. Amendment and withdrawal of Proposals

The Bidder may withdraw its Proposal after its submission, provided that the Secretariat receives written notice of the withdrawal prior to the deadline established for submission of Proposals.

14. Preliminary analysis of Proposals

The Secretariat will examine the Proposals in order to ensure that they are complete and that the documents are duly signed, maintaining the ability to request clarifications from the Bidders, all requests and replies to be completed in writing within the term established by the Secretariat and will not imply any change in price or substance of the Proposal.

Arithmetical errors will be rectified in the following manner: If there is a discrepancy between the unit price and the total price obtained by multiplying the unit price by the quantity, the unit price shall prevail and the total price will be corrected. If the Bidder does not accept the correction of errors, its Proposal will not be considered. If there is a discrepancy between words and figures, the amount in words will prevail.

Prior to the detailed evaluation, the Secretariat will determine if each Proposal conforms to the required terms and conditions, requiring that each Proposal be self-sufficient, without recourse to extrinsic evidence. Proposals that do not conform to the Secretariat’s requirements will not be considered.

15. Evaluation of Proposals

The Secretariat reserves the right to evaluate each Proposal on its technical and economic aspects, in order to find the most suitable one for CCAMLR’s requirements. For this purpose, the evaluation shall be comprehensive, and Bidders may be invited for interviews, without objective evaluation standards that prevail over others. The technical aspects shall be assessed together with the economic proposal but will form a singular Proposal, which will enable the Secretariat to select the most convenient Proposal according to its own criteria and pursuant to the specificity and magnitude of the tasks to be performed by the selected Bidder.

At the same time, the Secretariat may consider and decide – without stating the reasons or causes – that none of the Proposals submitted meet the necessary requirements for the rendering of the requested services and given that this is an invitation to submit Proposals, the Bidders cannot object to the Secretariat’s decision.

16. Secretariat’s decision

The Secretariat may, without stating the reasons or causes, accept or reject any Proposal, and/or reject all Proposals, without thereby incurring any liability or any obligation to inform the affected Bidder or Bidders of the grounds for the Secretariat’s decision.
The Secretariat reserves the right at the time of accepting the Proposal to vary the quantity of services specified without any change in the unit price or other terms and conditions, without altering the validity of the Proposal.

17. Execution of contract

In the case that the Secretariat selects one Proposal, the Secretariat will send to the selected Bidder a counterpart of the contract of services which must be signed by the Bidder and returned to the Secretariat for countersigning.
Technical Proposal

Part 1: Proposed Work Plan and Approach

(Descriptions below may be as long as necessary. Please answer all questions and do not leave any blanks.)

a. Describe your company here and/or indicate attachment of your corporate brochure:

b. Insert a copy of the company’s terms and conditions for service/trade customs here or indicate attachment:

c. Describe the general organisational capacity of the company to perform the functions (i.e. size of the firm, strength of project management support, project financial capacity, project management controls, specialised software):

d. Describe your company’s specialised knowledge and experience regarding interpretation services:
e. Describe your work, if any, for CCAMLR, or other major multilateral or bilateral agencies, or international organisations:

f. List your language capabilities:


g. Describe your company’s workflow to handle interpretation requests from your client(s):

h. Describe how you provide training and quality control, particularly for remote interpretation:
i. CCAMLR considers that there are new emerging solutions to the provision of interpretation services for international meetings. In addition to fully in-person or fully virtual/remote meetings, hybrid meetings can be envisaged in which some participants, and interpretation services, are provided remotely but other delegates are in-person. Please explain your company’s experience with different types of interpretation services for meetings, and how you have developed innovative solutions to these problems.

j. Insert list of clients, including non-multilateral bodies/clients, over the last five (5) years:
Part 2: Personnel Resources

a. Professional Qualifications:

List the minimum quality requirements of your interpreters:

b. Describe the extent of the international experience of your interpreters:

c. Describe the extent of remote interpreting experience of your interpreters:

d. State why you think your company is best suited for the interpretation services required by the Secretariat:
Price Schedule

For comparison purposes, all prices/rates quoted must be exclusive of all Australian taxes. However, as the Secretariat is registered for GST, this should be included in any invoices issued.

