

“TRANSLATION” SERVICE PURCHASE TENDER

TECHNICAL SPECIFICATION

This specification which was issued by the German International Cooperation Agency (GIZ) - financed by the German Federal Ministry for Economic Cooperation and Development (BMZ)- and Gaziantep Chamber of Commerce contains details on providing “Arabic-Turkish, Turkish-Arabic” translation service within the scope of “Time of Change and Transformation” project.

The company that will do the job after that is “CONTRACTOR”, its employer is Gaziantep Chamber of Commerce - GTO will be referred to as "ADMINISTRATION".

1- Scope of the Work

Consecutive and Written Translation: Scope of work is to provide **Arabic-Turkish, Turkish-Arabic** consecutive and written translation services for the beneficiaries of the project which will be implemented between 01 December 2020 – 01 September 2021.

Beneficiaries of the project are 15 Turkish and 15 Syrian owned Small and Medium Sized Enterprises and 30 Turkish and 30 Syrian employees who will be employed by these enterprises.

Translation service will be provided to Syrian beneficiaries of the project consecutively in one-to-one services (one-to-one consultancy, interviews, staff recruitment) and meetings as well as written translation for preparation of documents, announcement etc.

Simultaneous Translation: Arabic-Turkish, Turkish-Arabic simultaneous translation will be made for an average of 2 hours during kick-off meeting of the project which will be held online.

3- Total Translation Days

Although the total translation days are determined as 180 man-days during the project period, this number may vary according to the project needs. (1 day = 8 hours)

In case of restrictions set by public authorities due to the coronavirus pandemic, translation services can be made on the online platform.

Contractor's Responsibilities

- 1- Within the scope of the project, it is the responsibility of the CONTRACTOR to find translators that have skills in Turkish/Arabic for business language/topics in accordance with the above specifications. The CONTRACTOR shall convey the translators' CVs, education documents and previous works to the ADMINISTRATION.

- 2- The contractor will suggest at least 3 translators.
- 3- Interpreters are obliged to provide all documents and reports requested by the Administration in a timely and desired manner within the scope of the project.
- 4- Interpreters will have to adapt to the meeting schedule to be established between consultants and business officials.
- 5- Translators' transportation, food, accommodation, insurance etc. all expenses must be included in the proposal.
- 6- The proposal must be in the form of work/day in TL and excluding VAT.
- 7- Bids can be delivered in written form, stamped, signed, and sealed envelope by hand or courier to the address of the ADMINISTRATION given below
 - Bids also can be sent to the e-mail address (scanned signed copy) given below. However, these bids sent by courier must be delivered by courier

Bids must be sent to ADMINISTRATION until 04 January 2021 at 11.00 A.M. on Monday at the latest.

CONTRACTOR FIRM

- Introductory information about the institution/organization and all references if any
- Translators' resumes
- The company must send its technical and financial offer, signed, and stamped by the signatory authority.

Address for Tender Envelopes:

Gaziantep Ticaret Odası İncilipınar M ah. 16 Nolu Sok. 27090 Şhitkamil/Gaziantep

Contact; Erhan KAHRAMAN / erhankahraman@gto.org.tr / 0 507 690 73 73