



Date: **September 8, 2015**

SUBJECT: Request for Quotations (RFQ) – Interpreters to Provide simultaneous interpretation Services for a Portuguese Course

Dear Prospective Quoter:

The Embassy of the United States of America in Gaborone, Botswana has a requirement for a contractor to Provide Simultaneous Interpretation Services in Support of the Leadership Development Course to be held **at The International Law Enforcement Academy (ILEA) in Otse**. The Embassy Plans to award a purchase order. You are encouraged to make your quotation competitive. You are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it. Please read the below RFQ carefully, and if you are interested, submit your quotation.

Your quotation must be hand delivered or emailed to the below e-mail address on or before **September 22, 2015**.

Direct any questions regarding this request for quotations to the Embassy Contracting Office telephone #: 3732291-; Fax: 395-3951 or email: gabprocurement@state.gov during regular business hours.

SCOPE OF WORK

SUBJECT: Securing Simultaneous Portuguese Interpretation for ILEA Gaborone Law Enforcement Leadership Development Program Session 12, October 05 to November 13, 2015.

Interpretation Services: This is a labor-hour purchase order based on a flat day rate per interpreter. Due the long hours and strenuous requirements for this service, a minimum of three Portuguese interpreters must be contracted for this service. The day rate for this quotation should not include other direct and indirect costs such as general administrative expenses, and travel costs to and from the place of performance. Additional expenses must be within reason and pre-approved by ILEA Gaborone management. These costs should include hotel accommodation and MI&E rate of a current USG rate. The interpreters are responsible for making their own hotel arrangements.

Date, Time, and Location: The interpreters are required to provide simultaneous interpretation services during the period of October 5 to November 13, 2015 at the International Law Enforcement Academy, Gaborone, Botswana. Services are required from 0800-1630 Mondays, Tuesdays, Thursday and Friday, and 0800-1530 on Wednesday. Simultaneous interpretation is only required until 12:00 p.m. on Friday, November 13, 2015, the course graduation day.

Transportation and Hotel: The interpreters are responsible for their own transportation arrangements to and from all locations. Transportation and costs shall be included in their quotations.

(Costs estimated per 3 interpreters)

The interpreters shall: Interpret simultaneously from English into Portuguese and Portuguese to English in classroom or conference situations, involving in-depth professional exchanges on a wide variety of law enforcement-related subjects. The mode of interpretation normally will be English/Portuguese/ English as the speaker/ instructor addresses a group in classroom/conference setting. The nature of this setting will also require the interpreter to take notes as a person is speaking and interprets from those notes at regular intervals during the remarks.

The interpreters must be able to perform instant analysis in order to correctly understand the substance of the words and information to be interpreted, including attention to detail and nuances. The Interpreters must be able to adapt to constantly changing circumstances, personalities, and work environments.

The interpreters must display fluent spoken and written English and Portuguese, covering a wide range of terminology in many fields, as well as knowledge of the government,

history, and culture of the United States and of the cultural differences between the languages. After personal research and/or topical briefings by the Government, the interpreters should be able to bridge terminology gaps, different measurement systems, and similar disparities.

The interpreters must be able to adjust to the demands of diplomatic protocol, protective security requirements, and similar considerations while interpreting with clarity and accuracy. The interpreters must perform interpreting services with the desired tenor of a public statement or the goals to be reached in a negotiation.

ADMINISTRATIVE RECORDS: Interpreters shall maintain administrative files, which shall at a minimum include time and attendance records for all employees furnished under the contract. ILEA management is authorized to examine the contractor's administrative files. Daily time and attendance records shall be maintained and may be reviewed as required by the ILEA management.

PRIVACY NOTE: All information furnished to the interpreters and developed by the interpreters in connection with this transaction shall be considered privileged. The interpreters shall make no public announcements, including news or press releases about this contract.

The interpreters shall maintain satisfactory standards of competency, conduct, cleanliness, appearance and integrity. Each interpreter is expected to adhere to standards of conduct that reflect credit on themselves and the United States Government. Interpreters must use politeness and courtesy in the course of their duties.