



PROCUREMENT AND ASSET
POLICY UNIT

Emirates National Oil Company (ENOC) LLC Dubai, United Arab Emirates

EXPRESSION OF INTEREST (EOI)

- INVITATION FOR SIMULTANEOUS INTERPRETATION SERVICES

(Ref: ENOC/SVS/2020/0021/UAE)

15-March, 2020

1.0. Introduction

The purpose of this Expression of Interest is to seek proposals from reputed qualified firms in individual capacity or joint venture with other consulting firms for **“Simultaneous Interpretation Services”** projects and to capture CONTRACTOR’s capability and interest to perform the services/work (“the CONTRACT”). The Information provided in response to this EOI will be used by ENOC to develop (“Qualified Bidders List” or “QBL”) of qualified CONTRACTORS to be issued with Invitation to Bid (ITB) package.

Interested reputed Consultants experienced in similar jobs are invited to submit application in prescribed format along with necessary documents in support of their technical and financial capabilities in order to get enlisted for the proposed job.

Consultants applying against the EOI will be screened based on the technical proposals submitted by them in the attached template along with supporting documents. Shortlisted consultants will only be eligible to participate in the subsequent Request for Proposal (RFP) process after enlistment of consultant(s) for such type of studies by ENOC.

Consultants who have already applied in the subject EOI dated 05.07.2019 previously, need not apply again if their applications meet all the requirements mentioned in this revised EOI.

Brief Scope of work, Terms of engagement are indicated in the following sections. Detailed Scope of Work, Schedule of Rates, Evaluation Methodology, Bid Evaluation Criteria etc. will be intimated during the subsequent RFP process.

EOI Information	
Title of Services/Work	Invitation For Simultaneous Interpretation Services
Project ID	ENOC/SVS/2020/0021/UAE
Type of Contract	Supply of Services/Work
Type of Notice	Expressions of Interest & Shortlisting Exercise
Issue Date	15 March 2020
Closing Date	30 March 2020, by COB

The Expression of Interest and all documentations shall be submitted in English and **Electronic submission of the EOI (PDF documents via email as mentioned below only)** shall be deposited on or before **30th March 2020 up to 4:30pm (Dubai Local Time)** in the following e=Mail address:

Engr. Robert Lucas
Chief Procurement and Asset Policy Unit
Email: Bids@enoc-tender.com
Emirates National Oil Company (ENOC) LLC
ENOC Building, Sheikh Rashid Street,
Oud Metha Area, Dubai,
United Arab Emirates.

1.0 BACKGROUND

- 1.1 The Emirates National Oil Company (ENOC) LLC (hereinafter referred to as “the Company” or “OWNER”) is a leading integrated global oil and gas company operating across the energy sector value chain, established in 1993. ENOC business comprises of Oil & Gas Exploration and Production, Supply Trading and Processing, Terminals, Fuel Retail, Aviation and Products. ENOC's E&P activities are headquartered in Dubai, UAE with workforce of over 9,000 employees.
- 1.2 ENOC promotes the widespread adoption and sustainable use of all forms of renewable energy, including bioenergy, geothermal, hydropower, ocean, solar and wind energy in the pursuit of sustainable development, energy access, energy security and low-carbon economic growth and prosperity. Some one hundred and fifty seven (157) countries are Members of our organization.
- 1.3 The principal organs in the institutional structure of the organization are the Assembly and the Council.
- 1.4 The Assembly is ENOC’s ultimate decision-making authority and is made up of one representative from each Member State. It convenes annually to discuss and decide upon issues such as the work programme, the budget, the adoption of reports, applications for membership and potential amendments to our activities. The sessions of the Assembly are attended by approximately 1000 representatives of governments, international organisations, non-governmental organisations, businesses and other entities.
- 1.5 ENOC’s Council is accountable to the Assembly and is composed of 21 Members elected for a two-year term. The Council meets twice per year and facilitates consultations and cooperation among ENOC Members and considers the draft work programme, draft budget and annual report. Council meetings are attended by approximately 300 officials. The Council meets twice a year.
- 1.6 In general, Assembly and Council meetings are held for two days, consisting of a total of four working sessions. The Assembly is attended by approximately 1,000 officials. Two working sessions of 3.5 hours are held per day, each including a coffee break. A lunch of 1.5 hours is held between the sessions on both days. Additional interpretation can also be required at side events prior to, or at parallel meetings during the Assembly or Council meetings.

2.0 OBJECTIVE

2.1 1. Purpose

The purpose of this solicitation is to conclude a Long Term Agreement (LTA) for simultaneous interpretation services for a period of two (2) year and which can be further renewed up to four (4) years, based on satisfactory performance and annual review, at the sole discretion of ENOC. The prices shall be maintained for at least one year without any change or increase.

2.2 Simultaneous Interpretation Services for ENOC Assembly and Council meetings:

- (a) Simultaneous interpretation, from < / > into Six (6) United Nations languages: Arabic, Chinese, English, French, Spanish and Russian, is provided at the sessions of the ENOC Assembly (one session) and the Councils (two sessions) to facilitate the proceedings at the meetings. The floor speaks in any one of these Six (6) languages (or a combination of languages).
- (b) Interpretation and booth manning at ENOC meetings is based on the practice at UN conferences. Accordingly, each booth should be manned by two interpreters doing interpretation in one direction, with the exception of Arabic that may provide retour translation from Arabic into English or French, from that other colleagues take the relay and translate into their respective languages.

