The Embassy of the United States of America has a need in the following services:

1) **Consecutive interpretation services:**

Two professional interpreters for the military workshop in Khmelnytskiy, Ukraine.
Dates: February 21 – March 11, 2016.
Translation is required from English into Ukrainian / Russian languages.
The approximate schedule: max 5 hours per day, Saturdays are with no more than 3 hours of work, Sundays are off.
Both of the interpreters should be well familiarized and have working experience with the workshop **ordnance disposal terminology**. Workshop materials will be provided to the selected company at least one week prior to the start of the course for interpreters to be more familiarized with the subject.

Please provide **the cost per 1 hour of consecutive interpretation per one interpreter** (separately per week days and on Saturdays). The cost per hour should include per diem rate.

Please provide **the cost of transportation services** for the interpreters to go to Khmelnitskiy – train tickets cost and taxi cost (16 taxi trips from the hotel "Lybid Plaza" to the destination (city center).

Please also provide the proposed names of the interpreters, their qualification and working experience related to the workshop subject.

2) **Written translation services, printing and binding**

The written translation of the workshop materials will be needed (English – Ukrainian).
The workshop materials consist of over 20 Power Point Presentations (with approximately 20 slides each) and over 20 MS Words files with text and pictures.

It is necessary to provide at least one of the translators doing consecutive interpretation for the workshop to do the written translation.

Please provide **the cost counted by the number of words** both in PP, MS Word and MS Excel (fixed price per 1,000 of translated words).

20 copies of the translated materials should be printed and binded.
20 CDs with the translated materials should be provided.

Please provide **the cost for printing and binding services** (preferably per 1 copy) and **the cost per 1 CD.**

The written translation and printed materials should be ready by February 10, 2016.

Please provide your cost proposal by 17:00 on Friday, January 8, 2016 to the e-mail address UsenkoIV@state.gov.