

**Inviting offers for providing simultaneous interpretation services in Arabic for the Second Session of the Codex Committee on Spices and Culinary Herbs from 14<sup>th</sup> to 18<sup>th</sup> September 2015 at The Lalit Golf and Spa Resort, Canacona, Goa, India.**

**CCSCH Secretariat  
Spices Board India  
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Quotations are invited for undertaking simultaneous interpretation services in Arabic at the meeting of the Codex Committee on Spices and Culinary Herbs scheduled to be held The Lalit Golf and Spa Resort, Canacona, Goa, India during 14<sup>th</sup> to 18<sup>th</sup> September 2015. The languages that will be used in the session are English, French, Arabic and Spanish. The session commences at 9.30 hrs on 14<sup>th</sup> September 2015.

The interpretation services would be required for four days; i.e. on September 14<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup> and 18<sup>th</sup>, 2014.

Quotations from individuals or a group of interpreters will be accepted. The tenderer should give evidence of their ability to provide a professional service in the following areas:

- Consultancy services for conference interpreting, showing the number of interpreter-days delivered in the previous three years;
- Proof of membership of a reputable professional interpreters' association (AIIC or equivalent).
- Detailed description of service provided (selection and organisation of interpreters);
- Professional and academic qualifications and relevant experience of the consultant interpreter and the proposed interpreters.
- Number of interpreters required
- Working hours in one shift

**Budget**

- A quote put forward should be broken down as follows:

- Fees per day per interpreter
- Compensation for working over time
- Management and handling fee
- Currency of quotation/tender
- Terms of payment
- Allowances for travel
- Allowances for Accommodation

Your offers may be forwarded to the address given below on or before 15<sup>th</sup> May 2015.

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