

**CALL FOR PROPOSAL**  
**Simultaneous Interpretation Device/Booth and Interpreter Service**

**Terms of Reference**  
**10 May 2018**

**I. Background**

EuroCham Myanmar is a project funded and endorsed by the European Union. Its mission is to promote the development of trade, commerce and investment between Europe and Myanmar, and to assist European companies, in particular SMEs, in doing business in Myanmar.

The Economic Forum on 6 June 2018 will be a high-level event for European private sector representatives, the heads of relevant ministries and departments of the Myanmar government, the Delegation of the European Union to Myanmar, Ambassadors, Consuls, and Trade Commissioners of the European member state missions in Myanmar, international, sectoral and partner organizations in Myanmar and media.

**II. Expected deliverables**

The selected service provider is expected to deliver service -

- 80 pieces of Simultaneous interpretation devices for 6 June 2018 at Nay Pyi Taw (please provide price per device in the quotation)
- 1 interpreter booth for 6 June 2018 at Nay Pyi Taw

The above two categories, the service provide must send the Technician to execute the set up and distribution/collection of the devices.

- 5 Simultaneous interpreters for 6 June 2018 at Nay Pyi Taw (English<>Burmese)

The above charges must include accommodation and transportation of the interpreters and technician.

**III. Methodology**

- Briefings with EuroCham Marketing and Communications Manager during contract signature.
- Briefing the 5<sup>th</sup> or early 6<sup>th</sup> at the Kempinski hotel.

**IV. Application Deadline**

Service providers are invited to demonstrate their interest by submitting a quotation no later than 16 May 2018 to [info@eurocham-myanmar.org](mailto:info@eurocham-myanmar.org).

Funded by



Implemented by



[eurocham-myanmar.org](http://eurocham-myanmar.org)

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