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| **ANNEX VI**  **TECHNICAL PROPOSAL SUBMISSION FORM**  *Expression of Interest (EOI) no: EOI21-041* |

**PART A – Bidder Background**

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| --- | --- |
| **Registered Name:** |  |
| **Year Established:** |  |
| **Physical Address:** |  |
| **Postal Address:** |  |
| **Telephone Contact:** |  |
| **Email:** |  |
| **Contact Person:** |  |
| **Position of Contact Person:** |  |
| **Number of Employees:** |  |
| Two contacts of referees /references of past similar projects conducted.  Attach additional details as applicable. |  |
|  |
| Legal registration of firm (attach documentation) |  |

**PART B – Experience of the bidder and ability related to the required services**

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| --- | --- |
| **Evaluation Criteria** | **Detailed responses by bidder** |
| Extensive experience in conference interpretation with international organisations as a staff or freelance interpreter working both ways between French and English (English or French as an ‘A’ language and the other language as an active ‘B’) in areas relevant to SPC’s activities (at least 5, preferably 10 years) |  |
| Good knowledge of development issues including in the Pacific Islands region |  |
| Master’s level qualification in interpretation or equivalent professional experience |  |
| Membership of a national or international professional association (e.g. AIIC) |  |
| Familiarity with RSI platforms or hubs or with working remotely from home. |  |
| Registration as a professional interpreter in their home country/country of residence (e.g. RIDET in New Caledonia).  **(mandatory)** |  |

**PART C – Attachments**

* Current CV detailing the main meetings interpreted in recent years.
* Cover Letter.
* Membership certificate of a national or international professional association.