The Price Schedule must provide a cost breakdown as detailed below. Provide separate figures for each functional grouping or category. The format includes specific expenditures.

**Price schedule**: Provision of interpretation services for the meetings of the Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR) and the Scientific Committee (SC-CAMLR) to be held in Hobart, Tasmania, Australia, in October/November 2021–2023. Please provide separate schedules for in-person, virtual and hybrid meetings. If you offer any innovative solutions which may provide competitive pricing models, please include them here.

In addition, there is a possibility that interpretation may be requested for other virtual or hybrid meetings. Please indicate if the virtual meeting price schedule will apply.

**In-person meeting**

<table>
<thead>
<tr>
<th></th>
<th>Interpretation Services</th>
<th>Amount</th>
<th>Persons</th>
<th>Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Interpreter Daily Fee</td>
<td></td>
<td></td>
<td>14¹</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-working days</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Travel expenses and accommodation for interpreters and translators</th>
<th>Amount</th>
<th>Persons</th>
<th>Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Daily subsistence allowance (including accommodation)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Air tickets and terminal costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

|   | Organisation/Coordination Fee                                   |        |         |      |       |

¹ Interpretation services will be needed for two simultaneous meetings from Tuesday to Friday in the first week and for only one meeting on the Monday of the first week and from Monday to Friday in the second week.
Virtual meeting

<table>
<thead>
<tr>
<th></th>
<th>Interpretation Services</th>
<th>Amount</th>
<th>Persons</th>
<th>Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.a</td>
<td>Interpreter Daily Fee</td>
<td></td>
<td></td>
<td>14(^1)</td>
<td></td>
</tr>
<tr>
<td>1.b</td>
<td>Non-working days</td>
<td></td>
<td></td>
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<td></td>
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<thead>
<tr>
<th></th>
<th>Travel expenses and accommodation for interpreters and translators</th>
<th>Amount</th>
<th>Persons</th>
<th>Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.a</td>
<td>Daily subsistence allowance (including accommodation), if applicable</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.b</td>
<td>Air tickets and terminal costs, if applicable</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Organisation/Coordination Fee</th>
<th>Amount</th>
<th>Persons</th>
<th>Days</th>
<th>Total</th>
</tr>
</thead>
</table>

\(^1\) Interpretation services will be needed for two simultaneous meetings from Tuesday to Friday in the first week and for only one meeting on the Monday of the first week and from Monday to Friday in the second week.
**Hybrid meeting**

<table>
<thead>
<tr>
<th></th>
<th>Interpretation Services</th>
<th>Amount</th>
<th>Persons</th>
<th>Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.a</td>
<td>Interpreter Daily Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.b</td>
<td>Non-working days</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2.b</td>
<td>Air tickets and terminal costs, if applicable</td>
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<table>
<thead>
<tr>
<th></th>
<th>Organisation/Coordination Fee</th>
<th>Amount</th>
<th>Persons</th>
<th>Days</th>
<th>Total</th>
</tr>
</thead>
</table>

1 Interpretation services will be needed for two simultaneous meetings from Tuesday to Friday in the first week and for only one meeting on the Monday of the first week and from Monday to Friday in the second week.

Submitted by:

Company/organisation: ____________________________________

Address: _________________________________________________

Name: __________________________________________________

Title: ___________________________________________________

Email: __________________________________________________

Telephone: ______________________________________________

Website: ________________________________________________
Schedule of meetings

1. **In-person meeting**

10 days of meetings, with interpretation provided for six hours per day (breaks of 30, 90, 30 minutes), with the option of extending for additional hours in the evening on all days. For five of these days there will be two parallel meetings running to this schedule, requiring two groups of interpreters working simultaneously.

2. **Virtual meeting**

15 days of meetings, with interpretation provided for five hours (with two breaks of 15 minutes), with the option of extending for three additional hours on the final day of the meeting. Remote interpretation provided through Interprefy. Please indicate if you prefer to use another platform. Meeting start times may vary.

Please note that there may be a requirement for additional meeting interpretation throughout the year.

3. **Hybrid meeting**

Bidders are invited to provide indicative costs covering their suggested hybrid solutions.

**Variations**

Please note that the actual days in any contract may vary from these indications, depending on the final decisions of the Commission and the Scientific Committee.