



## **Independent Communications Authority of South Africa**

350 Witch-Hazel Avenue, Eco Point Office Park  
Eco Park, Centurion.  
Private Bag X10, Highveld Park 0169  
Telephone number: (012) 568 3000/1

---

# **REQUEST FOR QUOTATIONS TO PROCURE INTERPRETATION SERVICES FOR AN INTERNATIONAL MEETING**

---

## **1. INTRODUCTION**

The Independent Communications Authority of South Africa (ICASA) is the regulator of the broadcasting, telecommunications and postal services in the public interest. The Authority will host the 7<sup>th</sup> Sub-Sahara Spectrum Management Conference and ITU workshop on Spectrum Monitoring in Cape Town from 01 – 04 November 2022

## **2. SCOPE**

ICASA would like to procure the services of a suitably qualified and experienced service provider to provide simultaneous interpretation equipment and services from French to English and English to French.

In summary:

- Provide must a soundproof booth, interpreter consoles, mixer transmission system allowing for interpretation in French and English language
- Headset receivers with individual language selection feature (1 per participant and interpreter) to listen to the interpretation feed.

In detail the interpretation services is requested for two meeting

### **2.1. ITU workshop on Spectrum Monitoring (will take place physically)** (01 – 02 November)

- Full translation services for 80 people from 09:00 – 17:00 on 01 November.
- Full translation services for 80 people from 09:00 – 17:00 on 02 November.

## **2.2. 7<sup>th</sup> Sub-Sahara Spectrum Management Conference**

- Full translation services to suite both a physical and virtual meeting for 160 people from 09:00 – 17:00 on 03 November.
- Full translation services to suite both a physical and virtual meeting for 160 People from 09:00 – 17:00 on 04 November.

2.3. Both translations must be in French to English and English to French

2.4. Since this is both a physical and online meeting potential service providers must indicate continued access to uninterrupted connection to the internet during power cuts, loadshedding or any other occurrence.

2.5. Proposed number of interpreters

2.5.1. English to French x2

2.5.2. French to English x2

2.6. All preparatory work to me completed on 31 October 2022

## **3. Mandatory requirements**

Bidders must submit a proposal indicating experience in interpretation of ICT related meetings. The proposal must also indicate how the potential bidder is planning to ensure continued access to uninterrupted connection to the internet during power cuts, loadshedding or any other occurrence.

## **4. Budget confirmation**

The budget will come from 1200:83420.