

## Request for Proposals

### 1. Introduction

NALAS is a network of associations of local authorities of South Eastern Europe. It brings together 14 Associations which represent roughly 4000 local authorities, directly elected by more than 80 million citizens of this region. The NALAS Secretariat, based in Skopje, is responsible for the overall coordination and implementation of the activities.

NALAS General Assembly (GA) is an event organized by NALAS. It is its legitimate annual event that gathers all its delegates, elected representatives from its 15 members.

GA 2012 will take place in Pristina on the 29<sup>th</sup>-30<sup>th</sup> March 2012. It is expected that around 120 NALAS delegates, potential donors, and representative of international agencies, etc. will be present at the event.

### 2. Procurement information

NALAS intends to hire an agency for interpretation services for GA 2012.

We invite interested agencies to submit offer(s) for simultaneous interpretation services as per the specifications below:

Requirements	
<b>29th March 2012</b>	Interpretation languages: Albanian ▪ Bulgarian ▪ Bosnian/Croatian/Montenegrin/Serbian ▪ English ▪ Macedonian ▪ Romanian ▪ Slovene ▪ Turkish
09:30-11:30 Most successful Projects of 2011 of Local Governments in SEE	
12:00-14:00 Most successful Projects of 2011 of Local Governments in SEE - continued	
15:30- 17:00 Roundtable: Fiscal Decentralisation in SEE	
<b>30th March 2012</b>	
09:30-10:15 Opening Speeches	
10:15-10:30 Elaboration and Approval of the Declaration on "Fiscal Decentralisation in SEE - Municipal Local Borrowing"	
11:00-11:30 Approval of NALAS 2011 Reports	
11:30-12:00 Decision about the rotation system for NALAS Presidents	
12:00-12:30 Approval of NALAS 2012 Work Plan and Budget	
14:00-15:30 Roundtable with NALAS past, current and future Presidents: "NALAS Vision 2020"	
15:30-16:00 Ceremony of awards	

### 3. Offers

Your offer should include

- Financial part for the services described in section 2
- List of References/Events

- 3 Recommendations from international organisations
- CV's for interpreters that you plan to deploy

Please state the price before VAT and the total price including VAT expressed in EUR.

Please deliver your offers at [info@nalas.eu](mailto:info@nalas.eu) before 10.02.2012 at 12:00.

#### **4. Acceptance**

The lowest priced offer that meets or exceeds the minimum requirements will be selected. Please note that NALAS has the right to decide not to choose any offer.