

1. PURPOSE

INTERREG Atlantic Area is a European funding programme that promotes transnational cooperation among 36 Atlantic regions of five European countries. With a total budget of €185M, being €140M of European Regional Development Fund (ERDF), this programme co-finances cooperation projects in the fields of Innovation & Competitiveness, Resource Efficiency, Territorial Risks Management, Biodiversity and Natural & Cultural Assets.

The Programme is led by a Monitoring Committee Meeting which physically meets several times a year. These meetings are organised for the PMC members (representing 5 Member States delegations) to discuss progress of the programme delivery with the Managing Authority and Joint Secretariat team. Observer members are also in attendance. The next meeting (to be held on June 21st 2018) will be organised in Belfast, Northern Ireland, as the UK holds the rotating presidency for the programme in 2018. MHCLG, as head of the UK delegation, will organise and chair the meeting.

As per its Terms of Reference, Atlantic Area PMC meetings are held in the four languages of the Member States (English, French, Portuguese and Spanish). Therefore, simultaneous interpretation services, together with the required audio technician and equipment (ie microphones, headsets, booths...), are required for the entirety of the meeting (9am until 5pm). This is the purpose of this procurement exercise.

2. BACKGROUND TO THE CONTRACTING AUTHORITY

MHCLG is a ministerial department made up of three groups who focus on housing, devolution and local growth and communities.

The European Programmes and Local Growth Delivery Directorate deliver and manage three main areas of the department's work – the European Regional Development Fund (ERDF), the Regional Growth Fund (RGF) and also the European Territorial Cooperation Programmes (ETC).

The European Structural and Investment Funds (ESIF) are the European Union's main funding programmes for supporting growth and jobs and form a significant part of the government's overall growth activity. The European Regional Development Fund forms part of ESIF with £2.6 billion available to invest in projects in the current 2014 – 2020 programme.

In total, there are 9 European Territorial Cooperation programmes in which the UK takes part that promote cooperation and economic development across member states. These are called the European Territorial Cooperation (or Interreg) Programmes and they encourage cross-border, trans-national and inter-regional cooperation. The programmes focus on economic competitiveness and development, creating attractive places to live and work in, sustainable environmental development and promoting a safe and healthy environment. The ETC team works to help manage the various programmes and ERDF funding involved on behalf of the Department.

3. DEFINITIONS

Expression or Acronym	Definition
MHCLG	means Ministry of Housing, Communities and Local Government
Simultaneous Interpretation	means Face-to-Face Interpreting Service whereby the meaning of what is said in one language is transferred at the event in spoken form into a second language, by an Interpreter in personal attendance.
Meeting	Means the Atlantic Area Programme Monitoring Committee meeting to be held in Belfast, Northern Ireland, on June 21st from 9am to 5pm.

4. THE REQUIREMENT

Simultaneous interpretation will need to be provided during a meeting on June 21st in Belfast, Northern Ireland, from 9am until 5pm. Participants will be speaking in their own language (either in English, French, Portuguese or Spanish) and simultaneous interpretation will be required in the 3 other languages.

English - into Portuguese, French and Spanish
French – into Spanish, Portuguese and English
Portuguese – into French, Spanish and English
Spanish – into French, Portuguese and English

In order to keep linguist numbers to a minimum, they should be able to interpret in the 4 languages.

Ideally, linguists should have experience of interpreting at EU funding-related events. Experience of European Territorial Cooperation (Interreg) programmes would be an advantage. Linguists should also hold certified qualifications in interpretation.

This meeting will be held between 9am and 5pm. The number of attendees is expected to be between 30 and 35.

The meeting venue will not provide booths or audio equipment. The provider should therefore ensure that all equipment, and associated personnel if required, is included under this contract (interpretation desks and booths, portable headset receivers, table microphones, cabling...) and costed appropriately.

All the technical equipment and personnel required to proceed with the delivery of simultaneous interpretation will need to be installed and ready to operate in advance of the meeting starting time. The location of the meeting will be Clayton Hotel Belfast, 22-26 Ormeau Avenue, Belfast, BT2 8HS.

5. EXPECTED VOLUMES

It is expected that 3 or 4 pairs of interpreters will be required for the duration of the meeting for simultaneous interpretation into the following languages:

English - into French, Portuguese and Spanish
French – into English, Portuguese and Spanish
Portuguese – into English, French and Spanish
Spanish – into English, French and Portuguese

The meeting venue will not provide booths or audio equipment. The provider should therefore ensure that all equipment, and associated personnel if required, is included under this contract (interpretation desks and booths, portable headset receivers, table microphones, cabling...). The number of attendees is expected to be between 30 and 35. Meeting participants should all have access to an individual multi-channel portable receiver headset and there should be at least one table microphone to share between two attendees (ie 20 microphones max). The meeting room has no conference interpretation AV equipment in place.

6. PRICE

Pricing should be in Sterling Pounds.

Pricing should clearly identify the pricing for interpreters, technician and technical equipment,

travel and subsistence when required. Please note that lunch and refreshments will be provided to the interpreters during the meeting.

7. LOCATION

Services will be carried out at Room Olympic 2, Clayton Hotel Belfast, 22-26 Ormeau Avenue, Belfast, BT2 8HS.

8. EVALUATION OF OFFERS

8.1 Prices submitted by Potential Providers will be recorded and evaluated in accordance with the following process.

8.2 Prices offered will be evaluated against the range of prices submitted by all Potential Providers for that item.

8.3 The Potential Provider with the lowest overall price shall be awarded the Maximum Score Available. The remaining Potential Providers shall be awarded a percentage of the Maximum Score Available equal to their price, relative to the lowest price submitted.

8.4 The calculation used is the following:

$$= \frac{\text{Lowest Price Tendered}}{\text{Tender price}} \times \text{Maximum Score Available}$$

Potential Provider	Price Submitted	Score Calculation	Maximum Score Available	Score Awarded
Potential Provider A	£1,000	$\frac{£1,000}{£1,000} * 100$	100	100
Potential Provider B	£2,000	$\frac{£1,000}{£2,000} * 100$	100	50
Potential Provider C	£2,500	$\frac{£1,000}{£2,500} * 100$	100	40

8.5 The Price Score will constitute the "Final Score".