

SCOPE OF WORK

SUBJECT: Securing Simultaneous French Interpretation for ILEA Gaborone Wild Life Investigation course, August 31 to September 11, 2015.

Interpretation Services: This is a labor-hour purchase order based on a flat day rate per interpreter. Due to the long hours and strenuous requirements for this service, a minimum of three French 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. 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 August 31 to September 11, 2015 at the International Law Enforcement Academy, Gaborone, Botswana. Services are required from 0800-1630 Mondays, Tuesdays, Thursdays and Fridays, and 0800-1530 on Wednesdays. Simultaneous Interpretation is only required until 12:00 p.m. on Friday, September 11, 2015, the course graduation day.

Meals: The interpreters are responsible for their own meals. Lunch, however, is available for purchase at the Botswana Police College cafeteria. The interpreters can also participate in the morning ILEA tea break for a fee. A refrigerator and microwave will also be available to the interpreters should they wish to bring their lunches to ILEA.

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

(Costs estimated per 3 interpreters)

The interpreters shall: Interpret simultaneously from English to French and French 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/French/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 remark.

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 French, covering a wide range of terminology in many fields, as well as acknowledge 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, productive 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 the 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.

Date: August 13, 2015

SUBJECT: Request for Quotations (RFQ) – Interpreters to provide simultaneous interpretation services for a French 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 Wildlife Investigations 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 with 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 **August 27, 2015**.

Direct any questions regarding this request for quotation to the Embassy Contracting Office telephone #: 373-2291-; Fax: 395-3951 or email: gabprocurement@state.gov during regular business hours.