

Tender Notice

Procurement of Translation and Interpretation Services

Tender Title: Procurement of Translation and Interpretation Services

Tender Reference Number: PT2026-02

Date Issued: January 27, 2026

Submission Deadline: February 8, 2026

1. Background

Binda Consulting International Ltd (BCI), a dynamic and growing Malta-based business with operations across various sectors and in different countries, invites quotations from qualified translation and interpretation service providers based in Baghdad, Iraq. Our requirements include both in-person and online interpretation for workshops and seminars, and written translation of documents. The services will focus on English-Arabic-English. Successful service providers will be designated as “preferred vendors” for upcoming BCI projects, ensuring a long-term and mutually beneficial partnership.

2. Scope of Work

Selected service providers will be responsible for offering the following services:

- In-person interpretation for workshops, meetings and seminars.
- Online interpretation services for virtual meetings and webinars.
- Written translation services for documents, including but not limited to, reports, presentations, and training materials from English to Arabic and vice versa.

3. Qualifications

To be eligible for consideration, interested providers must have:

- Proven experience in providing interpretation and translation services in the required languages.
- Proven experience in simultaneous interpretation in online meeting formats, such as Zoom, Microsoft Teams, and Google Meets.

- Demonstrated capacity to handle technical and civil society-related documents for translation.

4. Proposal Submission Requirements

Quotations must include:

- Profile of the service provider, emphasizing experience and expertise in the required services, noting previous or current clients.
- Pricing structure — hourly interpretation and per word/page written translation.
- Relevant certificates or references.

5. Submission Instructions

Proposals must be submitted electronically to info@bindaconsulting.org before **CET 17:00, February 8, 2026**. The subject line should be “PT2026-02 Quotation Submission.”

For queries related to this tender, contact info@bindaconsulting.org.

7. Terms and Conditions

- BCI reserves the right to accept or reject any quotation at its discretion and is not bound to accept the lowest bid.
- The designation of a service provider as a “preferred vendor” does not guarantee a minimum volume of work.
- Submission of a quotation indicates acceptance of all terms and conditions stated within this tender notice.
- The procurement for these services is valid for two years (2026-2028).