- (c) Clear, accurate and technically correct interpretation from / into the Six (6) languages is essential for the proceedings and outcomes at the conferences, bearing in mind that participants are governmental representatives making statements, discussing and taking decisions on important substantial matters related to policies, renewable energy and administrative issues.

Simultaneous interpreting equipment will be provided by the ENOC. Nearer to the event, and to facilitate coordination and to liaise prior to the meeting, the ENOC will provide the selected contractor with a contact information of the firm who will be supplying the interpreting equipment.

3.0 SCOPE OF WORK AND EXPECTED OUTPUT:

The service provider will support ENOC with providing simultaneous interpretation from/into the six (6) United Nations General Assembly (UN - GA) languages, Arabic, Chinese, English, French, Spanish and Russian.

The service provider's duties and responsibilities include the following:

1. Form teams of interpreters who have rich experience at multilingual conferences and knowledge of the routine and the provisions at intergovernmental meetings, such the United Nations, European Union or other multi-lateral organisations.
2. For the meetings of the Assembly and the Council that are served in six (6) languages, there must be a total of twelve (13) interpreters: 2 in each of the Chinese, English, French, Spanish and Russian booths, and three (3) in the Arabic booth.
3. Compose a second team of interpreters to provide simultaneous translation from/into the six (6) languages at Ministerial Roundtable meetings held in parallel to the Assembly meetings.
4. Demonstrate flexibility and provide solutions, in case those sessions exceed their regular duration in order to continue interpretation service without interruption.
5. Administration of the logistical aspects of providing simultaneous interpretation services at ENOC's meetings including the organisation of travel, accommodation, ground transportation, visa and other arrangements as necessary.
6. Coordination and management of the interpreters' team before and during the conferences. Prepare the interpreters with the terminology and vocabulary used at ENOC's meetings based on previous experience and research in the renewable energy fields, and meeting documents and speeches provided by the Secretariat.
7. The Contractor shall, upon request and receipt of duly authorized instruction from ENOC, confirm availability of simultaneous interpretation for the event. The Contractor shall ensure availability of all personnel during entire high demand periods and provide or assign interpreters at the same level and certification at the highest quality.

4.0 COMPLETION SCHEDULE

Detailed completion schedule shall be provided in subsequent Request for Proposal (RFP) documents for hiring of consultants as when required after enlistment of Consultants after EOI. This enlistment of consultants shall be valid for 2 (two) year form the date of finalization of enlistment.

5.0 TERMS OF PAYMENT

Detailed payment terms shall be provided during Request for Proposal (RFP) document.

6.0 CONFIDENTIALITY OF INFORMATION AND DATA

All information obtained by bidder/consultant/expert during the project and all information / data / maps etc. provided by the Company to the bidder / consultant / expert must be considered confidential and must not be divulged by the bidder / consultant / expert or its personnel to any-one other than the Company's personnel. This obligation of bidder/consultant/expert shall be in force even after the termination of the contract. No part of the consultancy work shall be permitted to be presented and / or published in scientific / technical papers / journals etc. without prior approval of the Company in this regard.

7.0 PRE QUALIFICATION REQUIREMENTS

Only companies (not individuals) have sound financial & technical capabilities and pool of experts are eligible to apply as below:

7.1 Financial

The agencies to be enlisted through this EOI process shall be of sound financial standing evidenced by the following:

- a) The net worth of the agency shall be positive in the immediate preceding financial year.
- b) Documentary evidence (Annual report, Balance sheet, P&L account) in support of the same shall be provided along with the proposal.

Financial pre-qualification requirements will be exempted for Academic and Research Institutions funded wholly or partly by Government of UAE.

- 7.2 Bidder's Technical experience based on the technical experience of any of the group companies which are controlled by a parent/holding company either directly or through intermediate subsidiaries or vice-versa shall be also acceptable. Document establishing the relationship of the bidder with their group company possessing the qualifying technical experience, shall be submitted along with other documents required under this EOI.

Applicants with qualification / experience / certifications not relevant to the current requirement of enlistment shall be excluded in the screening process. Decision of ENOC in this regard shall be final and binding and no representation or correspondences will be entertained.

APPLICATION FOR PREQUALIFICATION

1	Name of the Agency/Organization	
2	Address (HQ)	
3	Address (Consultant Bidding Unit)	
4	Designated Person for Communication with Job Title	
5	Address of Designated Person	
	e-mail address	
	Mobile Number	
	Landline Number	
	Fax Number	
6	Pre-Qualifying Technical Requirements (Attach documents) The Consultant must have experience to complete a project or must have successfully executed at least one consultancy job or in the field of Simultaneous Interpretation Services. Financial (Refer the section 10.0 Prequalification requirement for details)	
	Turnover in last 3 years	
	Net Worth as on 31.3.2019	
	Attach Audited Balance Sheet – last 3 years	
	Other information demonstrating bidder's competence (attach documents)	
7*		Indicate Currency:
8		Provide a list of key personnel with CVs

Place:

Date:

(Authorised Signatory)

Note: Documents in other than English Language shall have self-certified English translated copies.

